

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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¹ 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”

² 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 Handbook. The
review process is outlined in the
Library Faculty Handbook.

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Appendix A
Explanation of Terms

Collection Development

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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. **Project Management**

6. **Time Management**

Appendix B
Standards of Performance

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