



THE UNIVERSITY OF
SOUTHERN
MISSISSIPPI.

UNIVERSITY LIBRARIES
ANNUAL EVALUATION
PROMOTION AND TENURE
GUIDELINES

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Director

9/17/2021
Date

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Dean

9/17/2021
Date

Steven Moore

Provost

9/17/21
Date

School Document University Libraries

School Policies and Procedures: Evaluation Processes

School: **University Libraries**

Director: **N/A**

College: **University Libraries**

College Dean: Dr. John Eye

Mission, Vision, and Values

School Mission

The mission of the University Libraries (UL) is to create an information-rich environment that fosters the intellectual development and creativity of the university community by providing services, collections, and other resources to meet the needs of the university's students, faculty, staff, and other researchers in a changing academic landscape.

School Vision

The University of Southern Mississippi Libraries will be known as the institution's center for intellectual inquiry by creating new avenues of service to educate and assist patrons, developing innovative approaches to enhance and expand collections, and exploring new opportunities to foster collaboration across campus and among the larger community.

School Values

Service – Deliver exemplary service.

Stewardship – Evaluate, select, and provide access to a broad range of information resources.

Intellectual Freedom – Protect the privacy of individuals and their rights to find and use information relevant to educational and research needs.

Collaboration – Form partnerships that support or advance the Libraries' mission.

Equality – Provide access to the library and its resources without regard to national origin, background, or views.

Diversity – Respect the richness of different ideas and cultures.

Empowerment – Support student success and professional development.

Engagement – Be a vital and welcoming center for educational and cultural activity.

Faculty Evaluations: Performance Categories

Refer to Faculty Handbook for more information:

- [Committee Membership Eligibility](#) (1.10.1)
- [Faculty Governance Options](#) (1.10.2)
- Faculty Evaluation Process ([4.1](#), [4.4](#), [4.5.2-4.5.4](#), [Appendix B](#))
- Workload Allocation/Assignment ([4.3](#), [Appendix A](#))
- [Administrator Workload](#)
- [Circumstantial Adjustments to Workload Allocation](#)

Also see attached Appendix B, a model for a rubric to complement the narrative to be provided below.

School General Statement about Annual Evaluation Standards

Faculty are evaluated annually regarding their performance in the categories of Librarianship, Research and Creative Activities, and Service.

- **Librarianship.** While faculty outside University Libraries are evaluated on the performance of teaching, University Libraries faculty are evaluated on the performance of librarianship. Librarianship is defined for each faculty member by the job description, which outlines the expectations and responsibilities required in the job. Librarianship is the most important category in any evaluation of University Libraries faculty. Virtues of collegiality should be evident in the practice of librarianship.
- **Research and Creative Activities.** University Libraries faculty must demonstrate continuing scholarship or creative activity in the field of librarianship and/or in a subject specialty. These activities should contribute to the knowledge base or advancement of the field or profession and to the professional growth and efficacy of the individual faculty member. Talents, inclinations, demands of positions, and opportunities vary, so University Libraries faculty should consult with their supervisor to ensure that the needs of the University Libraries and the University, as well as those of the individual, are met.
- **Service.** University Libraries faculty are expected to participate in service activities in three areas: Libraries, the University, and the library profession. Virtues of collegiality should be evident in service activities.

Due to a wide variety of responsibilities, each University Libraries faculty member is evaluated based on the faculty member's job description.

For each category of evaluation, evaluative criteria are provided below. Each category is rated on a scale of 1 (Does Not Meet Expectations) to 3 (Exceeds Expectations). Evaluative criteria provide general guidelines for evaluation, but they are not exhaustive or absolute. Each item of performance will be evaluated on its substance and quality within the criteria framework. Items not found in the criteria should be weighted as closely as possible to similar, known items. Minimum requirements for tenure and promotion should be considered within the context of the annual review. In other words, each faculty member should adjust their annual professional trajectory to meet the University Libraries requirements of tenure and promotion. Amendments to the criteria can be made by University Libraries faculty, with approval of the dean and provost, upon periodic review of the document.

Effectiveness in interpersonal relationships, including professional ethics, cooperativeness, resourcefulness, and responsibility are necessary components of evaluation for University Libraries faculty. Therefore, performance in collegiality and communication will be considered throughout the evaluation. One element of collegiality is appropriate participation in departmental activities. Collegiality does not preclude, however, vigorous debate and dissent, which are vital components of a healthy intellectual environment. Nor does collegiality require conformity to any personality profile or apply to the ordinary tensions that arise from conflicting individual sensibilities.

Excellence in Librarianship, Research and Creative Activities, and Service are defined to include professional ethical conduct, consistent with the American Library Association Code of Ethics.¹

¹ *Code of Ethics of the American Library Association*, January 2008. <http://www.ala.org/advocacy/proethics/codeofethics/codeethics>

Tenured and Tenure Track

Librarianship

Librarianship

While faculty outside University Libraries are evaluated on the performance of teaching, University Libraries faculty are evaluated on the performance of librarianship. Librarianship is defined for each faculty member by the job description, which outlines the expectations and responsibilities required in the job. Librarianship is the most important category in any evaluation of University Libraries faculty. Virtues of collegiality should be evident in the practice of librarianship.

Meets Expectations for Librarianship

Examples:

1. Delivers professional librarianship in the faculty member's area of specialization as outlined in the job description
2. Completes assigned tasks, performs duties, and provides services in an effective and professional manner.
3. Demonstrates initiative and is responsive to suggested evaluative recommendations.
4. As regards librarianship, collegiality includes showing professional respect for others and not disparaging members of the University Libraries (professionally or personally) in front of patrons. Collegiality includes being willing to offer reasonable assistance to other members of University Libraries in fulfilling their library responsibilities.

Fails to Meet Expectations for Librarianship

Examples:

1. Demonstrates an insufficient level of job knowledge as applied to library processes, services, or resources as outlined in the job description.
2. Performs assigned tasks and duties inconsistently and/or is unresponsive to suggested evaluative recommendations.

Exceeds Expectations for Librarianship

Examples:

1. Delivers exceptional librarianship in the faculty member's area of specialization as outlined in the job description.
2. Demonstrates excellence far beyond professional objectives set for the year, achieves highly ambitious objectives, or makes contributions deemed especially complementary to University Libraries.

Scholarship, Research, and Creative Activity

Scholarship, Research, and Creative Activity

University Libraries faculty must demonstrate continuing scholarship or creative activity in the field of librarianship and/or in a subject specialty. These activities should contribute to the knowledge base or advancement of the field or profession and to the professional growth and efficacy of the individual faculty member. Talents, inclinations, demands of positions, and opportunities vary, so University Libraries faculty should consult with their supervisor to ensure that the needs of the University Libraries and the University, as well as those of the individual, are met.

Meets Expectations for Scholarship, Research, and Creative Activity

Examples:

This list is not comprehensive and may include other projects and activities to be evaluated on a case-by-case basis.

1. Present a scholarly paper, poster, or presentation at a local, state, or regional conference.
2. Author or co-author a published non-peer reviewed article, book review, encyclopedia entry, newsletter article, or conference summary.
3. Participate in professional development activities.
4. Collegiality in the context of research and creative activity includes showing professional respect for the work of members of the University Libraries, contributing toward a scholarly and civil environment in which everyone can be productive and effective, and not disparaging others' work to members of the University Libraries or profession. It does not preclude respectful professional disagreement.

Fails to Meet Expectations for Scholarship, Research, and Creative Activity

Examples:

This rating should be made for faculty unable to produce evidence of meeting annual expectations according to the criteria set forth in this document.

Exceeds Expectations for Scholarship, Research, and Creative Activity

Examples:

This list is not comprehensive and may include other projects and activities to be evaluated on a case-by-case basis.

1. Present a scholarly paper, poster, or presentation at a national or international conference.
2. Author or co-author a published peer-reviewed scholarly journal article or a chapter in a scholarly book.
3. Service as a principal investigator for, or significant contributor to, an awarded grant of over \$5,000.
4. Obtain an additional graduate degree.
5. Received a national or international award or honor related to librarianship or scholarship.

Service

Service

University Libraries faculty are expected to participate in service activities in three areas: Libraries, the University, and the library profession. Virtues of collegiality should be evident in service activities.

Meets Expectations for Service

Examples:

This list is not comprehensive and may include other projects and activities to be evaluated on a case-by-case basis.

1. Participate in student recruitment, student retention, and outreach initiatives beyond the scope of one's job responsibilities.
2. Peer review of manuscripts for academic journals.

3. Session organization at a conference.
4. Membership in University Libraries, university, or professional committees.
5. Attending and actively participating in University Libraries meetings.
6. Collegiality in the context of service includes showing respect for others and a willingness to do one's fair share of service for the sake of the University Libraries and for the sake of colleagues, staff members, and library patrons. It also includes a willingness to collaborate and contribute towards shared governance. Collegiality does not preclude vigorous debate, dissent, and protest in intellectual matters and in issues concerning the governance of the institution.

Fails to Meet Expectations for Service

Examples:

This rating should be made for faculty who are unable to produce evidence for meeting annual expectations according to the criteria set forth in this document.

Exceeds Expectations for Service

Examples:

This list is not comprehensive and may include other projects and activities to be evaluated on a case-by-case basis.

1. Editor of a peer-reviewed journal.
2. Lead organizer of a regional, national, or international conference.
3. Participation in a proposal-review board at an established national funding agency.
4. Serve as an officer of a national or international professional organization or a major division/committee thereof.
5. Serve as an officer of a university governing or advisory committee, such as Academic Council, Council of Directors, Faculty Senate, and University Research Council.

Clinical and Teaching Track

Librarianship

Librarianship

While faculty outside University Libraries are evaluated on the performance of teaching, University Libraries faculty are evaluated on the performance of librarianship. Librarianship is defined for each faculty member by the job description, which outlines the expectations and responsibilities required in the job. Librarianship is the most important category in any evaluation of University Libraries faculty. Virtues of collegiality should be evident in the practice of librarianship.

Meets Expectations for Librarianship

Examples:

1. Delivers professional librarianship in the faculty member's area of specialization as outlined in the job description
2. Completes assigned tasks, performs duties, and provides services in an effective and professional manner.
3. Demonstrates initiative and is responsive to suggested evaluative recommendations.
4. As regards librarianship, collegiality includes showing professional respect for others and not disparaging members of the University Libraries (professionally or personally) in front of patrons. Collegiality includes being willing to offer reasonable assistance to other members of University Libraries in fulfilling their library responsibilities.

Fails to Meet Expectations for Librarianship

Examples:

1. Demonstrates an insufficient level of job knowledge as applied to library processes, services, or resources as outlined in the job description.
2. Performs assigned tasks and duties inconsistently and/or is unresponsive to suggested evaluative recommendations.

Exceeds Expectations for Librarianship

Examples:

1. Delivers exceptional librarianship in the faculty member's area of specialization as outlined in the job description.
2. Demonstrates excellence far beyond professional objectives set for the year, achieves highly ambitious objectives, or makes contributions deemed especially complementary to University Libraries.

Scholarship, Research, and Creative Activity

Scholarship, Research, and Creative Activity

University Libraries faculty must demonstrate continuing scholarship or creative activity in the field of librarianship and/or in a subject specialty. These activities should contribute to the knowledge base or advancement of the field or profession and to the professional growth and efficacy of the individual faculty member. Talents, inclinations, demands of positions, and opportunities vary, so University Libraries faculty should consult with their supervisor to ensure that the needs of the University Libraries and the University, as well as those of the individual, are met.

Meets Expectations for Research/ Creative Activity

Examples:

This list is not comprehensive and may include other projects and activities to be evaluated on a case-by-case basis.

1. Present a scholarly paper, poster, or presentation at a local, state, or regional conference.
2. Author or co-author a published non-peer reviewed article, book review, encyclopedia entry, newsletter article, or conference summary.
3. Participate in professional development activities.
4. Collegiality in the context of research and creative activity includes showing professional respect for the work of members of the University Libraries, contributing toward a scholarly and civil environment in which everyone can be productive and effective, and not disparaging others' work to members of the University Libraries or profession. It does not preclude respectful professional disagreement.

Fails to Meet Expectations for Research/Creative Activity

Examples:

This rating should be made for faculty unable to produce evidence of meeting annual expectations according to the criteria set forth in this document.

Exceeds Expectations for Librarianship

Examples:

This list is not comprehensive and may include other projects and activities to be evaluated on a case-by-case basis.

1. Present a scholarly paper, poster, or presentation at a national or international conference.
2. Author or co-author a published peer-reviewed scholarly journal article or a chapter in a scholarly book.
3. Service as a principal investigator for, or significant contributor to, an awarded grant of over \$5,000.
4. Obtain an additional graduate degree.
5. Received a national or international award or honor related to librarianship or scholarship.

Service

Service

University Libraries faculty are expected to participate in service activities in three areas: Libraries, the University, and the library profession. Virtues of collegiality should be evident in service activities.

Meets Expectations for Service

Examples:

This list is not comprehensive and may include other projects and activities to be evaluated on a case-by-case basis.

1. Participate in in student recruitment, student retention, and outreach initiatives beyond the scope of one's job responsibilities.
2. Peer review of manuscripts for academic journals.
3. Session organization at a conference.
4. Membership in University Libraries, university, or professional committees.
5. Attending and actively participating in University Libraries meetings.
6. Collegiality in the context of service includes showing respect for others and a willingness to do one's fair share of service for the sake of the University Libraries and for the sake of colleagues, staff members, and library patrons. It also includes a willingness to collaborate and contribute towards shared governance. Collegiality does not preclude vigorous debate, dissent, and protest in intellectual matters and in issues concerning the governance of the institution.

Fails to Meet Expectations for Service

Examples:

This rating should be made for faculty who are unable to produce evidence for meeting annual expectations according to the criteria set forth in this document.

Exceeds Expectations for Service

Examples:

This list is not comprehensive and may include other projects and activities to be evaluated on a case-by-case basis.

1. Editor of a peer-reviewed journal.
2. Lead organizer of a regional, national, or international conference.
3. Participation in a proposal-review board at an established national funding agency.
4. Serve as an officer of a national or international professional organization or a major division/committee thereof.
5. Serve as an officer of a university governing or advisory committee, such as Academic Council, Council of Directors, Faculty Senate, and University Research Council.

Goals for Next Evaluation Period

Each University Libraries faculty member should have goals and objectives for each evaluation period. These goals and objectives outline special projects to be pursued by faculty during the upcoming year. Annual goals and objectives should be the result of negotiation between a University Libraries faculty member and the supervisor, but they are not strictly defined by or limited to the category of librarianship.

Pre-Tenure Review

Criteria for pre-tenure review are the same as for tenure but take into account that candidates have not had the full probationary period to develop a record of achievements. The school promotion and tenure committee is to identify areas in which the candidate needs to improve in order to eventually merit tenure and to help the candidate identify strategies. The faculty member's progress should be monitored in subsequent annual reviews.

All untenured librarians in tenure track positions undergo a comprehensive review of progress toward tenure during the third year of full-time employment at the University. The candidate's annual evaluations should show a rating of Meets Expectations or higher in all three categories. Lower ratings may result in a qualified approval and the creation of a development plan to be worked out with the candidate and the Faculty Evaluation Committee. Candidates should have a consistently positive record of collegiality and effectiveness in interpersonal communication with University Libraries employees, University colleagues, and patrons.

These revised guidelines apply to all University Libraries faculty. University Libraries faculty working toward promotion or tenure at the time of this revision have the option to request that guidelines in place at the time of their initial appointments be used as the criteria for evaluation. Candidates must state in writing not later than the time of dossier submission which guidelines they choose for evaluation. Candidates shall remain under the requirements they select only until they receive decisions regarding promotion or tenure. Once a candidate has received a decision regarding promotion or tenure, all future personnel decisions will be guided by the requirements set forth in this revised document.

Promotion to Associate Professor

Promotion is official institutional recognition of meritorious achievement in research/creative scholarship, service, and librarianship (tenure-track faculty) or service and librarianship (non-tenure track faculty). Promotion recognizes talented faculty for their records of achievement within their respective disciplines or interdisciplinary settings.

These revised guidelines apply to all University Libraries faculty. University Libraries faculty working toward promotion or tenure at the time of this revision have the option to request that guidelines in place at the time of their initial appointments be used as the criteria for evaluation. Candidates must state in writing not later than the time of dossier submission which guidelines they choose for evaluation. Candidates shall remain under the requirements they select only until they receive decisions regarding promotion or tenure. Once a candidate has received a decision regarding promotion or tenure, all future personnel decisions will be guided by the requirements set forth in this revised document.

Applications for promotion to associate professor are normally considered during the sixth full academic year at the University. External evaluators are not required for promotion to associate professor. Faculty eligible for promotion, but not tenure, follow the promotion criteria established for all University Libraries faculty. Requirements for promotion follow:

1. Evidence of increasing responsibility or development of additional specialized skills or expertise while at the rank of assistant professor.
2. Complete two items from Category I and one from Category II **OR** two items published in a peer reviewed free open access venue². Primary authorship of a scholarly book may substitute for two Category I items.
3. Evidence of substantial professional contributions to University Libraries and the University.
4. Attainment of a high level of performance in librarianship, research and creative activities, and service.
5. Consistently positive record of collegiality and effectiveness in interpersonal communication across all areas of endeavor.

Minimum Criteria³

Category I

1. Primary authorship of a published scholarly book.
2. Editorship of a published scholarly book.
3. Refereed chapter in a published scholarly book.
4. Article published in a refereed journal.

Category 2

*The examples below represent items that have not necessarily been subject to a formal refereed or peer-reviewed process.

1. Presentation or poster session at a professional conference or meeting.
2. Article published which demonstrates scholarship and/or is a significant professional contribution.
3. Procured competitive external grants totaling over \$5,000.

Tenure

By granting tenure, the University exercises its belief in academic freedom and recognizes that a faculty member has the knowledge, skills, and professionalism required to make continuing, positive contributions to the discipline, school, and academic community.

The criteria for tenure are determined in the typical areas of assessment (librarianship, service, research/creative scholarship) with additional considerations of collegiality within the University. Because they aim to become part of the cadre of faculty that will shape the long-term future of the institution, candidates for tenure must exhibit a clear sense of shared responsibility for the excellence of the University; this includes collegiality.

² In other words, an open access publication with no author fees and no subscription fees.

³ *Libraries Departmental Procedures, Criteria, Standards, and Bylaws*, Central Michigan University, p. 16-17.

These revised guidelines apply to all University Libraries faculty. University Libraries faculty working toward promotion or tenure at the time of this revision have the option to request that guidelines in place at the time of their initial appointments be used as the criteria for evaluation. Candidates must state in writing not later than the time of dossier submission which guidelines they choose for evaluation. Candidates shall remain under the requirements they select only until they receive decisions regarding promotion or tenure. Once a candidate has received a decision regarding promotion or tenure, all future personnel decisions will be guided by the requirements set forth in this revised document.

1. Evidence of increasing responsibility or development of additional specialized skills or expertise during the period prior to application for tenure.
2. Complete two items from Category I and one from Category II **OR** two items published in a peer reviewed free open access venue. Primary authorship of a scholarly book may substitute for two Category I items.
3. Evidence of professional contributions to University Libraries and the University.
4. Achievements in librarianship, research and creative activities, and service, or other professional endeavors.
5. Consistently positive record of collegiality and effectiveness in interpersonal communication across all areas of endeavor.

Minimum Criteria⁴

Category I

5. Primary authorship of a published scholarly book.
6. Editorship of a published scholarly book.
7. Refereed chapter in a published scholarly book.
8. Article published in a refereed journal.

Category 2

*The examples below represent items that have not necessarily been subject to a formal refereed or peer-reviewed process.

4. Presentation or poster session at a professional conference or meeting.
5. Article published which demonstrates scholarship and/or is a significant professional contribution.
6. Procured competitive external grants totaling over \$5,000.

Promotion to Full Professor

⁴ *Libraries Departmental Procedures, Criteria, Standards, and Bylaws*, Central Michigan University, p. 16-17.

These revised guidelines apply to all University Libraries faculty. University Libraries faculty working toward promotion or tenure at the time of this revision have the option to request that guidelines in place at the time of their initial appointments be used as the criteria for evaluation. Candidates must state in writing not later than the time of dossier submission which guidelines they choose for evaluation. Candidates shall remain under the requirements they select only until they receive decisions regarding promotion or tenure. Once a candidate has received a decision regarding promotion or tenure, all future personnel decisions will be guided by the requirements set forth in this revised document.

External evaluators are required for promotion to professor or equivalent non-tenure track ranks. External evaluators should address all three categories of evaluation. Faculty eligible for promotion follow the promotion criteria established for all faculty in University Libraries. Requirements for promotion follow:

1. Have at least five years at the rank of associate professor
2. Complete three items from Category I and one from Category II **OR** three items published in a peer reviewed free open access venue completed since last promotion. Primary authorship of a scholarly book may substitute for two Category I items.
3. Evidence of increasing responsibility or development of additional specialized skills or expertise while at the rank of associate professor.
4. Evidence of outstanding professional contributions to University Libraries and the University.
5. Outstanding achievements in librarianship, research and creative activities, service, or other professional endeavors with an impact at the national or international level.
6. Consistently positive record of collegiality and effectiveness in interpersonal communication across all areas of endeavor.

Minimum Criteria⁵

Category I

9. Primary authorship of a published scholarly book.
10. Editorship of a published scholarly book.
11. Refereed chapter in a published scholarly book.
12. Article published in a refereed journal.

Category 2

*The examples below represent items that have not necessarily been subject to a formal refereed or peer-reviewed process.

7. Presentation or poster session at a professional conference or meeting.
8. Article published which demonstrates scholarship and/or is a significant professional contribution.
9. Procured competitive external grants totaling over \$5,000.

Post-tenure Review (PTR)

Provided there are no substantially mitigating circumstances (e.g., serious illness), PTR is initiated when, in the annual review process, faculty do not meet expectations in any one category for four consecutive years or in two or more categories for two consecutive years.

If the Faculty Evaluation Committee (FEC) identifies any annual evaluations that include ratings of fails to meet expectations, then the FEC will review past evaluations to determine if a post-tenure review is required.

⁵ *Libraries Departmental Procedures, Criteria, Standards, and Bylaws*, Central Michigan University, p. 16-17.

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|--|--------------------------|
| To be completed by evaluator: | |
| NOTEWORTHY ACTIVITIES AND REMARKS | |
| Evaluator may list any activities they identify as noteworthy or include other remarks for the academic year | |
| Librarianship | <input type="checkbox"/> |
| Scholarship, Research, and Creative Activity | <input type="checkbox"/> |
| Service | <input type="checkbox"/> |

Name of Preparer: Jennifer Brannock
 Email Address of Preparer: Jennifer.Brannock@usm.edu
Date of Submission:

I certify that the information provided above has been approved by the school director.