

**UNIVERSITY OF NEBRASKA-LINCOLN  
UNIVERSITY LIBRARIES  
PROMOTION AND APPOINTMENT CRITERIA**

May 7, 2009

**PREFACE**

The purpose of promotion and/or continuous appointment is to recognize the faculty members who have accomplished certain milestones in their careers and are ready to assume greater leadership in the Libraries and their area(s) of specialty. The Libraries commits to support the work of the faculty member throughout her or his career. The faculty member commits to continue to grow as a professional and a scholar-practitioner and to contribute significantly to the goals of the University, Libraries, and the profession.

Faculty performance valued in the Libraries is described in the Library Faculty Values/Core Values document. The most important premise for a faculty member is quality performance as a librarian. This premise portrays faculty careers as necessarily dynamic and progressing. Evaluation of the faculty member must be consistent with this premise. The responsibility for the faculty member applying for promotion or continuous appointment is to make clear not only what they have accomplished, but also the significance and impact of their contributions.

The expectations for faculty performance that will lead to promotion and/or continuous appointment are contained in this document. This document also identifies the responsibility that members of the Library Faculty have to support fellow faculty as they work for promotion and/or continuous appointment. Mentoring of colleagues as they continue to learn is a responsibility of all members of the Library faculty.

Performance valued by the Libraries is consistent with the mission and goals of the Libraries and of the Scholar-Practitioner model. The diversity of people and programs in the Libraries necessitates flexibility and sensitivity in carrying out the Libraries' mission.

The faculty members of the Libraries have agreed to the shared values that are embodied in the Libraries' Mission Statement, Library Faculty's scholar-practitioner model, and Core Values. These values describe what it means to be a member of the Library Faculty and are the basis for all expectations for faculty performance worthy of promotion and/or continuous appointment. They also serve as the basis for the granting of tenure and/or rank at the time of hire, for faculty annual evaluations and determinations of meritorious performance.

**Mission Statement:**

*The mission of the University Libraries, as an integral part of the University of Nebraska-Lincoln's diverse academic community, is to provide access to*

*information through the teaching, interpretation, acquisition, organization, and preservation of information resources in all forms, to the UNL community, the state of Nebraska, and beyond.*

*Our mission is accomplished by fostering a forward-looking environment for the creation, dissemination, and utilization of knowledge, applying the principles of information management.*

### **Scholar-Practitioner Model:**

*The University Libraries utilizes the scholar-practitioner model to carry out its mission. This model represents and confirms the strong link between scholarly activity and practice, integrating the multiple scholarships of teaching, research, and service.*

*Our role is to provide access to and preservation of information resources and to teach individuals to become independent, critical thinkers who are information fluent, having the ability to evaluate information and acquire new knowledge.*

## **TENURED AND TENURE TRACK FACULTY**

### **CRITERIA/EXPECTATIONS FOR CONTINUOUS APPOINTMENT AND PROMOTION TO ASSOCIATE PROFESSOR**

Continuous appointment is the most significant reward that the University can bestow on a faculty member. The Library Faculty applies rigorous standards before recommending faculty members for continuous or "tenured" appointments. The recommendations are based on demonstrated and documented achievement during a faculty member's probationary period, as well as evidence that the faculty member has met and will continue to meet expectations for continuous appointment. The faculty member must also be committed to the principles stated in the Library Faculty Core Values as they relate to his/her assignments. Work in all areas must be performed at a high professional level, incorporating high standards of integrity, academic responsibility, professional development, and creative achievement.

It is expected that typically 70-75% of a faculty member's time will be spent in performing responsibilities in his/her assigned areas as stated in the position description, with the additional time being spent in relevant scholarly/creative activities and service/outreach. The successful candidate must demonstrate excellence in all three areas. These, along with the Core Faculty Values, are the basis for the continuing appointment and promotion decision. The percentage of time spent in each of the three areas will depend on the candidate's assignments and responsibilities, as well as focus and interests, but activity in all areas is expected. The level of performance, the quality of work, and the significance of these activities determine the candidate's success. Continuing education activities are expected of all librarians. The areas to be used in

evaluating candidates for continuous appointment and promotion to associate professor are listed below:

1. Performance in assigned areas of responsibilities for the University Libraries:

Each librarian must demonstrate excellence in his/her assigned area(s) of responsibility as stated in the position description. The following are examples of areas of responsibilities:

- Reference services
- Collection development
- Library and bibliographic instruction
- Bibliographic organization and control
- Acquisitions of library resources
- Computer systems activities
- Management Administration

2. Scholarly/Creative Activities:

Scholarly/Creative activities and contributions are evaluated for quality, quantity, professional significance, and relevance to the Libraries. The following are examples of Scholarly/Creative Activities:

**Publications (all formats):**

Books; articles in refereed publications; chapters or articles in a book or other publication; substantial bibliographies (excluding in-house); and editing, compiling, indexing, or translating substantial published works. Book reviews supplement this category.

**Research:**

Tangible evidence of research that will likely result in a publication, paper, poster session, etc. in library and information science or in an area related to the faculty member's areas of responsibility.

**Presentations:**

Presentations at meetings, conference, or workshops; presentations to local librarians or local non-librarian groups; and presentations of research/scholarly/creative exhibits/programs. This category includes poster sessions at professional meetings.

**Teaching beyond assigned areas of job responsibilities:**

Teaching university/college courses and presenting workshops outside the Libraries in the candidate's area of expertise.

Teaching a semester or several sessions of a university/college course; presenting a half day or longer workshop to groups outside the Libraries.

**Consulting, grants, and awards:**

Professional consulting or advisory services outside the university.

Demonstration of ability to procure funding, grants, or donor gifts.

Serve as a reviewer for a grant-funding agency.

Recognitions and outstanding achievements (awards, honor, societies).

**3. Service/Outreach to the University Libraries, the University, the profession, and the public:**

Professional service efforts may be at the local, state, regional, national, or international level. Each activity is evaluated on a qualitative and quantitative basis, professional significance, and relevance to the Libraries. Following are examples of Service/Outreach.

**Service to the University Libraries and University:**

Active participation on Libraries, University, or University-related committees and task forces.

Participation in University shared governance.

Presentations or seminars to, or consultations with, faculty and student groups within the University relating to professional matters.

Service as an advisor to student groups recognized by the University.

Service as a representative of the Libraries or University to professional or governmental bodies or agencies.

Service as editor or contributor to in-house publications.

Consulting or advisory service to off-campus programs or research/extension stations.

**Professional activities:**

Active membership in professional organizations at local, state, regional, national, or international level. (Active membership means holding office, chairing, or being a member of an active committee, etc.)

Service as a moderator or panelist at a conference.

Organizing professional meetings.

Service as an editor of professional publication or scholarly journal.

Service as a referee for a professional publication or scholarly journal.

**Service to the public:**

Substantial contributions to education, scientific cultural, civic organization and/or private or governmental agencies at community, state, regional, national, or international levels.

Consulting or advisory service to off-campus programs.

**CRITERIA/EXPECTATIONS FOR PROMOTION TO ASSOCIATE PROFESSOR ONLY**

In all but unusual circumstances, promotion of tenure-eligible faculty to the rank of associate professor takes place at the same time as or before the tenure decision. However, since the decision regarding tenure is based upon broader criteria, the two actions take place separately and require separate decisions. While it is assumed that a faculty member who has earned tenure should also have earned promotion to associate professor, promotion to associate professor carries no guarantee regarding granting of continuous appointment.

Promotion to associate professor is a visible way to recognize exemplary performance of a faculty member and provides an opportunity to assess a faculty member's growth and performance since the individual's initial appointment. It requires successful fulfillment of the "Criteria/Expectations for Continuous Appointment and Promotion to Associate Professor", a demonstrated high professional level of performance, and evidence of significant professional development in scholarly/creative and service/outreach activities. Candidates are evaluated on the basis of the quality and significance of work in their assigned areas of responsibility, scholarly/creative achievements, and service/outreach activities. In addition, associate professors are committed to the University Libraries' Faculty Core Values.

## CRITERIA/EXPECTATIONS FOR PROMOTION TO PROFESSOR

The rank of professor is the highest academic rank in the University. The rank of professor is reserved for those faculty members whose achievements are sufficient to merit recognition as distinguished authorities in their field and who hold the professional respect of their colleagues. Usually the candidates have been awarded tenure.

To attain the rank of professor, most phases of a candidate's work must be judged excellent, as evidenced by sustained activity. Such activity would merit national recognition in appropriate arenas. This does not mean, however, that the activity must be of national character or scope. The activity may well be regional or local, but the quality of the work should be sufficient to merit significant recognition. The successful candidate establishes herself or himself as a leader in the profession. Such leadership can be managerial, communicative, or intellectual in nature, and can manifest itself in any aspect of the profession. Measuring up to this standard depends on the overall quality and significance of the candidate's contributions. Peers and administrators evaluating a candidate for professor should review documentation of the entire academic career to date.

The following examples are characteristic of a professor in the University Libraries:

Sustaining a consistent pattern of growth and professional development that is recognized by her or his stature as a preeminent scholar-practitioner.

Engaging in leadership activities at the library and university levels and leadership in scholarly and professional organizations that leads to an improvement in the professional functioning of those entities.

Regularly contributing scholarly and creative activities and products that are judged by internal and external reviewers as being significant to the improvement of practice and/or to the expansion of the knowledge base.

Mentoring other faculty to be scholar-practitioners.

Contributing to a climate supportive of excellent scholarly work at department, college, and university levels.

Contributing to the accomplishment of the Libraries' goals through her or his special individual strengths.

## GUIDELINES FOR YEARS IN RANK

The *Bylaws of the Board of Regents of the University of Nebraska*, section 4.10, states: "The total period of full-time service on a faculty Appointment for a Specific Term prior to

acquisition of a Continuous Appointment shall not exceed seven years". The review for continuous appointment begins at the latest in the sixth year of service, generally after five years in the rank as assistant professor. Any member of the library faculty who believes that his/her performance is exceptional and merits continuous appointment before the established date may nominate himself/herself for continuous appointment by submitting a letter for nomination with justification and an up-to-date vita to the Dean of Libraries.

Promotion is based primarily on achievement rather than years in rank. Evidence of high professional achievement and/or previous comparable professional experience may constitute an adequate case for promotion in less than the number of years in rank stated below. At the same time, it is also not intended that everyone who completes the number of years in rank will necessarily be promoted. (In all but unusual circumstances, promotion of tenure-eligible faculty to the rank of Associate Professor takes place at the same time as or before the tenure decision.) The statement below concerning a period of years in rank is to suggest when a member of the library faculty can usually expect to be considered for promotion, given effective performance and professional development.

Length of service in the University Libraries is counted from the date of appointment in rank until the date on which the promotion becomes effective (normally 1 July of the next fiscal year). Normally a period of less than six months is not counted; normally a period of six months to one year counts as a full year.

Promotion to Associate Professor

Five years in rank as Assistant Professor in the University Libraries.

Promotion to Professor

Seven years in rank as Associate Professor in the University Libraries.

Although it is the objective of the University to have all faculty sufficiently qualified to eventually gain promotion to professor, no time limitations impel faculty to seek the highest academic rank of the University. Associate professors with tenure may stay in that rank for the duration of their careers. Ordinarily, in most units, it is highly unusual for faculty to move from associate professor to professor in less than seven years.

## **PROFESSOR OF PRACTICE FACULTY**

It is expected that up to 100% of a faculty member's time will be spent in performing responsibilities in his/her assigned areas as stated in the position description, with any additional time being spent in relevant scholarly/creative activities and service/outreach. The percentage of time spent in each of the three areas will depend on the candidate's assignments and responsibilities, as well as focus and interests. The successful candidate must demonstrate excellence in his/her assigned areas. This along with the Core Faculty Values is the basis for the promotion decision. The level of performance, the quality of work, and the significance of these activities determine the candidate's success. Continuing education activities are expected of all librarians.

### **CRITERIA/EXPECTATIONS FOR APPOINTMENT TO ASSISTANT PROFESSOR OF PRACTICE**

Appointment to the rank of Assistant Professor of Practice requires a faculty member to hold the appropriate terminal degree. In addition, Assistant Professors of Practice are committed to the University Libraries' Faculty Core Values.

### **CRITERIA/EXPECTATIONS FOR PROMOTION TO ASSOCIATE PROFESSOR OF PRACTICE**

Promotion to Associate Professor of Practice is a visible way to recognize exemplary performance of a faculty member and provides an opportunity to assess a faculty member's growth and performance since the individual's initial appointment. It requires successful fulfillment of the "Criteria/Expectations for Promotion to Associate Professor of Practice" and a demonstrated high professional level of performance. Candidates are evaluated on the basis of the quality and significance of work in their assigned areas of responsibility. In addition, Associate Professors of Practice are committed to the University Libraries' Faculty Core Values.

Candidates are to show activities in the following three areas for promotion to Associate Professor of Practice:

#### Performance in assigned areas of responsibilities for the University Libraries:

Each librarian must demonstrate excellence in his/her assigned area(s) of responsibility as stated in the position description. The following are examples of areas of responsibilities:

- Reference services
- Collection development
- Library and bibliographic instruction
- Bibliographic organization and control

- Acquisitions of library resources
- Computer systems activities
- Management Administration

Evidence of contributions to advance learning in the field.

Evidence of leadership in assigned areas that has had a significant impact on the department, the Libraries, or the University.

#### CRITERIA/EXPECTATIONS FOR PROMOTION TO PROFESSOR OF PRACTICE

The rank of Professor of Practice is reserved for those faculty members whose achievements are sufficient to merit recognition as distinguished authorities in their field and who hold the professional respect of their colleagues.

To attain the rank of Professor of Practice, most phases of a candidate's work must be judged excellent, as evidenced by sustained activity. Such activity would merit national recognition in appropriate arenas. This does not mean, however, that the activity must be of national character or scope. The activity may well be regional or local, but the quality of the work should be sufficient to merit significant recognition. The successful candidate establishes herself or himself as a leader in the profession. Such leadership can be managerial, communicative, or intellectual in nature, and can manifest itself in any aspect of the profession. Measuring up to this standard depends on the overall quality and significance of the candidate's contributions. Peers and administrators evaluating a candidate for Professor of Practice should review documentation of the entire academic career to date.

Candidates are to show excellence in the following three areas for promotion to Professor of Practice:

Demonstrated excellence in performance in assigned areas of responsibilities for the University Libraries.

Evidence of Contributions to advance learning in the field.

Evidence of Leadership in assigned areas that has had a significant impact on the department, the Libraries, or the University.

This may include such activities as leadership in professional organizations, materials developed in assigned areas of responsibility that are disseminated widely/nationally, grant funding in assigned areas of responsibility.

The following examples are characteristic of a Professor of Practice in the University Libraries:

Sustaining a consistent pattern of growth and professional development.

Contributing to a climate supportive of excellent work at department, college, and university levels.

Contributing to the accomplishment of the Libraries' goals through her or his special individual strengths.

#### GUIDELINES FOR CONTRACT LENGTH

The length of Professor of Practice contracts will follow guidelines set out in Section 4.4.8 of the *Bylaws of the Board of Regents* and the Professor of Practice Policy set by the Senior Vice Chancellor for Academic Affairs:

Assistant Professor of Practice – One to three years, renewable  
Associate Professor of Practice – One to four years, renewable  
Professor of Practice – One to five years, renewable

These contracts are renewable at any rank for the duration of a faculty member's career given available funding.

#### GUIDELINES FOR YEARS IN RANK

Faculty in the professor of practice track are not required to seek promotion. However, if they choose to, Promotion to Associate Professor of Practice or Professor of Practice is based primarily on achievement rather than years in rank. Evidence of high professional achievement and/or previous comparable professional experience may constitute an adequate case for promotion in less than the number of years stated below. The statement below concerning a period of years in rank is to suggest when a member of the library faculty can usually expect to be eligible for promotion, given effective performance and professional development. However, any member of the library faculty who believes that his/her performance is exceptional and merits promotion before the established eligibility date may nominate himself/herself for promotion by submitting a letter for nomination with justification and an up-to-date vita to the Dean of Libraries.

Length of service in the University Libraries is counted from the date of appointment in rank until the date on which the promotion becomes effective (normally 1 July of the next fiscal year). Normally a period of less than six months is not counted; normally a period of six months to one year counts as a full year.

Promotion to Associate Professor of Practice

Five years in rank as Assistant Professor of Practice in the University Libraries.

Promotion to Professor of Practice

Seven years in rank as Associate Professor of Practice in the University Libraries.

Although it is the objective of the University to have all faculty sufficiently qualified to eventually gain promotion, no time limitations impel faculty to seek the next highest academic rank.

## **RESEARCH PROFESSOR FACULTY**

It is expected that up to 100% of a faculty member's time will be spent in performing responsibilities in scholarly/creative activities, with any additional time being spent in other related job responsibilities and service/outreach. The percentage of time spent in each of the three areas will depend on the candidate's assignments and responsibilities, as well as focus and interests. The successful candidate must demonstrate excellence in his/her assigned areas. This along with the Core Faculty Values is the basis for the promotion decision. The level of performance, the quality of work, and the significance of these activities determine the candidate's success. Continuing education activities are expected of all librarians.

### **CRITERIA/EXPECTATIONS FOR APPOINTMENT TO RESEARCH ASSISTANT PROFESSOR**

Appointment to the rank of Research Assistant Professor requires a faculty member to hold the appropriate terminal degree. In addition, Assistant Research Professors are committed to the University Libraries' Faculty Core Values.

### **CRITERIA/EXPECTATIONS FOR PROMOTION TO RESEARCH ASSOCIATE PROFESSOR**

Promotion to Research Associate Professor is a visible way to recognize exemplary performance of a faculty member and provides an opportunity to assess a faculty member's growth and performance since the individual's initial appointment. It requires successful fulfillment of the "Criteria/Expectations for Promotion to Research Associate Professor" and a demonstrated high professional level of performance. Candidates are evaluated on the basis of the quality and significance of work in their assigned areas of responsibility. In addition, Research Associate Professors are committed to the University Libraries' Faculty Core Values.

Candidates are to show activities in the following three areas for promotion to Research Associate Professor:

#### Evidence of excellence in scholarly and creative activity:

Contributions are evaluated for quality, quantity, professional significance, and relevance to the Libraries. The following are examples of such contributions:

#### **Publications (all formats):**

Books; articles in refereed publications; chapters or articles in a book or other publication; substantial bibliographies (excluding in-house); and editing,

compiling, indexing, or translating substantial published works. Book reviews supplement this category.

**Research:**

Tangible evidence of research that will likely result in a publication, paper, poster session, etc. in library and information science or in an area related to the faculty member's areas of responsibility.

**Presentations:**

Presentations at meetings, conference, or workshops; presentations to local librarians or local non-librarian groups; and presentations of research/scholarly/creative exhibits/programs. This category includes poster sessions at professional meetings.

**Teaching beyond assigned areas of job responsibilities:**

Teaching university/college courses and presenting workshops outside the Libraries in the candidate's area of expertise.

Teaching a semester or several sessions of a university/college course; presenting a half day or longer workshop to groups outside the Libraries.

**Consulting, grants, and awards:**

Professional consulting or advisory services outside the university.

Significant contributions to efforts to procure funding, grants, or donor gifts.

Serve as a reviewer for a grant-funding agency.

Recognitions and outstanding achievements (awards, honor, societies).

Performance in assigned areas of responsibilities for the University Libraries

Evidence of leadership in assigned areas that has had a significant impact on the department, the Libraries, or the University.

CRITERIA/EXPECTATIONS FOR PROMOTION TO RESEARCH PROFESSOR

The rank of Research Professor is reserved for those faculty members whose achievements are sufficient to merit recognition as distinguished authorities in their field and who hold the professional respect of their colleagues.

To attain the rank of Research Professor, most phases of a candidate's work must be judged excellent, as evidenced by sustained activity. Such activity would merit national recognition in appropriate arenas. This does not mean, however, that the activity must be of national character or scope. The activity may well be regional or local, but the quality of the work should be sufficient to merit significant recognition. The successful candidate establishes herself or himself as a leader in the profession. Such leadership can be managerial, communicative, or intellectual in nature, and can manifest itself in any aspect of the profession. Measuring up to this standard depends on the overall quality and significance of the candidate's contributions. Peers and administrators evaluating a candidate for Research Professor should review documentation of the entire academic career to date.

Candidates are to show excellence in the following three areas for promotion to Research Professor:

Demonstrated excellence in performance in assigned areas of responsibilities for the University Libraries.

Evidence of Contributions to advance learning in the field.

Evidence of Leadership in assigned areas that has had a significant impact on the department, the Libraries, or the University.

This may include such activities as leadership in professional organizations, materials developed in assigned areas of responsibility that are disseminated widely/nationally, grant funding in assigned areas of responsibility.

The following examples are characteristic of a Research Professor in the University Libraries:

Sustaining a consistent pattern of growth and professional development.

Contributing to a climate supportive of excellent work at department, college, and university levels.

Contributing to the accomplishment of the Libraries' goals through her or his special individual strengths.

#### GUIDELINES FOR CONTRACT LENGTH

The length of Research Professor contracts will follow guidelines set by the Senior Vice Chancellor for Academic Affairs:

Research Assistant Professor– One to three years, renewable  
Research Associate Professor – One to five years, renewable  
Research Professor – One to five years, renewable

These contracts are renewable at any rank for the duration of a faculty member's career given available funding.

#### GUIDELINES FOR YEARS IN RANK

Faculty in the Research Professor track are not required to seek promotion. However, if they choose to, Promotion to Research Associate Professor or Research Professor is based primarily on achievement rather than years in rank. Evidence of high professional achievement and/or previous comparable professional experience may constitute an adequate case for promotion in less than the number of years stated below. The statement below concerning a period of years in rank is to suggest when a member of the library faculty can usually expect to be eligible for promotion, given effective performance and professional development. However, any member of the library faculty who believes that his/her performance is exceptional and merits promotion before the established eligibility date may nominate himself/herself for promotion by submitting a letter for nomination with justification and an up-to-date vita to the Dean of Libraries.

Length of service in the University Libraries is counted from the date of appointment in rank until the date on which the promotion becomes effective (normally 1 July of the next fiscal year). Normally a period of less than six months is not counted; normally a period of six months to one year counts as a full year.

#### Promotion to Research Associate Professor

Five years in rank as Research Assistant Professor in the University Libraries.

#### Promotion to Research Professor

Seven years in rank as Research Associate Professor in the University Libraries.

Although it is the objective of the University to have all faculty sufficiently qualified to eventually gain promotion, no time limitations impel faculty to seek the next highest academic rank.