

Columbus State University Libraries
Guidelines for Faculty Promotion & Standards of Excellence
Revised December 2021

Guidelines for Faculty Promotion

Included in this document are the descriptions of CSU Libraries' standards and guidelines for appointment and/or promotion to Assistant Professor, Associate Professor, and Professor.

To be appointed/promoted, faculty members must be eligible according to the guidelines in the Columbus State University's Faculty Handbook, the USG Board of Regents policy 8.3.1.2, and they must meet the following CSU Libraries standards as a faculty member in areas of job performance, professional growth, and service. In addition to these criteria, library faculty must hold the terminal degree. The terminal degree for a librarian is the Masters in Library Science from an ALA accredited library science program. The terminal degree for an Archivist is a Masters in History or Library Science with a specialty in Archival Management.

Procedures

The Dean of Libraries notifies eligible library faculty, in writing, of their eligibility for promotion.

According to the CSU Faculty Handbook, each eligible faculty member must notify the Dean, in writing, by a specified date of his/her intention to apply or not for consideration for promotion in the coming academic year. An eligible faculty member who chooses to go up for promotion is required to submit a dossier of materials that document his/her accomplishments. The candidates are encouraged to seek counsel from senior faculty members.

The initial evaluation of a faculty member and recommendation for promotion shall be the responsibility of the Library Personnel Committee. The Dean of Libraries appoints the Personnel Committee including the chair, during fall planning week. Committee members must be full time library faculty.

The Library Personnel Committee evaluates the dossier based on guidelines devised by the CSU Libraries faculty and makes recommendations in writing for or against promotion. The Library Personnel Committee may request additional information from the candidate as needed. The written and signed (by each committee member) recommendation should include an assessment of the candidate's performance/ accomplishments and justification for the Committee's recommendation. The written recommendation includes the vote of the Committee. A minority report can be submitted.

The CSU Libraries' Dean submits the candidate's dossier with his/her recommendation

and the Committee's recommendation to the VPAA and will inform the candidate in writing of the recommendation.

The promotion dossier will be compiled using Digital Measures and will include:

- Application for promotion
- Statement/letter of intention to seek promotion
- Statement of philosophy of library service and/or teaching (optional)
- Letters of support for promotion (should include one from the faculty of University Libraries, liaison area, and/or an external reference who is knowledgeable of the candidate's service)
- Curriculum Vitae
- Evaluations: performance, student and/or peer
- Documents as evidence of candidate's accomplishments
- Selection of class materials

Standards of Excellence

Job Performance Including Teaching

These are required accomplishments:

- Successful fulfillment of job responsibilities
- Expertise in library science and/or subject specialty
- Demonstrated superior leadership
- Superior and sustained faculty liaison activities
- Teaching (the following examples may be tailored to reflect teaching activities associated with the position)
 - Demonstrate highly effective instruction as evidenced by student or peer evaluations
 - Create and use innovative instructional methods and materials
 - Facilitate instruction through highly effective and or innovative support mechanisms, library resources, services and training.
 - Coordinate conferences, workshops, seminars, and credit courses relevant to pedagogy or professional duties

Professional Growth and Development

These are required accomplishments:

- Active membership in minimum of one library organization and/or professional society related to one's discipline
- Attendance at conferences, seminars, workshops, and meetings related to job responsibilities

Candidate is expected to engage in activities comparable to those listed below:

- Participate in conferences, seminars, workshops, and/or meetings for library organizations and/or professional societies related to one's research interest (examples: presenting a paper, member of a panel, organizing a conference)

- Completion of courses which enhance job performance
- Attain an additional graduate degree
- Active participation in library organization and/or professional society related to one's research interest (examples: committee member, officer, editorial duties)
- Publication of monographs, book chapters, research articles, indexes, book reviews, and/or bibliographies; editing a scholarly publication and/or website; creating a library or academic website; and/or creating procedural manuals, handbooks, pathfinders, guides, etc.
- Engage in consulting activities related to one's discipline
- Submission of grant proposals
- Research and creative activities, e.g., exhibitions, performances

Service

These are required accomplishments:

- Serve on a minimum of one University committee annually
- Engage in a minimum of one community service activity annually

Candidate is expected to engage in activities comparable to those listed below:

- Serve on more than one University committee annually or serve as chair or co-chair
- Participate in library or university service opportunities
- Membership on faculty senate
- Serve as an advisor to a CSU club or organization
- Active participation in library organization and/or professional society related to one's research interest (examples: committee member, officer, editorial duties)
- Leadership roles in local, state, regional, and national professional, civic, service or volunteer organizations
- Participate in community conferences, seminars, workshops, and meetings
- Serve on local or state government boards

Appointment to Assistant Professor

Newly-hired library faculty who possess a terminal degree normally will be hired at the rank of Assistant Professor of Library Science.

Appointment to Associate Professor

Promotion to associate professor requires five years of full-time service at the rank of assistant professor. Individuals may stand for promotion in their fifth year. One is expected to apply for promotion within the first seven years of employment as an Assistant Professor of Library Science.

In consideration for promotion to Associate Professor, excellence in job performance, including teaching is of primary importance; however, the candidate must show evidence of excellence in one of the two categories noted below and competence in the remaining

category.

- Professional growth and development
- Service to the university, community, and profession

Promotion to Professor

Promotion to professor requires five years of service at the rank of associate professor at CSU.

Individuals may stand for promotion in their fifth year

In consideration for promotion to Professor, the candidate must show evidence of excellence in all three areas.

- Job performance
- Professional growth and development and
- Service to the university, community, and profession

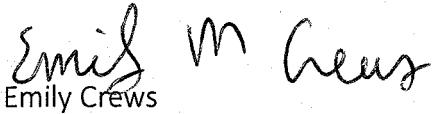
The following members of the Library Faculty have read and understand these criteria for promotion.



Alison Cook

12/1/21

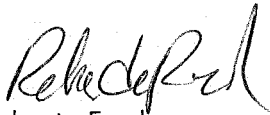
Date



Emily Crews

12/1/21

Date



Roberta Ford

12/1/21

Date



Tom Ganzevoort

12/1/2021

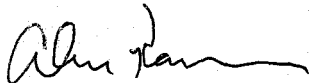
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Michelle Jones

12/1/2021

Date



Alan Karass

12/1/2021

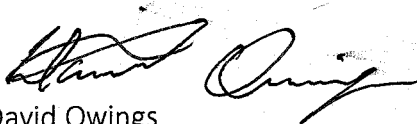
Date



Paul Luft

12/1/2021

Date



David Owings

12-1-2021

Date



Amy Parsons

12-1-2021

Date