

## Evaluation Criteria and Procedures for Annual Evaluations, Pre-tenure Reviews, Tenure Recommendations, and Promotion Recommendations for Libraries Faculty

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## Evaluation Criteria and Procedures ... for Libraries Faculty

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### 1.1 Grandfather Clause

These revised guidelines apply to all University of Southern Mississippi Libraries faculty working toward promotion or tenure at the time of this revision have the option to request that guidelines in place at the time of their initial appointments be used as the criteria for evaluation. Candidates must





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### 3.1.3 Governance Option 3

The committee consists of three elected members of the Libraries faculty exclusive of the ad hoc chair. The three-member committee then elects its chair. The chair of the committee after

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### 3.3.1 TenureTrack and Tenured Faculty

Tenuretrackandtenured facultyare expected to meet evaluative criteria in all three categories. Typical ranges for 12month tenuretrack and tenured Libraries faculty are:

- x Librarianship 70%80%;
- x Scholarship and Professional Development 10%20%; and
- x Service 10%20%.

### 3.3.2 Non-Tenure Track Faculty

Non-tenuretrack faculty are expected to meet evaluative criteria in all three categories. Typical ranges for 12month non-tenuretrack Libraries faculty are:

- x Librarianship 80%90%;
- x Scholarship and Professional Development 5%15%; and
- x Service 5%15%.

### 3.4 Goals and Objectives



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Excellence in Librarianship, Scholarship and Professional Development and Service are defined to include professional ethical conduct, consistent with the ALA Code of Ethics.<sup>4</sup>

### 3.5.2 Librarianship

Due to a wide variety of responsibilities, each Libraries faculty member is evaluated based on the faculty member's job description.

#### 3.5.2.1 Far Exceeds Expectations

Demonstrates an exceptional level of job knowledge and the application of that knowledge in assigned areas of responsibility as outlined in the job description. Improves efficiency of library processes, effectively develops plans and/or coordinates resources or services, performs assigned tasks and duties with minimal or no supervision and provides services in an effective and professional manner. Models an attitude of continuous improvement through a receptive and determined response to suggested evaluative recommendations.

#### 3.5.2.2 Exceeds Expectations

Demonstrates a superior level of job knowledge and performs at a consistently high level as outlined in the job description. Contributes to improving efficiency of library processes, assists in developing plans and/or helps to coordinate resources or services, completes assigned tasks, performs duties and provides services in an effective and professional manner, and is responsive to suggested evaluative recommendations.

#### 3.5.2.3 Meets Expectations

Demonstrates an adequate level of job knowledge and performs at an acceptable level as outlined in the job description. Completes assigned tasks, performs duties and provides services in an effective and professional manner, and is responsive to suggested evaluative recommendations.

#### 3.5.2.4 Below Expectations

Demonstrates an insufficient level of job knowledge as applied to library processes, services or resources as outlined in the job description. Performs assigned tasks and duties inconsistently and/or is unresponsive to suggested evaluative recommendations.

#### 3.5.2.5 Far Below Expectations

Demonstrates an unacceptable level of job knowledge resulting in poor job performance as outlined in the job description. Does not perform tasks and duties as assigned.

### 3.5.3 Scholarship and Professional Development

#### 3.5.3.1 Far Exceeds Expectations

A.1 Satisfy at least ONE of the following:

- x Obtain an additional graduate degree

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<sup>4</sup> Code of Ethics of the American Library Association, January 2008.  
<http://www.ala.org/advocacy/proethics/codeofethics/codeethics>

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- x Give an invited presentation at a state, regional, national or international conference
- x Receive a national

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- x Contribute to the preparation/submission of an external grant
- x Participate in professional conferences or workshops
- x Careerrelated course work

3.5.3.4 Below Expectations

D. Satisfy FEWER THAN THREE instances from category C.1. and NONE from category C.2.

3.5.3.5 Far Below Expectations

E. Fail to complete any scholarship or professional development activities

3.5.4 Service

3.5.4.1 Far Exceeds Expectations

A.1 Satisfy at least ONE of the following instances, in addition to the requirements of category A.2.  
x

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- x Serve as managing editor of a peer reviewed journal with less than national scope or a non-peer reviewed professional journal, e.g. Southeastern Librarian or Mississippi Libraries

OR

B.2 Satisfy THREE instances from category C.1, in addition to one from category C.2

### 3.5.4.3 Meets Expectations

C.1 Satisfy TWO instances from the following, in addition to one from category C.2

OR Satisfy ONE from category C.1 and AT LEAST TWO from category C.2.

- x Serve as a reviewer for the promotion/tenure of a colleague at another institution
- x Serve as an officer of local professional organization
- x Serve as committee or roundtable chair of a state professional organization committee
- x Serve on a state awards selection committee
- x Serve as a member of a major elected university body
- x Serve as a member of an elected library personnel committee
- x Serve as chair of a library committee
- x Serve as faculty adviser to a student organization
- x Serve as consultant (unpaid, except for travel expenses and/or a nominal honorarium)
- x Serve as an officer of a local civic organization
- x Serve as a reviewer for a peer reviewed journal
- x Serve on the editorial board of peer reviewed journal
- x Serve as subscription or advertising editor of a professional journal
- x Serve as column or section editor of a journal or similar publication
- x Serve as column or section editor of a national or regional publication

OR

C.2 Satisfy THREE instances of the following secondary criteria

- x Serve as a member of a state or local professional organization committee
- x Serve as a member of a university committee
- x Serve as a member of library committee
- x Organize workshops or meetings at the local level
- x Speak to local organization on library related topics
- x Volunteer for a university or professionally related activity, e.g., assisting with MLA conference or registration at the Children's Book Festival
- x Volunteer for a library activity, e.g., represent the Libraries at a University admissions/recruiting event, information kiosk

x

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## APPENDIX

The appendix provides examples of documentation which support a faculty member's application for promotion or tenure. Documentation of activities in Librarianship, Scholarship and Professional Development, and Service will be placed in Volume II of the applicant's dossier. This list of examples is not intended to be exhaustive.

### Librarianship

Included documentation of effectiveness in librarianship information included depends on the job description and should follow closely. Documentation may include:

x

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- x Copies of cover/title page from books written
- x Notification of acceptance of conference presentations
- x Copies of conference programs showing presentations given
- x Copies of book reviews
- x Notification of awards received
- x Media coverage of awards, scholarships, or grants received
- x Evidence of workshops attended

### Service

Include a summary of University Libraries, University, professional, and community service activities. Also include documentation supporting the value and effectiveness of the service. Documentation may include:

- x Letters of appointment to committees
- x Letters of appreciation for committee work
- x Notification of election to committee leadership
- x Copies of committee leader/member rosters
- x Committee output that directly related to the faculty member's involvement
- x Publicity highlighting service activities (meeting/workshop organizer, committee officer/member)
- x Evidence of non-committee service
- x Masthead listing of editorship

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A rectangular box containing a handwritten signature in blue ink. The signature appears to be "Steven M. ..." with a stylized flourish at the end. Below the signature, there are faint, multi-colored horizontal lines.

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