



## 13. PROMOTION TO ACADEMIC RANK FOR LIBRARY FACULTY

### 13.1 MINIMUM CRITERIA FOR TENURE AND PROMOTION

13.1.1 CRITERIA FOR PROMOTION OF LIBRARY FACULTY. Library faculty members shall be evaluated for promotion to the following ranks in terms of the following minimum criteria.

13.1.1.1 TO ASSISTANT PROFESSOR. For promotion to the rank of assistant professor, the minimum requirements are a graduate degree in library science from an American Library Association-accredited institution (or appropriate graduate degree as defined by the position) and a second graduate degree; three years of professional experience at Lamar University; demonstrated competence in job performance in accordance with the Criteria for Tenure and Promotion (below); evidence of professional development; and contributions in at least one of the following areas:

- 1) scholarly and creative activities,
- 2) professional service, and/or
- 3) library and university service.

13.1.1.2 TO ASSOCIATE PROFESSOR (AND TIED WITH TENURE). For promotion to the rank of associate professor, the minimum requirements are a graduate degree in library science from an American Library Assoc an A

- 1) professional development,
- 2) scholarly and creative activities,
- 3) professional service, and/or
- 4) library and university service.

In the fall of the sixth year of full-time service (counting credit for prior service), a faculty member at the rank of assistant professor (and entering Lamar employment after fall 2012) must be considered and recommended for both tenure and promotion to the rank of associate professor. The personnel committee at each level will vote on the combined action.

13.1.1.3 TO PROFESSOR. For promotion to the rank of professor, the minimum requirements are a graduate degree in library science from an American Library Association-accredited institution (or appropriate graduate degree as defined by the position) and a second graduate degree; twelve years of professional library experience (including credit for prior service granted at time of hire).

Chapter II, Policies & Procedures

following areas:

- 1) professional development,
- 2) scholarly and creative activities,
- 3) professional service, and
- 4) library and university service.

13.1.2 EXPLANATION OF TERMS. Previous work experience shall be considered in four categories:

- 1) professional library experience,
- 2) pre-professional library experience,
- 3) non-library professional experience, and
- 4) part-time experience.

The library's personnel committee shall judge the equivalence of previous work



13.2.1.1.5 Demonstrates competence and good judgment in assisting library users locate materials.

13.2.1.1.6 Demonstrates a willingness to assist users and persist beyond conventional sources to provide desired materials.

13.2.1.1.7 Demonstrates competence in instructing users on the effective use of library materials.

13.2.1.1.8 Maintains positive working relationships with personnel in academic departments or programs in appropriate subject areas.

13.2.1.1.9 Demonstrates competence in the use of automated systems and of current developments.

#### 13.2.1.2 ACQUISITION OF LIBRARY RESOURCES.

13.2.1.2.1 Demonstrates competence in establishing and maintaining procedures for the effective and economical acquisition of library resources.

13.2.1.2.2 Demonstrates competence in ordering, receiving and paying for library materials.

13.2.1.2.3 Successfully monitors budgetary expenditures and reports the results.

13.2.1.2.4 Demonstrates in depth knowledge of the book, serials, or media trade and other sources of library materials.

13.2.1.2.5 Demonstrates understanding of bibliographic citation techniques and descriptive cataloging.

13.2.1.2.6 Demonstrates competence in the use of automated systems and knowledge of current developments.

#### 13.2.1.3 ADMINISTRATIVE EFFECTIVENESS. These criteria are applicable only to the following positions: Coordinators and University Archivist.

13.2.1.3.1 Represents users' interests and needs in setting library goals and objectives by the following:

- i. Periodically assesses users' needs.
- ii. Demonstrates competence in analyzing, planning and creating effective library services.

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program.

#### 13.2.1.5 AUTOMATED SYSTEMS ACTIVITIES.



technologies that can enhance the distance library experience of students.

13.2.1.9.6 Stays current in developments in trends in the delivery of library services to distance education students.

13.2.1.9.7 Evaluates services provided to distance education students and recommend future directions to the library administration.

#### 13.2.1.10 DIRECT REFERENCE SERVICES.

13.2.1.10.1 Demonstrates competence and good judgment in assisting library users to locate information.

13.2.1.10.2 Correctly discerns and interprets user requests and questions.

13.2.1.10.3 Demonstrates competence in using reference materials and other resources.

13.2.1.10.4 Demonstrates a willingness to assist users and to persist beyond conventional sources to provide desired information.

13.2.1.10.5 Demonstrates understanding of acquisitions, bibliographic organization and control.

13.2.1.10.6 Effectively communicates knowledge of library organization, policy and goals to users and academic departments.

13.2.1.10.7 Maintains positive working relationships with personnel in academic departments or programs.

13.2.1.10.8 Demonstrates expertise in appropriate academic subject areas.

13.2.1.10.9 Demonstrates ability to answer reference requests using a variety of communication tools (phone, IM, email, etc.).

#### 13.2.1.11 INSTRUCTION IN LIBRARY USE.

13.2.1.11.1 Demonstrates competence in instructing users on the effective use of library resources.

13.2.1.11.2 Instructs users on accessing all collections within the Gray Library and relevant external collections.

13.2.1.11.3 Effectively communicates knowledge of applicable resources within appropriate academic subject areas during instructional sessions.

13.2.1.11.4 Demonstrates competence in the presentation of instructional sessions to the individuals and groups served by the Library.

13.2.1.11.5 Demonstrates knowledge of research strategies and the teaching of research skills.



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13.2.1.13.5 Competently monitors and directs the performance of unit employees.

13.2.1.13.6 Impartially evaluates the performance of unit employees.

13.2.1.13.7 Recommends the selection of competent, well-qualified unit employees.

13.2.1.13.8 Maintains constructive working environment for unit employees.



