AUBURN UNIVERSITY LIBRARIES
GUIDELINES FOR PROMOTION AND TENURE
FEBRUARY 2013

I. General Criteria and Considerations

A. General Criteria
According to the *Auburn University Faculty Handbook**, faculty scholarly contribution is evaluated in the areas of (A) teaching (librarians/archivists are to "interpret teaching to apply to performing as a librarian or archivist" (Chapter 3.II.C.2.4); (B) research/creative work; (C) outreach; and (D) service. In addition, faculty members must demonstrate potential to contribute as a productive and collegial member of the academic unit in all relevant areas. In this document, Section III explains some general criteria for understanding faculty scholarly contribution at Auburn University Libraries in relation to the areas defined in the *Auburn University Faculty Handbook*.

B. Promotion
Promotion is based on meritorious job performance (librarianship) and/or scholarly activity in the areas of research/creative work as a librarian/archivist. In addition, an appropriate level of service to the Department, Libraries, University and profession is required.

Candidates for promotion from *Librarian/Archivist II to Librarian/Archivist III* at Auburn University Libraries are expected to demonstrate over a sustained period distinctive achievement [Exceeds Expectations or Exemplary] in the area of primary job assignment/candidate appointment (librarianship).

Criteria for scholarly activity in the area of research/creative work are included in Section IV and Appendices A and B. Librarians are uniquely qualified to judge the quality of their scholarly communication and its impact. This expertise should play a role in promotion and tenure decisions. The level of accomplishment must be substantiated through internal and external peer review and recognition.

Along with continuous meritorious librarianship, candidates for promotion from *Librarian/Archivist III to Librarian/Archivist IV* at Auburn University Libraries must demonstrate a marked degree of research/creative work appropriate to the faculty member's assignment, subjected to peer review. By means of such activity, a candidate for *Librarian/Archivist IV* should have a respected national reputation substantiated through internal and external peer review and recognition. External reviewers, along with colleagues on the promotion and tenure committee, will bring their expertise to the process.

In addition, candidates for promotion from *Librarian/Archivist III* to *Librarian/Archivist IV* must demonstrate active involvement and leadership through service in Departmental, Libraries, University and professional affairs. Academic ranks and promotion are addressed in the *Auburn University Faculty Handbook,* Chapter 3.6.

C. Tenure
Academic tenure is a principle that affords the individual faculty member academic freedom in the university environment. The *Auburn University Faculty Handbook* explains that tenure exists in

order to ensure academic freedom by protecting "the faculty member's ability to criticize and advocate changes in existing theories, beliefs, programs, policies and institutions" (Chapter 3.9)

II. Review Processes

In addition to the annual assessment process, outlined in this Section of these Guidelines, and described in the *Auburn University Faculty Handbook* in Chapter 3.7, candidates in tenure track appointments must be reviewed by their tenured faculty peers in the third year of their full-time appointment and again when the candidate initiates the process of application for tenure and promotion.

While there is no fixed requirement for years of service at a given rank before a faculty member can be promoted and tenured, it is suggested in order to fully demonstrate qualifications that most Librarian II candidates have no less than 4 years full-time experience in rank before going up for promotion and tenure (*Auburn University Faculty Handbook*, Chapter 3.10).   Details about the candidate's tenure review schedule will be included in his/her letter of offer. Faculty members in tenure track appointments normally initiate the process for tenure and promotion in the fifth year of their full-time appointment. A candidate may request that tenure consideration be deferred from the fifth to the sixth year; however, a candidate must be considered during her/his sixth year if she/he has not been considered earlier and has not waived consideration.

Likewise, while there are no fixed quotas for various ranks, usually a Librarian/Archivist III will apply for promotion to Librarian/Archivist IV after serving at least four years in full-time service at the rank of Librarian/Archivist III.

A. Third Year Review

The purpose of the third year review is to assess the candidate's progress towards tenure. In order to be successful at third year review, the candidate should be making appropriate progress toward tenure in all three areas of evaluation—job performance/librarianship, research and creative effort, and service—and a trend in productivity that, if maintained until the fifth or sixth year, will meet expectations for promotion and tenure. The review must be completed before the end of the candidate's 32nd month after official appointment.

Notice of non-continuation prior to a tenure decision shall be given in writing to full-time faculty members on probationary appointment in accordance with the Auburn University Faculty Guidelines, Chapter 3.15.

Procedure for the third year review:
1) Unit/Department head, in coordination with Promotion and Tenure (P&T) Coordinator, schedules third year review.
2) Candidate submits dossier to P&T Coordinator, following the guidelines contained in Chapter 3.II.C.2 of the *Auburn University Faculty Handbook*.
3) Dossier is made available for review by tenured faculty.

4) Candidate may elect to give a presentation, scheduled by Unit/Department head, to interested faculty. This presentation is *optional* and may take whatever form the candidate feels is appropriate.
5) Tenured faculty meets to hear presentation of candidate's credentials by Unit/Department head.
6) Vote administered by P&T Coordinator at end of meeting. Tenured faculty is also encouraged to send written comments (by e-mail) on the candidate's presentation and dossier to Unit/Department head.
7) Comments and vote results delivered to the candidate by Unit/Department head. The Unit/Department head shall prepare written report covering the findings of the review and characterizing the nature of the vote. The report is presented to the Dean and shared with the candidate. This report may be consulted by the tenured faculty when the faculty member is a candidate for tenure; otherwise, the report is to remain confidential.

Roles and Responsibilities
   1. <u>Candidate</u>
Prior to third year review, candidate should create a dossier containing a current Vita, a statement of philosophy for teaching/librarianship, a research plan, and a discussion of job performance/librarianship and service. The dossier should be finalized and sent to the P&T Coordinator at least three weeks prior to the tenured faculty third year review vote.

Following the submission of the dossier and prior to the faculty vote, the candidate may elect to give a presentation to Libraries faculty outlining candidate's professional development and research agenda. This presentation may take any form the candidate feels best presents his/her professional development and research agenda: lecture, poster session, dialog, demonstration, etc.   The optional presentation should take place approximately seven days before the meeting of and vote by the tenured faculty.

   2. <u>Unit/Department head</u>
The candidate's Unit/Department head is responsible for scheduling, in consultation with the Libraries' P&T Coordinator, the candidate's third year review. The Unit/Department head requests current Vita and any supporting material the Unit/Department head or faculty member deems appropriate prior to review.

After the faculty vote is complete, the Unit/Department head prepares a written report summarizing the results of the review for the candidate. This written report is confidential and "may only be consulted by the tenured faculty when the faculty member is a candidate for tenure" (*Auburn University Faculty Handbook* , Chapter 3.7).

   3. <u>Promotion and Tenure Coordinator</u>
The Libraries' P&T Coordinator is responsible for ensuring that the third year review timeline is followed, arranging faculty meetings, and recording the vote of the assembled faculty.

Approximately six months prior to third year review, the P&T Coordinator will contact Unit/Department head and candidate to remind them of upcoming review.

Approximately three months prior to third year review, P&T Coordinator sends a second reminder to Unit/Department head and candidate. At this time, a tentative date for third year review will be set.

Approximately two weeks prior to faculty vote, P&T Coordinator places submitted dossier materials on E-reserve, and notifies faculty.

P&T Coordinator handles all communications to faculty regarding meetings and procedures.

4. Tenured Faculty

The third year review must result in a vote by the tenured faculty. The voting options are:
- Present and voting
- Present and abstaining
- Absent but submitting a written vote prior to the meeting, or
- Absent and not voting (this response does not count in the total vote)

The faculty vote occurs by ballot. Ballot choices are:
- SATISFACTORY
  The candidate is progressing appropriately towards achieving tenure
- UNSATISFACTORY BUT CAN IMPROVE
  The candidate is not progressing appropriately in all areas toward tenure, but has shown promise of addressing deficiencies
- UNSATISFACTORY
  The candidate is not progressing appropriately towards achieving tenure, or
- ABSTAIN

If a tenured faculty member cannot attend the third year review meeting and would like to vote, the vote should be sent in writing in advance of the meeting to the Libraries' P&T Coordinator. Vote counting should not begin until all ballots of those in attendance are turned in to the meeting chair. The result of the vote must be announced at the meeting. Third year review voting records will be retained by the Libraries and reported to the Office of the Provost upon request.

B. Review for Tenure and Promotion, and Promotion

The Auburn University Libraries require both an internal peer review at the library unit level and an external peer review for all candidates petitioning for tenure and/or promotion.

1. Promotion and Tenure Dossier and Supporting Materials

After initiating the tenure review process, the candidate prepares the dossier for promotion and tenure. The candidate may also prepare supporting materials designed to illustrate her/his accomplishments in greater depth for use in the internal and external peer reviews. These supporting materials are not forwarded to the University's Promotion and Tenure Committee.

All materials prepared for the promotion and tenure process are confidential and should only be used by Auburn University Libraries administrators, tenured faculty in the Libraries, and by external peer reviewers. Dossier materials should not be copied and/or distributed to anyone beyond faculty who are eligible to vote on the candidate; however, the candidate may independently choose to make the materials available to other colleagues.

2. External Peer Review

The Department head (or the dean) shall solicit information from outside referees in the case of candidates nominated for librarian IV or archivist IV. It is also usual to solicit external peer review in consideration for tenure and promotion from Librarian/Archivist II to Librarian/Archivist III.

a. Selection of Evaluators

The Department head or dean shall solicit information from outside referees. In consultation with the candidate and the faculty voting on the candidate, the head (or dean) shall compile a list of potential evaluators which will be submitted to the Dean for approval. He or she shall then seek responses from at least three of the potential evaluators. These evaluators shall be people outside of Auburn University who are nationally acknowledged experts in the candidate's field and can comment on the quality and reputation of the candidate's work. If the evaluator is from an academic institution, he or she shall be of higher academic rank than the candidate. Letters from the candidate's major professor for a graduate degree, from former graduate students, and from ongoing research partners are unacceptable. Evaluators may be associated with industry, government agencies, foundations, etc. If these letters arrive in time, they shall be made available to the voting faculty; otherwise, they shall be sent on to the University's Promotion and Tenure Committee. The letters from these outside referees shall remain confidential and shall not be made available to candidates at any time.

b. External Review Materials

The external review package sent to all external evaluators will include the following:

- An approved cover letter prepared by the Unit/Department head (or Dean) outlining the procedure for external review and providing additional information relative to workload and other relevant conditions of the faculty member's appointment.
- The candidate's dossier in the format outlined by the *Auburn University Faculty Handbook*
- Supporting materials as determined by the candidate

Supporting materials may contain a portfolio of creative work, samples of research papers and other research/creative work scholarship, teaching portfolio, letters from outreach stakeholders and collaborators, etc.

- Curriculum Vita
- Copy of *Auburn University Libraries Guidelines for Annual Assessment, Promotion and Tenure, and Post-Tenure Review*
- Copy of Chapter 3 of the *Auburn University Faculty Handbook*

c. Format for Evaluator's Response

The external peer evaluators should review the candidate's materials and write a letter of evaluation addressing the candidate's scholarly and professional activities. As noted above, the evaluators will be advised to use the *Auburn University Libraries Guidelines* in framing the evaluations.

d. Due Date for Response

The external review package should be mailed to evaluators six weeks in advance of the faculty vote to allow sufficient time for response.

3. Internal Peer Review

The internal peer review process will begin in early August (refer to timeline below). The Unit/Department head and the P&T Coordinator will work with the candidate to establish deadlines for the submission of required materials, to schedule a presentation by the candidate to Library faculty (optional), and to schedule a meeting of the voting faculty.

The procedure for internal review is as follows:

a. Explanation of Candidate Internal Review Information

- Dossier in Auburn University format (see below)
- Supporting materials (see below)

The candidate will provide the P&T Coordinator with a copy of the dossier in the required format and any supporting materials. The P&T Coordinator will make this material available to the voting faculty at the start of the internal review period and before the meeting of voting faculty. The supporting materials will not be included in the dossier that is forwarded to the University's Promotion and Tenure Committee. The *Auburn University Faculty Handbook* and this document, the *Auburn University Libraries Guidelines*, should be the point of reference for the process of internal review.

b. Internal Review Presentation *(optional)*

The candidate may make a presentation to Library faculty if she/he wishes to do so. Following the submission of the dossier and prior to the tenured faculty vote, the candidate, in consultation with the P&T Coordinator, may schedule and give a presentation to Library faculty outlining candidate's professional development and

research agenda. The presentation should take place approximately seven days before the vote by the Libraries' tenured faculty.

c. <u>Faculty Vote (*Auburn University Faculty Handbook,* Chapter 3.II.E)</u>
The tenured faculty serves as a committee of the whole in the internal peer review deliberations and in the tenure vote. The tenured faculty meets to hear a presentation of the candidate's credentials by the Unit/Department head. The faculty eligible to vote should conduct a closed meeting to discuss the candidate's qualifications for tenure and/or promotion. These deliberations are confidential. A secret ballot vote on the candidate's application will be taken at the meeting to determine the faculty's final recommendation to the University's Promotion and Tenure Committee.

The voting options are:
- Present and voting
- Present and abstaining
- Absent but submitting a written vote prior to the meeting, or
- Absent and not voting (this response does not count as part of the total vote)

Ballot choices are either:
- Yes, the candidate is deserving of tenure
- No, the candidate is not deserving of tenure
- Abstain

and/or,

- Yes, the candidate is deserving of promotion
- No, the candidate is not deserving of promotion
- Abstain

If a candidate is under consideration for tenure and promotion, then separate votes for each issue must be taken and recorded.

If a voting faculty member cannot attend the meeting but intends to vote on the candidate's application, that faculty member is responsible for sending the vote in writing to the P&T Coordinator in advance of the meeting. Vote counting should not begin until the ballots of all faculty members in attendance and all votes from absent and voting faculty are submitted to the P&T Coordinator.

If the candidate's Unit/Department head holds the appropriate rank, then the Unit/Department head should vote by secret ballot at the meeting. According to the *Auburn University Faculty Handbook, "*The Department head, dean, and any other faculty member serving as an administrator who has an official vote on the candidate at a higher administrative level shall not vote at the departmental level." Faculty members who serve on

committees at the University level may choose to vote at the department level or at higher levels, but they may vote only once on candidates from their departments. "Immediate family members shall excuse themselves from voting." (Chapter 3.II.E). Faculty administrators may, however, attend the faculty vote meeting to provide information about the candidate's job performance in areas under the faculty administrator's purview. The result of the faculty vote will be announced at the meeting.

A summary letter that reflects the vote of the tenured faculty and represents all aspects of the discussion leading to the vote will be drafted by the current P & T coordinator, immediate past P & T coordinator and the library's current Faculty Senator. The summary letter will be submitted to the faculty for final approval.

The Department head will also write an evaluative letter with a recommendation for or against promotion and/or tenure.

In addition to these two required letters, individual faculty members may write letters explaining why they do or do not favor promotion and/or tenure. Letters should address the quality of research/creative work and the candidate's potential for continued work, librarianship effectiveness, effectiveness in the area of service contributions and, in tenure cases, potential to contribute as a productive and collegial member of the academic unit in all relevant areas. These letters should be submitted to the Department head.

Faculty, Department heads, and chairs should note that, unlike letters from outside reviewers that remain confidential, their letters will be made available to, and may be rebutted by, the candidate within five working days.

The Department head shall communicate the department's vote to the candidate and also make available to the candidate all letters submitted by the Department head and individual faculty members. After reviewing the letters, the candidate has five working days to write a rebuttal if desired. The candidate can also make an informed decision about whether or not to continue with the process of seeking promotion and/or tenure. If the candidate wishes to continue the process despite a negative recommendation, the Department head and dean shall honor the candidate's request.

The dean will also write an evaluative letter with a recommendation for or against promotion and/or tenure. The dean shall make this letter available to the candidate. The candidate has five working days to write a rebuttal if desired.

d. Submission to the Office of the Provost
   The Auburn University Libraries Dean's Office will collect all materials including the information to be submitted by the candidate, the information submitted by the Unit/Department head, and all relevant letters. The full dossier will be submitted to the

Office of the Provost by the date set forth in the Provost's annual call for recommendations for tenure and promotion.

4. Dossier Format

The candidate will prepare a dossier of accomplishments and contributions, which is submitted for external peer review, internal peer review and to the University's Promotion and Tenure Committee. The dossier must follow the format detailed in the *Auburn University Faculty Handbook,* Chapter 3. 11.C.1-2.

   a. Information Supplied by the Candidate

   The information should follow exactly the *Auburn University Faculty Handbook* format. As stated in the *Auburn University Faculty Handbook*, "Librarians and archivists should interpret teaching to apply to performing as a librarian or archivist" and adapt that section of the outline accordingly.

   b. Information Supplied by the Department head

   The information should follow exactly the Auburn University Faculty Handbook format (Chapter 11.C.3). Teaching should be interpreted and adapted in regards to faculty contribution as a librarian or archivist.

5. Promotion and Tenure Schedule

   All dates are approximate and subject to change dependent upon the Provost's call for candidate submission.

   - April 1: Candidate submits names of members of the Auburn academic community outside the Libraries who are willing to write supporting letters. Letters in this category are optional but strongly recommended.
   - April 15: Unit/Department head (or dean) sends candidate's Vita to members of the Auburn academic community who have agreed to write supporting letters.
   - June 1: Unit/Department head (or dean) submits the names of potential external reviewers to the Dean of Libraries for approval.
   - June 1: Candidate's dossier and supporting materials submitted to the Libraries' Administrative Offices for reproduction.
   - June 15: Candidate's dossier and supporting materials mailed to external reviewers.
   - Aug 1: Candidate's external review letters and supporting letters from Auburn University's academic community due to Unit/Department head (or dean).
   - Aug 1: Candidate's dossier, supporting materials (including letters from the Auburn academic community), and external review letters due to the Libraries' P&T Coordinator.
   - Aug 15-Sept 15: Meeting of Auburn University Libraries tenured faculty to vote on the candidate.

- Sept 15 – Oct 1: Faculty recommendation letters to Unit/Department head and Unit/Department head's letter to the Dean of Libraries due in Libraries' Administrative Offices.
- Oct 1: Candidate's dossier submitted to the Libraries' Administrative Offices for reproduction, including all letters.
- Dec 10: Candidate's dossier submitted to Office of the Provost in accordance with approved timeline

III. Auburn University Libraries Faculty Scholarly Contribution

This section explains Auburn University Libraries' criteria for understanding faculty scholarly contribution relative to areas defined in the *Auburn University Faculty Handbook* as librarianship, research/creative work, outreach, and service. Section IV of this document classifies Auburn University Libraries criteria for ranking research/creative work according to Exemplary, Exceeds Expectations, Meets Expectations, Marginal and Unacceptable.

Faculty positions within the Libraries are varied and encompass different types of faculty scholarly contribution. Faculty is expected to demonstrate over a sustained period distinctive (i.e. Exemplary or Exceeds Expectations) achievement in the area of primary job assignment in regards to librarianship which is comparable to that of successful candidates in the profession in the past five years (*Auburn University Faculty Handbook*, Chapter 3.8). Meritorious performance in service is generally taken into account in the evaluation of collegiality and in the annual review process.

A. Scholarly Contribution of Librarianship

As noted in the *Auburn University Faculty Handbook*, "teaching" is interpreted as job performance as a librarian or archivist. While teaching is frequently a component of Library faculty job assignments, this is not true of every position. Whether or not teaching is included in a faculty member's job assignment, and the time allocated to it, varies with the faculty position.

All Library faculty members provide academic support for the teaching, research, outreach, and service missions of the University. Librarians and archivists provide access to scholarly resources through the selection, acquisition, organization, management, and preservation of collections and information resources and through supportive reference and instruction services. The Libraries seek to address a rapidly evolving information environment by integrating information resources into the intellectual life of the University, implementing new information access technologies, and developing instruction programs that address the University's general education outcome that "students will be information literate."

Library faculty members are responsible for a variety of functions and services. A faculty member's responsibilities may change over time as the Libraries respond to both internal and external demands. Although Library faculty positions may appear similar within a particular category, there are a number of faculty positions that are unique. Some faculty members have predominantly administrative responsibilities, while others have very few or no administrative

duties. Primary areas of job performance as a librarian/archivist include the areas of responsibility listed below. Library job assignments frequently combine responsibilities in more than one area.

Librarianship is assessed by the quality and quantity of performance in these categories:
- Reference: assist users to find reliable and relevant information sources and to develop effective search strategies using existing and emerging digital reference technologies; acquire and preserve print and electronic reference resources that address users' instructional, research, and service needs; promote available information resources and services to users; strive to meet users' information needs for personal and discipline-specific service.
- Liaison: collaborate with faculty in assigned departments to provide and create information resources and design and deliver subject specific information literacy instruction and service.
- Instruction: provide information literacy/library instruction to campus constituents through University success courses, core classes, undergraduate and graduate level subject classes, and faculty and graduate seminars. Provide information literacy instruction and training to local elementary and secondary schools and to community patrons and groups.
- Collection Management: serve as liaison to faculty and graduate students in assigned subject areas; review and assess existing collections in assigned areas; manage materials budgets and select books, journals, databases, and other materials in assigned subject areas.
- Organization and Control of Library Resources: establish and maintain bibliographic systems that facilitate the organization and control of library resources, including the creation and application of metadata to facilitate effective access to digital information.
- Acquisition of Library Resources: establish and maintain procedures for the effective and economical acquisition of library resources.
- Access Services: establish and maintain procedures designed to facilitate user access to Auburn University Libraries collections and resources, and to the collections and resources made available through agreements with other colleges, universities, organizations, and institutions; where appropriate, participate in the development and testing of online user interfaces.
- Information Technology Activities: identify, develop, implement and evaluate information technologies that support the principal activities and services of the Libraries, including server-based, PC-based, and Web-based applications; keep abreast of new information technologies and explore library applications for them.
- Digitization Activities: participate in the selection and digitization of materials from the Libraries' special collections or from other colleges and departments, including documentation, production, and metadata creation; help to prepare digitized collections for harvest into a digital preservation network.

- Library Management and Administration: provide leadership in the formation and achievement of Unit/Libraries goals and objectives; provide leadership in the development and execution of Unit/Libraries policies and procedures; plan, coordinate and manage Unit/Libraries resources; monitor and report budgetary expenditures of Unit/Libraries; monitor, direct and evaluate the performance of Unit/Libraries personnel; provide professional development opportunities to faculty and staff; represent the Unit/Libraries to upper administration and the campus community.

B. *Scholarly Contribution of Research/Creative Work*

A strong culture of faculty scholarship in the form of research and/or creative work is essential to the Library faculty's continued success in the promotion and tenure process at Auburn. Productivity in research and creative practice is important evidence of the Library faculty's scholarship because it demonstrates the Libraries' significance to external audiences, enhances educational and research opportunities for Auburn students and faculty, and improves the operations and services of the Libraries. Each faculty member must describe an individual research/creative work agenda in Section B.9 of the dossier. An initial review of each junior faculty member's developing research/creative work agenda should be a vital component in the third year review.

For the tenure and/or promotion process, peer reviewed or refereed work is generally valued more highly than non-peer-reviewed endeavors. Research/creative work valued by Auburn University Libraries includes traditional peer reviewed publications and other forms of scholarship, such as scholarly/creative contributions in the candidate's assigned subject areas and the development of new or innovative approaches to problem-solving in specific areas of librarianship. Because the Libraries play an important role in the educational mission of the University, teaching and instructional support are viable arenas for related faculty scholarly activity. The individual departments in the Libraries are actively engaged in defining and determining the standards for each department within the larger context of the Libraries' and Auburn University's requirements. If a candidate receives an external grant, the grant may be equated to a journal publication based on the amount of the grant and the prestige of the granting agency. Other research activities, such as the creation of intellectual property, copyrights, or patents, can also be used to supplement a candidate's research record In all fields of library work, it is imperative for faculty to develop a sustained body of high quality work.

The Libraries' standard is that a faculty member with a 10% allocation for research/creative work should produce externally peer reviewed activities at a level appropriate to both the faculty member's rank and comparable to that of successful library professionals at peer institutions. For guidelines, see:

Weller, Ann C.; Hurd, Julie M.; Wiberley, Stephen. "Publication patterns of U.S. academic librarians from 1993 to 1997." *College & Research Libraries* v. 60 no. 4 (July 1999) p. 352-62.

Wiberley, Stephen E.; Hurd, Julie M.; Weller, Ann C. "Publication Patterns of U.S. Academic Librarians from 1998 to 2002." *College & Research Libraries* v. 67 no. 3 (May 2006) p. 205-16.

Section IV *Auburn University Libraries Guidelines* categorizes scholarly activity at five levels of accomplishment: (1) Exemplary (2) Exceeds Expectations (3) Meets Expectations (4) Marginal and (5) Unacceptable. As noted in Boyer's *Scholarship Reconsidered* (1990), research/creative activity may include exploration and analysis of professional practice, original inquiry, outreach, and teaching, in addition to basic and applied research.

Librarians are uniquely qualified to assess the quality and impact of their scholarly contributions. In fact, many of the factors used by other Colleges are determined by the library profession. The faculty and Department heads should refer to Section IV and use their professional expertise in this regard.

C. Scholarly Contribution of Outreach
Auburn University Libraries faculty members do not ordinarily engage in outreach programs on a level appropriate for consideration for tenure and promotion at this time. (*Auburn University Faculty Handbook* Chapter 3.8.C). If such an appointment is made in future, criteria for assessment will be written at that time.

D. Other Scholarly Contribution
As members of the University community, Library faculty members have the opportunity to significantly impact their profession and to establish a national reputation via meritorious performance related to service to the University and their profession.

E. Service
At Auburn University Libraries, most service activities relate to the Libraries' provision of academic support for the teaching, research, outreach, and position-related service missions of the University. All faculty members are expected to contribute some Libraries, University and professional service.

Examples of service activities include but are not limited to the following:
- participation in Departmental/Libraries/University committees
- development of new academic programs
- work on accreditation documentation
- revision of curricula
- recruitment of new faculty and staff
- holding office in professional organizations/associations
- service to professional organizations related to job performance areas
- committee work for professional organizations/associations

For annual assessment, documentation of contributions in the area of service may consist of:
- description of the service activity
- explanation of how the activity contributes to the University, Libraries, departmental and professional mission
- specific contribution of the faculty member
- impact of the activity (was it evaluated or recognized as significant?)
- description of activities, special projects, and products

IV. Evaluating Research/Creative Work

There are several categories of scholarly research/creative work relevant to the Libraries' faculty (*Auburn University Faculty Handbook, Ch.* 3.II.C.2.B.) Within these categories, the significance of a candidate's work is evaluated as Exemplary, Exceeds Expectations, Meets Expectations, Marginal or Unacceptable:

Exemplary research/creative work and/or awards demonstrate progress towards a national reputation. A candidate progressing from *Librarian/Archivist III* to *Librarian/Archivist IV* can demonstrate this through a consistent record of *Exemplary* research/creative work OR *Exemplary* recognition with a national level award *combined* with research/creative work that *Exceeds Expectations*.

Exceeds Expectations in research/creative works and/or awards demonstrates the faculty member's potential for building a national reputation.

Meets Expectations in research/creative works and/or awards indicates general productivity. A candidate for tenure and promotion from *Librarian/Archivist II* to *Librarian/Archivist III* must *Meet Expectations* in the area of research/creative work and/or awards.

Marginal in research/creative works notes insufficient performance.

Unacceptable in research/creative work performance may require a comprehensive development plan or may initiate a recommendation of a letter of non-continuance.

V. Faculty Dismissal

Termination of a tenured appointment shall be carried out by the University only for just cause and according to the procedures set forth in the Auburn University Faculty Handbook, 3.16.

Accepted by:
Faculty   __2.1.2013_____
Dean   __2.1.2013_____
Provost   __1.14.2013_____
Effective Date   __2.20.2013_____