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Promotion Guidelines for USF Libraries Faculty

Principles

This document sets forth the Promotion Guidelines for USF Library faculty at the University of South Florida Libraries. These Promotion Guidelines are based on principles, procedures, and criteria that have been developed to recognize, reward, and encourage USF Library faculty professional growth and development. This document is based on the University of South Florida Guidelines for Tenure and Promotion effective July 1, 2020, in a manner consistent with the current Collective Bargaining Agreement, and reflects the distinct professional responsibilities of library faculty.

Promotion is based upon a careful evaluation of a USF Library faculty member's performance of their assigned professional duties, research/creative activities, and service. Careful consideration must be given both to the equitability of the candidate's assignment and opportunities in relation to others in the department (especially when a department spans multiple campuses), and to the candidate's ability and willingness to work cooperatively within the department, college, and/or campus. It is expected that USF Library faculty will demonstrate significant achievement, commensurate with rank, in the performance of these duties and activities. Promotion also requires participation as a productive citizen of the University, as this is an integral part of USF Library faculty member's performance, and is also evaluated with reference to written criteria. Annual evaluations, which reflect job assignments and merit criteria, will provide guidance to the USF Library faculty member regarding their level of productivity and effectiveness. The promotion process through the faculty ranks is seen as a natural extension of the job assignment and the performance evaluation processes.

Criteria

Promotion is based upon a careful evaluation of a USF Library faculty member's professional and scholarly service. It is expected that USF Library faculty will demonstrate excellence in achievement, commensurate with rank, in the performance of their assigned professional duties, which may include: teaching, instructional support, reference assistance, cataloging, collection development, administrative and supervisory duties, database management (or other comparable activity appropriate for the unit); research/creative/scholarly activities; and service to the public, the discipline, and the university. Promotion through the faculty ranks is seen as a natural extension of the job assignment and the performance evaluation processes. A judgment must be made that the faculty member's record represents a pattern indicative of continued excellence and productivity with potential for high impact on the field or society.

The following promotion criteria serve as guidelines for evaluating professional performance that has been demonstrated through a pattern of achievement, productivity, and enhanced recognition by USF Library faculty, other USF faculty, and colleagues outside of the University. The strength of a USF Library faculty member's performance will be addressed in the evaluations from multiple parties, which may include: the USF Library faculty member's immediate supervisor, department director, or other appropriate

administrative officer, the Library Promotion Committee, and their Regional Chancellor or their designee, and College Dean of USF Libraries. Regional Chancellors, or their designee, will provide a formal review in promotion and tenure cases for faculty members on branch campuses prior to a College Dean completing and forwarding a recommendation to the Provost, see USF Consolidation Handbook. These evaluations will be included in the University of South Florida Tenure/Promotion Application, henceforth referred to as the promotion application.

Eligibility for Promotion

All persons holding permanent full-time appointments, with positions classified as faculty in the United Faculty of Florida contract bargaining agreement (Appendix A of the USF- UFF Collective Bargaining Agreement), are faculty members of the USF Libraries Faculty. Faculty classifications eligible for promotion in the University Libraries include librarians and research professors.

Evaluation for Promotion

Evaluation for promotion involves three main components:

- A. Performance of assigned professional duties;
- B. Research/creative/scholarly work;
- C. Service to the library, the university, the profession, and the external community

A. Performance of Assigned Professional Duties

The first component in the promotion process is an evaluation of effectiveness and excellence in the performance of the USF Library faculty member's assigned professional duties. Approaches to evidence of excellence in performance of assigned duties can vary across library units and subject fields; consequently, variance in candidate portfolios should also be expected. This component may be measured by taking into account the following criteria: demonstrated knowledge of assigned area of library specialization; initiative, resourcefulness, and originality in developing resources, solving problems, and locating information; productivity and accuracy; organizational and administrative skills; successful interaction with staff and library clientele; contributions to improvements in service and efficiency; critical perspective and evidence of continuing professional growth; understanding and support of the mission, goals, and objectives of the University, the library, and the department/unit.

B. Research/Creative/Scholarly Activities

Scholarship takes many forms, including independently conducted research and/or creative works and collaboratively generated contributions. All research/creative/scholarly activities will be evaluated on excellence, quality, significance, and impact. These activities in various disciplines across the USF Libraries' units range from research (creation and attainment of new knowledge, whether basic or applied) to creation of artistic products. The purpose of research and creative scholarship is the substantive advancement of a field of inquiry or practice, whether by generation of new knowledge or production of new creative works and technologies. In order to attain promotion, a faculty member is expected to have

established an original, coherent and meaningful program of research and/or creative scholarship and to have demonstrated and clearly documented a continuous and progressive record of excellence in research and creative scholarship indicative of potential for sustained contribution throughout his or her career.

Research/creative activities, in fields other than librarianship, are acceptable for consideration if they relate to subject fields in which library faculty have collection development responsibilities, professional assignments, or subject expertise. Research and/or creative endeavors accomplished prior to employment at USF may be considered as appropriate for movement through the ranks, however evidence of research activity and/or creative endeavors during the employment at USF Libraries must be included for promotion to Associate or Full Librarian/Research Professor.

The peer-review process is the best means of judging quality and impact of the candidate's research and creative scholarship. Examples of research/creative/scholarly activities that a candidate may present as documentation of a significant research program include, but are not limited to:

IMPACT LEVEL ONE

Published articles in refereed journals; publication of scholarly books; publication of book; chapters in scholarly books; success in obtaining external grants; editor or contributing editor of scholarly books

IMPACT LEVEL TWO

Published articles in non-refereed journals; published book or media reviews; papers, symposia, and posters at international and national professional meetings/colloquia (juried/refereed, or invited)

IMPACT LEVEL THREE

Reports; articles in non-refereed journal/magazine publications; papers, symposia, and posters at state, local, and regional professional meetings/colloquia (juried or invited/refereed); papers, symposia, and posters at international and national professional meetings/colloquia (not juried/refereed, or invited); contributions to the profession through development and publication of standards, guidelines, and best practices; original instructional, or creative, uses of technology or media related to assigned duties

Publications and presentations within library science and other fields are considered part of the candidate's scholarly record. The nature of librarianship is such that interdisciplinary and collaborative scholarship across a wide array of disciplines is integral to the profession. All evidence is taken as a whole taking into account depth and breadth of research/creative/scholarly work as appropriate to the rank to which the candidate is applying.

For collaborative and coauthored scholarship, the evaluation should include consideration of the candidate's role and contribution to the work, consistent with disciplinary and/or interdisciplinary scholarly practice. A candidate's body of work for promotion must be judged against the appropriate standards within the area of research and creative scholarship, balancing the significance and quality of the contribution with the quantity of publications and other scholarly activity. Recommendations for promotion

should present a clear and compelling case for the merit of an application in the context of the kind of scholarship in which the candidate's work has been conducted, leading to high confidence in the candidate's prospects for continuing and meaningful contributions.

C. Service

The third component to be evaluated includes the categories of service to the University, the profession, and engagement with the community. Candidates for promotion must have made substantive contributions in one or more of these areas. Evaluation of administrative and other professional services to the University and the profession should go beyond a simple enumeration to include an evaluation of the extent and quality of the services rendered. Examples of service are more fully illuminated in the USF Libraries Faculty Peer Evaluation document.

Public service may include work for professional organizations and local, state, federal or international agencies and institutions. It should relate to the basic mission of the University and capitalize on the faculty member's special professional expertise; the normal service activities associated with good citizenship are not usually evaluated as part of the promotion process. Because of the diverse missions of different units within the library, and variations in the extent and character of their interaction with external groups, general standards of public and professional service will vary across library units. Evaluation of service will include an examination of the nature and degree of engagement within the University and in the local, regional, national, and global communities.

Qualifications

The judgment of readiness for promotion to higher academic rank is based upon a careful evaluation of a candidate's performance of assigned professional duties, research/creative/scholarly work, and service, as well as time in rank. Promotion also requires participation as a productive citizen of the University, as this is an integral part of faculty performance.

In addition to the following criteria for academic ranks, all candidates for promotion who are classified as librarians must possess a Master's Degree in Library/Information Science from an academic institution accredited by the American Library Association (ALA) or its equivalent. Candidates who are classified as research faculty must possess a terminal degree relevant to their assigned duties, as would be required for faculty appointment in their discipline. Time in rank, as well as performance and achievement outlined in the criteria, shall determine eligibility for promotion. Therefore, movement through the ranks shall be continuous. Attainment of any one rank, including the highest rank, does not exempt the USF Library faculty member from continuing growth, productivity, and achievement throughout their career.

Qualifications for consideration of promotion to the ranks of Associate Librarian, Associate Research Professor, Librarian or Research Professor are as follows:

Associate Librarian or Associate Research Professor

Normally, a library faculty member would not apply for promotion to the rank of Associate Librarian or Associate Research Professor without five years of full-time equivalent professional experience after receiving the Master's Degree in Library/Information Science (librarian) or a terminal degree relevant to

their assigned duties, as would be required for faculty appointment in their discipline (research professor). At least three of the requisite five years must be at the rank of Assistant Librarian Assistant Research Professor. At least one year of professional experience must be conducted at the University of South Florida Libraries.

- a. Acknowledged record of excellence in the performance of assigned professional duties, as outlined in Section A (Performance of Assigned Professional Duties) and as reflected by increasing responsibility and continued professional growth in Annual Performance Evaluations.
- b. Excellence in independent and/or collaborative research/creative/scholarly work as supported by consistent activity and substantial or high-impact publications or their equivalent as outlined in Section B (Research/Creative/Scholarly Work). The record should demonstrate continuing productivity in research/creative/scholarly work throughout the individual's career.
- c. Substantive contributions in the area of service, as outlined in Section C (Service).

Librarian or Research Professor

Normally, a USF Library faculty member would not achieve the rank of Librarian or Research Professor without ten years of full-time equivalent professional experience after receiving the Master's Degree in Library/Information Science (librarian) or a terminal degree relevant to their assigned duties, as would be required for faculty appointment in their discipline (research professor). At least five of the requisite ten years must be at the rank of Associate Librarian or Associate Research Professor. At least three years of professional experience must be conducted at the University of South Florida Libraries.

- a. Acknowledged record of excellence in the performance of assigned professional duties, as outlined in Section A (Performance of Assigned Professional Duties) and as reflected by increased responsibility and continued professional growth in Annual Performance Evaluations.
- b. Established record of excellence in research/creative/scholarly work as outlined in Section B (Research/Creative/Scholarly Work). The record should have high impact/visibility and demonstrate continuing high productivity in research/creative/scholarly activity throughout the individual's career.
- c. Substantial contributions in the area of service, as outlined in Section C (Service). The record should demonstrate continuing high productivity in service activity throughout the individual's career.
- d. Demonstrated evidence of significant achievement among peers. True distinction is expected in at least one area—Performance of Assigned Professional Duties (Criteria A), Research/Creative/Scholarly Work (Criteria B), or Service (Criteria C)—and any recommendation for promotion to the rank of Librarian or Research Professor must contain evidence that such distinction has been identified.

Timeline

Each year the University publishes a timetable for applications and promotion decisions. The timeline for promotion begins each spring. Below is a general timeline:

March: The USF Libraries College Liaison sets the timeline for the libraries, in consultation with the library faculty, and identifies eligible candidates.

May: Candidate submits to the Dean's Office a written "declaration of intent to apply" with a contact list of potential external reviewers, including reviewers' bios and credentials.

June: External reviewers are contacted

September: Candidate submits application for promotion

October: Department Chair enters recommendation.

October-November: College Faculty Committee Chair enters votes and recommendation.

December: Dean enters recommendation (*For branch campus applicants: Regional Chancellor submits recommendation prior to Dean's recommendation*)

External Review

The Department Head, Department Director, Dean or designee ordinarily will include in the promotion packet a minimum of three letters (but not exceeding six) from external reviewers who are recognized experts in the individual's field. The candidate and the supervisor, or appropriate administrator, will suggest external reviewers. The Library Promotion Committee may also suggest external reviewers. These reviewers should have no significant relationship to the candidate (e.g., major professor or co-author), unless there are mitigating circumstances that would indicate otherwise (e.g., to review scholarship so specialized that few expert reviewers exist). Faculty, staff, and /or administrators, who are employees of the University of South Florida, are not considered to be external reviewers and will not be considered in evaluating the applicant. The supervisor, or appropriate administrator, and the candidate will jointly select the reviewers. In the event of disagreement, each party will select one-half the number of qualified reviewers to be utilized. Letters from external reviewers should be in the USF Library faculty member's file prior to the final recommendations by the Library Promotion Committee. All solicited letters which are received must be included in the USF Library faculty member's promotion application. Reviewers' names and other identifying information will not be held in confidence.

An illustrative letter that can be used as the Invitation to External Reviewers can be found on the USF Office of the Provost and Executive Vice President's Tenure and Promotion webpage.

Timing of Applications

Following an initial period in rank, normally at least two years, a candidate may apply for promotion earlier than the normal point, when there is clear evidence that the candidate has fully met the applicable criteria and has received endorsement at both department and college levels; additional merit beyond normal criteria for advancement, specified clearly in the library promotion document, should not be required.

Approved by the USF Libraries Faculty 07/10/2020