Tenure and Promotion Policy
User Services Department, James E. Walker Library
Middle Tennessee State University

Approved by faculty vote, June 24, 2021

I. Criteria for Tenure

A. **General.** Consideration for tenure originates in the department or academic program unit to which the faculty member has been assigned. University policy should be consulted for minimum criteria and years of service requirements for tenure and/or promotion review. Department faculty will be evaluated with respect to their performance in three areas: teaching/librarianship (librarianship), research/scholarship/creative activity (scholarship), and service. The Department Tenure and Promotion Review Committee evaluates candidates' accomplishments and contributions to librarianship throughout their career. In reviewing a faculty member's contributions, the committee looks holistically at the totality of their career.

B. **Performance.** University policy (Policy 204, VI:A2) states that faculty are expected to demonstrate high-quality performance in librarianship, high-quality performance in one other area (scholarship or service), and quality performance in the remaining area. The department defines quality performance as performance that exceeds the minimum requirements of the position. Positive annual reviews are an indication that a candidate has demonstrated quality performance. High-quality performance is performance that consistently exceeds the minimum expectations of the position.

C. **Librarianship.** Department faculty will be evaluated with respect to their activities and accomplishments in librarianship. Examples of activities in librarianship include, but are not limited to:

1. Assisting, advising, and instructing students, faculty, staff, and the public (library users) with information seeking and library research needs.
2. Creating and delivering customized lectures, library instruction sessions, presentations, or demonstrations to users.
3. Collaborating with teaching faculty to create or improve course content or curriculum.
4. Efforts to improve effectiveness in teaching methods, including efforts to improve pedagogy.
5. Performance in teaching as evaluated by students and peers.
6. Supervising and managing library departments, units, services, staff, and student assistants.
7. Selecting or recommending appropriate materials and resources to support learning, teaching, and research. Deselecting (weeding) resources when appropriate.
8. Serving as a library liaison to academic departments, programs, and/or subject disciplines.

9. Retrieving, organizing, analyzing, and reporting information on library services and/or programs.
10. Creating, maintaining, and enhancing assessment activities.
11. Making information resources discoverable and accessible through tools used for research and information discovery, including online research guides and web pages.
12. Creating customized online research guides, tutorials, and other printed and online instructional content.
13. Learning, implementing, and teaching users how to use library-specific software and systems.
14. Maintaining awareness of and adapting to current developments in higher education affecting library service models, instruction, and faculty support.
15. Mastering the requisite skills and technical processes related to one's assignment.
16. Creating, disseminating, and preserving digital humanities projects, digital collections, campus research, and scholarly publications.
17. Performing outreach activities including, but not limited to:
    a. Creating, developing, and maintaining university, community, business, or private partnerships.
    b. Communicating or marketing information related to library resources, events, and services.
    c. Developing or implementing programs/events/special projects related to library resources or services for students, faculty, staff, or community users.
18. Writing or co-writing funding proposals for the purpose of improving library instruction, technology, or services. Examples of funding proposals include but are not limited to internal and external grants.

D. **Scholarship.** Scholarship includes contributions to disciplinary bodies of knowledge that are disseminated to an appropriate audience. University policy (Policy 204, II:K) states that scholarship includes but is not limited to activities that focus on the boundaries of knowledge, field-based scholarship, artistic creations, the scholarship of teaching and learning (SOTL), and grant writing. Both individual and collaborative initiatives are respected.

1. In addition to traditional scholarship contributions (e.g., articles, books, and book chapters), the User Services Department also encourages innovative scholarly activities such as, but not limited to:

    a. Contributions to institutional repositories or digital collections
    b. Data sets created and curated for use by fellow scholars
    c. Digital humanities projects
    d. Open educational resources

      e. Essays published in scholarly blogs

      f. Multimedia works

      g. Editorial contributions

      h. Funding proposals such as internal and/or external grants

      i. Scholarship in emerging forms of scholarly communication

      j. Computer programming/code, applications, and application programming interfaces (APIs) published and made available to the intended user community

      k. Exhibits on relevant topics such as rare books, archival materials, university or community history, etc.

2. The department adds the following clarifications:

      a. Academic Fields. Scholarly contributions by members of the department are not limited to the field of library science and may include other interdisciplinary collaborations within academic and research areas **or** interests.

      b. Co-authors. The User Services Department recognizes the importance of collaboration in research. The number or order of co-authors will not be considered when evaluating the quality of scholarship.

      c. Forthcoming. Submitted works that have been accepted for publication at the time of the candidate's request for tenure and/or promotion will be recognized if documentation verifying the publication status is provided.

      d. Quality. Examples of quality performance in scholarship include, but are not limited to:

         (1) scholarly publications such as journal articles, books, or book chapters

         (2) output that makes a scholarly or professional contribution such as presentations to peers, websites, grant applications, exhibits, performances, and artistic creations.

      e. High-Quality. Examples of high-quality performance in scholarship include, but are not limited to:

         (1) Articles in journals that are designated as refereed or peer-reviewed by either the publication or other means of evaluation

         (2) Books and book chapters published by a reputable publisher

         (3) Other output that makes a scholarly or professional contribution may also reach the level of high-quality scholarship.

E. Service. Service is categorized in three areas—university, professional, and public.

1. University service is service to MTSU, Walker Library, or the User Services Department. University service at all levels is not required, but university service at some level is required.

2. Professional service is work done for professional, academic, or scholarly organizations.

3. Public service is the sharing of professional expertise to the community or society at large.
4. Examples of high-quality service include, but are not limited to:
   a. Service as a committee chair
   b. Service in a leadership role or as an officer in a relevant professional organization
   c. Service that reflects a significant contribution to a committee, project, or task force
   d. Service in an appointed or competitive role on a task force or special project

II. Criteria for Promotion

A. **General.** University policy (Policy 204:III-IV) should be consulted for minimum criteria and years of service requirements for tenure and/or promotion review. Library faculty are hired at the rank of assistant professor which requires a terminal master's degree from an ALA-accredited institution or an approved equivalent degree specific to the position.

B. **Performance**

1. **Associate Professor.** For promotion to the rank of associate professor, the expectations are the same as for tenure. The department expects candidates to demonstrate high-quality performance in librarianship, high-quality performance in one other area (scholarship or service), and quality performance in the remaining area.

2. **Professor.** For promotion to the rank of professor, the candidate must demonstrate sustained excellence in librarianship and high-quality professional productivity in both scholarship and service. The Department Review Committee will determine how these criteria are applied. The candidate must also demonstrate excellence recognized at the national level in either scholarship or service. The department offers the following examples of excellence in scholarship or service that is recognized at the national level:
   a. Works published in national or international scholarly publications
   b. Presentations at conferences held by national or international professional organizations
   c. Award of national grants
   d. Awards received from national or international professional conferences or organizations in recognition of scholarship or service
   e. Service as an officer or committee chair or in a role of significant responsibility for a national or international professional organization

III. Department Evaluation and Review

A. **Annual Review (Years 1, 2, 4, 5).** The Department Chair and Department Review Committee each write a separate review of the candidate's progress toward tenure (Policy 204, IV:B).

B. **Pre-Tenure Review.** The pre-tenure review is conducted using the same process as tenure and/or promotion review in accordance with the following: MTSU Policy 204 Tenure, User Services Department Tenure and Promotion Policy, and the Walker Library College Tenure and Promotion Policy. The pre-tenure review is intended to evaluate the candidate's progress toward successfully achieving tenure.

C. **Tenure and/or Promotion.** The Department Chair and the Department Review Committee each write a separate review with either a positive or negative recommendation for granting the candidate tenure and/or promotion (Policy 204, V:C2a). Candidates are also reviewed at the college level (Policy 204, V:D1-2). The Provost's website and the Library intranet should be consulted for other procedural documentation.

D. **Department Review Committee Formation**

    1. **Elections.** Elections for members of the Department Review Committee will take place annually as specified in university policy (Policy 204, V:C).
    2. **Quorum.** The committee will consist of a minimum of three tenured faculty from the department. At least three members of the committee must be present to form a quorum.
    3. **Voting.** All full-time tenured and tenure-track faculty members in the department (including the Department Chair) are entitled to vote on the committee membership.
    4. **Eligibility.** Tenured faculty in the department (regardless of rank) are eligible to serve on the committee; however, the Department Chair and tenured faculty applying for promotion are ineligible to serve on the committee.
    5. **Dual Service.** Contingent upon need, department faculty may serve on both the Department Review Committee and College Review Committee in the same academic year.

Approved by:

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Jason Vance   Date
Interim Chair, User Services Department

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Kathleen L. Schmand   Date
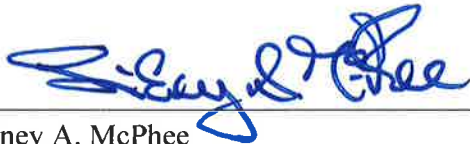Dean, James E. Walker Library

_____   7-27-21
Mark Byrnes   Date
Provost

_____   7-30-21
Sidney A. McPhee   Date
President