

33.99.04.C0.04 Promotion of Fixed-Term Faculty Librarians



Approved: December 18, 2017
Next Scheduled Review: December 18, 2022

Procedure Statement

The granting of promotion is one of the most important decisions in the development of outstanding fixed-term (non-tenure track) faculty librarians. As such, it is a reflective process, which recognizes an individual as worthy to be advanced to a higher rank based on performance. It is essential that fixed-term faculty librarians demonstrate dedication and achieve excellence in librarianship to preserve and strengthen the vitality of the university. Promotion is awarded to those fixed-term faculty librarians making continuing and increasing contributions to the library.

Reason for Procedure

This procedure provides the guidelines for the promotion of fixed-term faculty librarians at Texas A&M University-Corpus Christi.

Procedures and Responsibilities

1. GENERAL

- 1.1. Promotion in rank is recognition of past achievement of the individual being considered. In addition, the advancement in rank is recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities.
- 1.2. Fixed-term faculty librarian ranks for promotion are defined in university procedure *12.07.99.C0.02, Fixed-Term Faculty Librarians*.
- 1.3. All promotion proceedings and discussions will be strictly confidential to the extent permitted by law, Texas A&M University System policies and regulations, and Texas A&M University-Corpus Christi rules and procedures.

2. INITIAL APPOINTMENT AND TIMELINE

- 2.1. The Provost will provide fixed-term faculty librarians with a written statement of terms of employment including conditions for promotion when employment is initiated.
- 2.2. Specific timelines for promotion for different ranks of fixed-term faculty librarians are found in university procedure *12.07.99.C0.02, Fixed-Term Faculty Librarians*.
- 2.3. Notification of Years of Credit

Credit for appropriate full-time service at other academic institutions may be granted at the time of hire if agreed to in writing and so stated in the appointment letter from the Provost at the time of initial appointment. Years of credit may be stated in terms that provide faculty members “up to” the stated number of years allowing the faculty member to choose whether to utilize those years of credit. In such cases, the appointment letter will note the earliest dates that an application for promotion may be submitted.

3. UNIVERSITY STANDARDS FOR PROMOTION

- 3.1. To be eligible to receive promotion, a fixed-term faculty librarian must be an employee of Texas A&M University-Corpus Christi, must have a Master of Library Science or equivalent degree from an American Library Association (ALA) accredited, or the international equivalent, library school. The Association of College and Research Libraries (ACRL) recognizes the master’s degree from a program accredited by the ALA, or the international equivalent, as the terminal professional degree for academic librarians. The fixed-term faculty librarian should also hold the academic rank of Assistant Faculty Librarian or Associate Faculty Librarian. Members of the library faculty whose appointments are not full-time are not subject to the requirements outlined in this procedure.
- 3.2. Eligibility for promotion includes a record of achievement in the areas of librarianship, professional growth, and service. While this record may not include an overall rating above “Standard” in every annual evaluation for the time period under consideration for the promotion review, the candidate for promotion must demonstrate an overall rating above “Standard” during the time period under consideration to be eligible for promotion. Details on the rating scale are below:
 - Excellent:
 - Well above Standard expectations for fixed-term faculty librarians of comparable rank.
 - A fixed-term faculty librarian must significantly exceed Standard expectations for this rating.
 - High:
 - Above Standard expectations for fixed-term faculty librarians of comparable rank, but does not rise to the level of Excellent.

- Standard:
 - Meets, but does not exceed, general expectations for performance for fixed-term faculty librarians of comparable rank.
- Unsatisfactory:
 - Performance is below Standard expectations for fixed-term faculty librarians of comparable rank.
 - The fixed-term faculty librarian must improve performance in any area of librarianship, professional growth, and/or service that is scored Unsatisfactory in the annual review and will be given a written set of expectations for improvement in a defined improvement plan.

3.3. The general criteria for promotion are stated in section 3.4 of this procedure. Given individual differences in skills and interests and differing stages of career development, individual fixed-term faculty librarians will reflect differing combinations of contributions to the three (3) major dimensions of performance outlined below. The criteria described below are not intended to prescribe a single image of effective performance. Rather, the intent is to suggest examples of excellence and effectiveness that will serve as benchmarks for individual planning, goal setting, and evaluation of performance.

3.4. The six (6) criteria listed below, which include the three (3) major dimensions of performance, form the basis for promotion consideration. As indicated by the listed criteria, more is expected as a fixed-term faculty librarian progresses upward. Promotions do not automatically follow years of service at Texas A&M University-Corpus Christi.

1. Degrees held
2. Years at Texas A&M University-Corpus Christi
3. Years in rank
4. Evidence of success in librarianship
5. Evidence of professional growth
6. Evidence of professional service

Guidelines for criteria 4, 5, and 6 are detailed below. These guidelines are representative and not exhaustive.

3.4.1. Guidelines for Determining Success in Librarianship

Performance of professional assignment for fixed-term faculty librarians includes the recurring and specialized assigned tasks of fixed-term faculty librarians in support of the mission and goals of Texas A&M University-Corpus Christi. Therefore, professional effort, as performed by fixed-term faculty librarians, includes one or more of the following:

- Reference and research assistance to the faculty, staff, and students of the university, as well as to external constituencies
- Information retrieval and analysis
- Collection development activities
- Development and maintenance of bibliographic organization and control over the library's collections
- Instruction in and promotion of the use of information resources and the library
- Management and supervision
- Archival management
- Library computer systems management
- Assessment of library operations and services

3.4.1.1. Professional Competencies

- Demonstrates commitment to the library's mission, goals, and services
- Shows initiative and innovation (e.g., is able to determine and assign work priorities and/or staff duties, can handle increased or new job responsibilities, etc.)
- Effectively plans strategies for current and anticipated use of library resources
- Communicates effectively and works productively with fellow faculty librarians and library staff, as well as university students, faculty, and staff
- Participates in information literacy instruction: teaches/instructs students, faculty, and staff to facilitate full use of and access to the library and its resources
- Understands overall library operations and one's own role in providing access to materials and services
- Incorporates current library/information science technologies into library operations and services
- Applies appropriate techniques when acquiring, cataloging, classifying, organizing, and developing library resources
- Demonstrates flexibility in the face of constant change

3.4.1.2. Professional Involvement

- Possesses a working knowledge of developments in librarianship and archival science (e.g., trends, issues, new ideas, emerging technologies, etc.)
- Accepts and uses suggestions, criticisms, and evaluations to improve job performance
- Develops subject guides, research aids, bibliographies, and user-centered library services in accordance with established

- professional standards
- Uses progressive practices in training, supervising, and evaluating library personnel

3.4.2. Guidelines for Determining Professional Growth

Professional growth for fixed-term faculty librarians can be assessed in three (3) areas: research and scholarship/creative activity, increasing competence in librarianship or archival science, and contributions to the university library and/or the profession.

3.4.2.1. Engages in Research and Scholarship/Creative Activity

Research and scholarship/creative activity make possible contributions to the body of knowledge and are the basis for most publications. Quality of research can be measured by publication in leading refereed journals, peer recognition via research or publication awards, contributing to external grant projects, and funding for research. Funding is not a prerequisite to research since unfunded research can offer significant contributions to the profession. Individuals are expected to produce intellectual contributions and to develop a publication record which includes individual contributions to the body of knowledge. Collaboration in research and scholarship/creative activity is also acceptable.

Publication and professional presentation are the creation of enduring information which is disseminated and available to the general public. Emphasis will normally be placed on contributions to the profession of librarianship. Publications and professional presentations in one's academic discipline other than librarianship will also be highly regarded.

Normally, scholarly and/or commercial publications are the hallmarks of success in this area. Nevertheless, each publication must be judged on its own merit. There is, however, a hierarchy of value of journal publications. Most significant are those published in journals which are refereed; next are those in very highly regarded but not refereed journals; next are articles which are invited by the editor; and last are all other articles.

Research and scholarship/creative activity, as performed by fixed-term faculty librarians, includes one or more of the following:

- Performs research in librarianship or fields of professional/academic interest
- Publishes articles, book reviews, or similar works in

professional sources

- Performs published or unpublished research related to the library profession
- Creates literary or artistic products appropriate to librarianship
- Gives presentations at professional meetings, such as papers, workshops, and poster sessions
- Organizes or chairs sessions at professional meetings
- Edits published or unpublished works
- Receives professional honors, awards or other evidence of significant professional accomplishment appropriate to librarianship and/or related areas

3.4.2.2. Increases Competence in Librarianship and/or Archival Science

- Pursues formal or informal study in an area of professional or academic interest (e.g., attends conferences, workshops, staff development programs, and institutes; enrolls in seminars/courses; completes advanced degree coursework)
- Produces special projects requiring substantive creative endeavor and/or awareness of current developments in librarianship or in fields related to professional/academic interest
- Actively participates in local, regional, state, or national professional or scholarly societies/organizations (e.g., holds office, serves on committees, acts as a discussion leader, organizes conferences/workshops, etc.)

3.4.2.3. Contributes to the University Library and/or the Profession

- Creates special indexes and/or bibliographies and guides to using library materials, handbooks for training library personnel, policy manuals for library divisions/departments, reviews, abstracts, or similar materials
- Prepares original and/or educational displays
- Pursues grants and external funding opportunities
- Creates promotional materials and/or activities to publicize the library or promote its use

3.4.3. Guidelines for Determining Professional Service

Service includes those activities which parallel the performance of professional assignment, research, and publications in focus, direction, and effect. Service to the university, library and/or profession, and community (local, regional, national, or international) and visiting appointments may each be considered on their merits.

3.4.3.1. Service to the University

- Chairs university committees
- Serves on university committees
- Works on special projects and university events
- Teaches a course, seminar, or workshop
- Works with faculty, student organizations, and individuals as a consultant, advisor, etc.

3.4.3.2. Service to the Library and/or Profession

- Chairs library committees
- Serves on library committees
- Works on special projects and library events
- Is a member of and actively involved in a professional association
- Attends and actively participates in professional conferences, workshops, and seminars

3.4.3.3. Service to the Community (local, regional, national, or international)

- Participates in community organizations (e.g., officer, speaker, active member, or consultant) and activities that draw on professional and/or personal expertise (e.g., conducting community education classes in computer skills, genealogy, web design, assisting community members with research, etc.)
- Receives honors, awards, or other evidence of significant community service

4. PROMOTION REVIEW

4.1. Fixed-term faculty librarians who are candidates for promotion in academic rank can request consideration for promotion during the academic year in which they believe they have met the minimum criteria for promotion. A fixed-term faculty librarian who wishes to be considered for promotion must notify the Dean of Libraries by April 15th prior to the promotion review. The full promotion portfolio will be submitted by September 1st of the promotion review year.

4.2. The library must establish written criteria for each area of evaluation and provide examples of evidence to be used for judging the candidate's performance. The guidelines must be appropriate to the various positions within the library and consistent with the missions of the library and university. Promotion procedures and measures shall be provided in writing to all incoming fixed-term faculty librarians at the time they are hired.

Library criteria must be ratified by a simple majority of the full-time fixed-term faculty librarians either by a) balloting or b) through an alternative process that has been approved through balloting. In either case, the criteria and measures must be approved, in writing, by the Dean of Libraries and Provost.

When revisions are made to the promotion criteria, the revisions should address how they apply to current library faculty. Any special provisions for current library faculty should take into account the degree of change in the criteria and the time until promotion review. Revisions can be approved by a simple majority of library faculty.

- 4.3. All promotion proceedings and discussions will be strictly confidential to the extent permitted by law, Texas A&M University System policies and regulations, and Texas A&M University-Corpus Christi rules and procedures.
- 4.4. The Dean of Libraries will verify that the time in rank criterion has been met and will notify the applicant of their eligibility for promotion within two (2) weeks of being notified of intent to seek promotion. If there is a disagreement over whether the fixed-term faculty librarian applying for promotion has fulfilled their responsibilities to the extent they are eligible to apply for promotion review, the fixed-term faculty librarian may seek final clarification and review of their relevant academic record from the Office of the Provost. In such an instance, the Office of the Provost, in consultation with the fixed-term faculty librarian, Dean of Libraries, and other relevant parties, will provide in writing a clarification and justification for whether the fixed-term faculty librarian is eligible to apply for promotion review or not, based on the formal criteria outlined in this document.
- 4.5. All fixed-term faculty librarians at the level of Associate Faculty Librarian and above will be considered for membership on the Library Promotion Committee. In a year in which there are candidates for promotion, the fixed-term faculty librarians will vote on three (3) members to serve on the committee. The supervisor of any candidate up for consideration for promotion is not eligible to serve on the committee. Any candidate for promotion is also ineligible to serve on the committee. If there are not enough eligible members to serve on the committee the Dean of Libraries will appoint additional individuals from outside the library (i.e. from other established university committees) to constitute the three-member committee. The committee will meet in September to elect a chair. The Dean of Libraries will be notified of the election of the chair no later than September 15th of the year in which the Library Promotion Committee is active.
- 4.6. The members of the Library Promotion Committee will evaluate the applicant's portfolio against the standards for promotion. Instructions and forms for the committee's evaluation of candidate portfolios will be provided. The committee's written recommendation to the Dean of Libraries will state whether the fixed-term faculty librarian meets the qualifications to advance in rank and the reasons for the decision. The recommendation of the committee will be submitted to the Dean of

Libraries by the committee chair no later than October 15th of the fall semester in which the candidate has submitted their portfolio.

- 4.7. The candidate's immediate supervisor will separately evaluate the applicant against the standards for promotion and submit a separate recommendation to the Dean of Libraries no later than October 15th of the fall semester in which the applicant submits their portfolio. After receiving recommendations from the immediate supervisor and the Library Promotion Committee, the Dean of Libraries will write an individual recommendation. The Dean of Libraries will meet with the candidate and review the Library Promotion Committee's and the supervisor's recommendations. The candidate may submit a written response to the recommendations. Responses must be submitted within five (5) business days of the meeting and will be included in the dossier going forward. The Dean of Libraries will then submit the candidate's portfolio with all recommendations and written response, if available, to the Provost no later than December 1st of the year of consideration. The Provost is the final approver for promotion of fixed-term faculty librarians.
- 4.8. The university shall retain all materials for a period of five (5) years beyond the faculty member's association with the university, except for the dossier, which shall be returned to the Dean of Libraries and on to the candidate 20 days after the notification of promotion, or after the appeals deadline has elapsed.

5. DOCUMENTATION FOR PROMOTION REVIEW

- 5.1. Candidates for promotion review will provide the Dean of Libraries with sufficient documentation to support their candidacy. Except as detailed in this procedure, additional documents may not be added to the candidate's dossier once the review process has begun. All candidates for promotion must present documentation to support their promotion candidacy to the Dean of Libraries no later than September 1st of the fall semester in the promotion review year. At a minimum, the dossier must include, in the following order:

Section I. An executive summary (2 pages maximum) that clearly illustrates how the candidate's qualifications meet each of the requirements listed in section 3 of this procedure.

Section II. A current curriculum vitae.

Section III. The candidate for promotion will include a tab for evaluations. The Dean of Libraries will insert copies of annual and other evaluations and any responses.

Section IV. Letters of recommendation from individuals who are able to comment on at least one aspect of the review: success in librarianship, professional growth, and/or professional service.

A minimum of two (2) letters from colleagues on campus but outside of the library should be included. The candidate may also include letters from colleagues off campus who can comment on scholarship or service.

Section V. Evidence of success in librarianship

1. A statement of librarianship philosophy and growth (2 pages maximum) discussing improvements, innovations, and changes initiated over the pre-promotion period.
2. Documentation demonstrating performance in regards to success in librarianship.

Section VI. Evidence of success in professional growth

1. A statement explaining contributions and success in the area of professional growth (2 pages maximum).
2. Documentation demonstrating performance in regards to contributions to professional growth.

Section VII. Evidence of success in professional service

1. A statement explaining leadership and service contributions (2 pages maximum).
2. Documentation demonstrating performance in regards to service.

Section VII. Other documentation

Dossiers should consist of no more than one 3-inch binder or the electronic equivalent. Candidates should focus on demonstrating quality, in regards to those areas outlined in section 3 of this procedure.

- 5.2. The Dean of Libraries is responsible for maintaining the candidate's promotion file and providing access to that file to the reviewers and to other administrative personnel with a role in the promotion review process.

6. CANDIDATE WITHDRAWAL FROM PROMOTION CONSIDERATION

- 6.1. A candidate for promotion may withdraw from promotion consideration at any time prior to the forwarding of the recommendations to the Provost for review.
- 6.2. A withdrawal request must be made in writing, signed, and dated to the Dean of Libraries. Once the letter is submitted to the Dean of Libraries it may not be rescinded.

7. RECOMMENDATIONS AGAINST PROMOTION AND APPEALS

- 7.1. If a candidate's application for promotion has been denied, the candidate cannot reapply until after one (1) additional year of full-time service has passed beginning in the academic year that follows the issuance of the denial of promotion.
- 7.2. A promotion candidate may appeal a decision denying promotion for reasons detailed in system policy *12.01, Academic Freedom, Responsibility and Tenure*. Those appealing should refer to system regulation *32.01.01, Complaint and Appeal Procedures for Faculty Members* and university procedures *12.01.99.C0.06, Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments* and *32.01.01.C0.01, Complaint and Appeal Process for Faculty Members*.

Related Statutes, Policies or Requirements

System Policy [*12.01, Academic Freedom, Responsibility and Tenure*](#)

System Policy [*12.07, Fixed Term Academic Professional Faculty*](#)

System Regulation [*32.01.01, Complaint and Appeal Procedures for Faculty Members*](#)

System Regulation [*33.99.04, Promotion, Transfer and Voluntary Moves*](#)

University Procedure [*12.01.99.C0.06, Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments*](#)

University Procedure [*12.07.99.C0.02, Fixed-Term Faculty Librarians*](#)

University Procedure [*32.01.01.C0.01, Complaint and Appeal Process for Faculty Members*](#)

University Procedure [*33.99.99.C0.02, Performance Reviews of Full-Time Faculty Members*](#)

Contact Office

Contact for clarification and interpretation: Dean of Libraries
(361) 825-2644