

## Criteria for Rank, Promotion, and Permanent Status

### 1) Job Performance

Every candidate is expected to demonstrate competence in his or her assigned areas of responsibility. In addition to being responsible, accurate, punctual, organizing work/completing tasks promptly, writing and speaking well, competence also entails a professional attitude, responsiveness to criticism, working effectively with patrons, colleagues, and staff and collaboratively with other constituencies; and supporting the mission of the library and the University. Annual performance reviews provide a key element in the determination of the candidate's level and quality of job performance. Among the criteria to be considered are (in order of increasing weight):

- ongoing professional reading
- successful completion of basic assignments
- thoroughness in executing projects
- proactively sharing information with staff/colleagues (electronically, meetings, reports)
- acceptance, and successful completion of assignments of increasing complexity
- sound, professionally informed judgment in offering/managing library services/resources
- collaborating with staff, colleagues, University departments and constituencies, and other libraries
- accepting new duties
- application of new job skills
- taking initiative to identify library needs and problems
- thoroughly researching innovative ideas and possible enhancements to existing operations
- consistently excellent performance
- mentoring new librarians expertly
- active leadership
- introducing/implementing/maintaining new services/operations

### 2) Service

The quality and extent of service on committees and of service to the external community merit consideration, in that order. Such service may be unrelated to an individual's primary area of responsibility, but must reflect the values and mission of the University. While all committee service is important, increased weight accrues to geographic level (local, regional, state, national, and international); to scope (internal library, University, and professional); to degree of participation/leadership (member, chair); and to level of assignments/activities (nominating tasks,

revising documents, conference planning, etc.). Among the criteria to be considered are (in order of increasing weight):

- fulfilling basic obligations of attendance/participation
- chairing a committee (internal, University, local, state, regional, national, and/or international)
- performing voluntary administrative duties
- standing for election (local, state, regional, national, and international)
- completion of and quality, level, and scope of assignments
- principal responsibility for planning local, state, regional, national, and/or international conferences

### 3) **Professional Development/Achievement**

Candidates are expected to be dedicated to scholarly pursuits and to be professionally active as evidenced by scholarly contributions in their area(s). The examples listed below are ordered on the basis of movement from a local audience to a national audience or from the inception to the completion of a project. Examples in each category include (in order of increasing weight):

#### **Publications**

- in-house handbook, brochure, or newsletter contributions
- In-house handouts and brochures
- library web pages
- library newsletter, editorship
- in-house handbooks, creating and updating
- book reviews (local, regional, national publications)
- articles (length; local, regional, national publications; peer review)
- chapters
- journals, editorship
- books

#### **Presentations**

- panel discussion participation at internal, local, state, regional and national meetings/conferences
- workshops/papers/presentations to the University and/or local, state, regional, national, or international conferences/meetings

#### **Grantsmanship**

- identifying appropriate funding sources
- contributing select portions to grant proposals
- developing ideas that match funding source interests
- writing grants
- serving as a principal investigator for a grant
- receiving grant awards

**Advanced Study**

- workshops attended (length, relevance to position)
- conferences attended
- courses taken (relevance to position)
- certificates earned
- research in the field
- advanced degrees earned

**Awards**

- local (relevance to position)
- regional, state, national, and/or international