

***MASON LIBRARY, KEENE STATE COLLEGE
LIBRARY DISCIPLINE PEER EVALUATION COMMITTEE STANDARDS***

Mason Library Mission:

Keene State College's Mason Library meets diverse academic needs and supports the College's mission of academic excellence by providing information literacy instruction and resources to facilitate learning.

The primary responsibility of library faculty at Keene State College is the effective practice of librarianship, as manifested in: teaching; individual contact with students, faculty and staff; liaison work with academic departments; collection development; and the performance of various responsibilities attendant to individual positions.

While excellent teaching and professional performance is the primary standard, there must also be evidence of meeting additional standards as defined below. Standard B, Scholarship/Creative Activity, and Standard C, College/Community Service, must also be met for tenure or promotion.

These standards are designed to allow individual library faculty choices for achievement in library and information science and scholarship that supports the College curriculum. While not expected to meet every criterion listed below, members of the library faculty are required to progressively expand their contributions within the Library, the College, and the profession.

A. Teaching and Professional Performance

The primary standard for evaluation is the library faculty member's teaching and professional performance within the criteria of the College and Library mission statements as manifested in the candidate's professional responsibilities and faculty Collective Bargaining Agreement. Activities that expand job-related knowledge and understanding of the information and library science field are essential to augment a candidate's performance. The range of work assignments in an academic library require faculty to perform in multiple roles to meet the many demands of information provision.

All faculty librarians have teaching responsibilities as noted under the "Library Faculty Responsibilities" section of their job descriptions. All library faculty members:

- teach course related/integrated library instruction classes for assigned subject areas, as well as high enrollment introductory classes
- participate in the design and development of the library's course-integrated instruction program in collaboration with the Information Literacy Librarian and the Assistant Dean/Head of Public Services
- produce and update library instructional aids, including resources pages on the library web site, in designated subject areas
- instruct patrons in locating and using the resources and services of the library and participate in a regular reference rotation.

Many librarians conduct reference consultations which also offer teaching opportunities.

Overall responsibility for collection development, i.e. the selection, development, and maintenance of library collections, rests with the librarians, who are familiar with appropriate selection tools and the specific information needs of library users.

Faculty librarians are responsible for:

- understanding Mason Library's Collection Development Policy, especially as it relates to their areas of responsibility
- maintaining awareness of programmatic needs and trends
- evaluating and selecting materials
- developing and maintaining collections
- ensuring that teaching faculty have a voice in collection development

In addition to the responsibilities delineated above, each faculty librarian has responsibilities specific to his/her position. These are described in individual job descriptions.

B. Scholarship/Creative Activity

It is essential to the College's mission that each faculty member demonstrates continued commitment, dedication, and growth as a scholar, resulting in a contribution to knowledge or a better understanding of existing knowledge. This includes the dissemination of that knowledge beyond the Library and the classroom.

Scholarship includes, but is not limited to: research; active participation or presentations at conferences and workshops; critical/creative activities which could result in publications or creative productions (e.g. exhibitions, documentaries, or creative fiction or non-fiction literary works); serving as editor, reviewer, or referee for professional journals; and grant writing. Because librarianship is a field that relates to a variety of other fields, scholarship may be considered in either library science or an academic field in which the faculty member has knowledge and interest represented by College curricula.

C. College/Community Service

Activities that enhance the College and its image are integral to faculty service responsibility. Service will be evaluated with consideration for the time, effort, and rigor of the endeavors.

Service includes, but is not limited to: participating in library and campus committees; facilitating workshops, seminars, or other functions; serving as a volunteer or consultant to community groups; administration and reviewing of grants; and leadership in regional and/or national professional organizations.

GUIDELINES FOR TENURE AND PROMOTION AT EACH RANK FOR LIBRARY FACULTY

CRITERIA FOR TENURE

Tenure rewards excellent professional performance as a library faculty member, including meeting the criteria defined for Teaching and Professional Performance, Scholarship/Creative Activity, and College/Community Service.

Library faculty members are expected to fulfill the duties as delineated in their job descriptions. They are expected to understand and reflect upon how the work they do contributes to the mission of the library, and to seek opportunities for collaboration and continuous improvement.

Teaching and Professional Performance

Library faculty members are expected to understand how their teaching contributes to the education of information literate students. They are expected to be thoughtful about their teaching and its outcomes. While DPEC offers suggestions regarding pedagogy, it respects each library faculty member's freedom to seek out and adopt a personally effective teaching style.

The range of positions in an academic library requires faculty to perform in multiple roles in support of student learning. Library faculty members are expected to understand how their professional responsibilities in the library contribute to this overall goal, and to perform these responsibilities in an effective and timely manner.

Scholarship/Creative Activity

Library faculty applying for tenure will have sought professional development through active participation in workshops and professional conferences, and will have begun to share their knowledge and experience through presentations and publications, following the definition of scholarship/creative activity outlined above.

College/Community Service

Faculty members being considered for tenure should have demonstrated their commitment to Keene State College and their willingness to become involved in the community beyond the Library.

MASON LIBRARY CRITERIA FOR PROMOTION AT EACH RANK

Associate Professor

Promotion to this rank shall require evidence of consistent professional contributions to the Library and to the College, as well as attainment of a high level of librarianship, research, or other professional endeavors.

Teaching and Professional Performance

The rank of Associate Professor requires a demonstrated record of professional achievement as a specialist in a library and information science area or other subjects related to individual professional responsibilities. The Associate Professor practices a broad range of library and information science activities using initiative, sound judgment, and independence to solve problems.

Candidates for promotion to Associate Professor shall demonstrate consistently sound and effective teaching practices, which can be measured through peer classroom visits and student and instructor evaluations. Candidates shall use data gathered from previous student evaluations and collaboration with departmental faculty when designing library instruction. Further, candidates shall consider the desired outcomes of the course, while incorporating sound information literacy principles.

Candidates shall demonstrate responsiveness to the needs of the academic community and commitment to the provision of effective service. Candidates shall have a record of effective liaison activities, e.g., working with departmental faculty outside the classroom, developing library resources in their disciplines, etc.

Candidates shall attain expertise that is sought by their colleagues, such as professional skills, an understanding of current techniques and technologies, and effectiveness in working with students, faculty, and staff. At this rank, the faculty members shall work collegially, show versatility, and demonstrate the capacity to work effectively in a range of library and information science functions and subject areas.

Candidates shall demonstrate the ability to plan and organize work, to meet deadlines, to recommend improvements, and to coordinate work with other departments and units. The Associate Professor shall demonstrate involvement in professional associations, awareness of broader community concerns, and evidence of leadership within the Library, the profession, or other subject areas.

Scholarship

Candidates shall have an established record of scholarly activity and achievement. This may include publications, presentations at national and regional conferences, or other activities as described in the Mason Library faculty's definition of scholarship.

Service to the College, Community, and Profession

Candidates shall have records of service that may include departmental and college-wide committee work with a strong participatory component. Service may also include participating in workshops, giving lectures or performances on campus, leading group discussions, or other forms of college service.

Full Professor

Promotion to this rank shall require significant achievements in librarianship, in research, or in other professional endeavors. All criteria for previous ranks apply.

Teaching and Professional Performance

The rank of Full Professor is recommended for Associate Professors who have earned recognition from their colleagues and whose records document sustained and significant contribution to library and information science or subject areas. The faculty members shall provide evidence of leadership, judgment, and originality in contributing to the solution of library and information science problems, employing particular skills, ingenuity, creativity, or resourcefulness.

Candidates shall encourage and model professional development for their colleagues and are highly committed to the provision of effective library service. The faculty members are recognized for contribution to and leadership in the field of library and information science or other professional organizations.

Candidates shall demonstrate a strong and consistent record of effective and innovative teaching, which can be measured through peer classroom visits, and student and instructor evaluations.

Candidates shall have a record of excellence in liaison activities as evidenced by their ability to form and nurture strong relationships with departmental faculty, collaboration with liaison disciplines in curriculum development and assessment, and commitment to building and maintaining robust library collections that meet the needs of students and faculty.

Scholarship

Candidates shall demonstrate a sustained and substantial record of scholarship, and an ongoing and substantive record of contributions to library and information science or subject areas represented by the College's curricula.

Service to the College, Community and Profession

Candidates shall present an extensive and ongoing record of service to the College, the community, and the library profession. This shall include leadership roles on departmental and college-wide committees, in workshops, lectures, or performances on campus, and in the community, and may include regional or national level service.

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(Signed by)
Librarians
Mason Library
Keene State College