

# DEPARTMENT OF LIBRARY SERVICES

## GUIDELINES FOR TENURE AND PROMOTION

### Introduction

The Faculty Handbook, Section 2.5.1, states that the Department of Library Services is committed to the highest standards of professional conduct and to the promotion of collegiality among its members. The Department of Library Services is committed to the highest standards of professional conduct and to the promotion of collegiality among its members. The Department of Library Services is committed to the highest standards of professional conduct and to the promotion of collegiality among its members.

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<sup>1</sup> Collegiality is defined as “the sharing of authority among colleagues. . . considerate and respectful conduct among colleagues or an atmosphere, relationship, etc. characterized by this” “collegiality.” Webster’s New World College Dictionary, 2009. It has been defined by the courts as “the capacity to relate well and constructively to the comparatively small bank of scholars on whom the fate of the university rests”

<sup>2</sup> Section 2.5.1 item of the Faculty Handbook uses the phrase “Effectiveness in Teaching” Section 2.5.3 item 3a uses the phrase “Teaching/Library Effectiveness” for this area and this document the phrase “Library/Professional Effectiveness” is used when referring to this area of criteria.

*Terminal Degree*

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*Tenure*

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## *General Procedures*

### **A. Library Faculty Mentors**

Library Faculty Mentors  
are assigned to new library faculty members  
in their first year of employment. The  
mentor provides guidance and support  
to the new faculty member.

### **B. Third-Year Review**

The Third-Year Review is a process  
designed to evaluate the performance  
of new library faculty members  
after three years of employment. The  
review is conducted by a committee  
of library faculty members. The  
committee members are selected by  
the library faculty. The review  
process includes a self-evaluation  
by the new faculty member, a  
peer evaluation by the committee  
members, and a final evaluation  
by the library faculty. The  
results of the review are used to  
provide feedback to the new  
faculty member and to inform  
library management decisions.





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# Appendix A

## Explanation of Terms

### Collection Development

1. **Collection Development**

2. **Collection Development**

3. **Collection Development**

4. **Collection Development**

5. **Collection Development**

6. **Collection Development**

7. **Collection Development**

8. **Collection Development**

1. **Professionalism**  
2. **Communication**  
3. **Teamwork**

4. **Leadership**

## **Outreach and Marketing**

1. **Community Outreach**  
2. **Public Relations**  
3. **Media Relations**  
4. **Event Planning**  
5. **Marketing Strategy**  
6. **Brand Management**  
7. **Customer Service**

8. **Business Development**

## **Knowledge of Profession/Academic Achievement**

1. **Research Skills**  
2. **Writing Skills**  
3. **Public Speaking**  
4. **Networking**

5. **Industry Knowledge**

6. **Technical Skills**



**Appendix B**  
**Standards of Performance**





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**B. Research, Scholarship, and Other Creative Activities**

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