

# Library Faculty Procedures and Criteria for Appointment, Reappointment, Promotion, and Tenure

## I. PROCEDURES

Faculty members shall, in accordance with the Agreement Between the Administration of Pratt Institute and the United Federation of College Teachers AFL-CIO, be advised in writing at the time of appointment of the standards for eligibility, fitness and evaluation and the procedures employed. The faculty member shall be advised by the Department Chairperson or Area Head of the time when recommendations affecting his or her reappointment, promotion, and/or tenure are to be made by the Department faculty, Head and Dean, and he or she shall be given a reasonable opportunity to submit such material as he or she believes will be helpful to an adequate consideration of his or her circumstances.

### Election of Committee

Before the beginning of each academic year, the library faculty shall meet to review and possibly amend the library faculty procedures and criteria for reappointment, promotion and tenure. The library faculty shall appoint a committee of three of its members to make recommendations on matters of reappointment, promotion, and tenure. The committee members shall be appointed on the basis of seniority, chosen among those faculty members who will not be under consideration for promotion, reappointment, or tenure during the coming academic year. The committee shall choose a chairperson from among its members.

### Committee Procedures

The committee shall have for its consideration or shall compile a list of the library faculty, complete with dates of appointment, rank and length of service in rank.

It shall schedule its meetings so that it can make its recommendations to the Chair (if appointed) and the Dean in accordance with the dates specified in the Dean's Personnel Planning Calendar.

#### 1. New Appointment

The librarian's academic preparation for appointment to the library faculty is established on the basis of the professional degree, the MLS, from a library school accredited by the

American Library Association. Appointment at the rank of instructor is based on the expectation of successful overall performance as a librarian. Requirements such as significant library experience or advanced academic background in a specific subject discipline should result in appointment at the appropriate higher rank.

## 2.. Reappointment

The committee shall evaluate untenured members of the library faculty each academic year prior to the date designed for faculty action. Each faculty member being reviewed shall submit documentation of professional effectiveness and development. This includes a current resume, a written review of the past year's professional responsibilities and accomplishments and other relevant material. The committee shall review the submitted documentation and the faculty member's personnel file and shall meet with the faculty member and review his or her performance. The committee may interview other faculty regarding the candidate's performance if they feel that such an interview will help with their evaluation of the candidate's performance. The committee shall then make its written report concerning reappointment to the Chair or Area Head, with a copy of the report going to the faculty member concerned, along with the submitted documentation. In order to make the process of evaluation more valuable to the faculty member, the committee may meet again with the candidate to discuss the recent evaluation. Such an interview may take place at the candidate's request. When the faculty member being evaluated for reappointment receives his or her copy of the committee's recommendation, he or she may respond in writing to the Chair/Area Head/Dean before the date the Dean needs to submit her or her recommendation to the Provost.

## 3. Promotion and Tenure

Advancement in rank to Associate Professor is not automatic upon accumulation of years of experience but is based on appraisal of the performance of each library faculty member. However, in promotion from ranks of Assistant and Associate Professor to Associate and Full Professor, research and service in addition to professional effectiveness are given increasing weight.

At a minimum, an application for promotion should include:

Letter of application: clearly stating the desired promotion and/or change in status.

A current resume: complete, up-to-date record of the faculty member's educational, employment, professional and service record.

Evidence of Professional Activity: e.g., copies of publications and articles

Other evidence should include letters of reference from professional colleagues at Pratt and may include letters from established non-Pratt-affiliated professionals who can speak to the applicant's contributions to his or her area of expertise.

As noted above, the promotion committee shall consist of faculty who are tenured or at least one rank above the candidate for promotion. The committee shall receive—or may request—recommendations for promotion in rank.

## II. EVALUATION CRITERIA

The candidate shall be evaluated primarily with regard to library effectiveness; research and service, including contribution to the Institute and the profession, are considered, as well.

### Effectiveness of Professional Performance

The committee shall consider the professional performance of the candidate appropriate to his or her appointment with regard to the following major areas of librarianship:

- **Collection Development:** includes materials selection, collection analysis and evaluation, collection policy statements, replacement policies, weeding policies, acquisitions lists, development of vendor/publisher relationships, management of approval plans and blanket orders, management of serials, or other activities related to collection development.
- **Bibliographic control:** imposing or deriving an organizational structure to provide access to information resources (in any format) for effective retrieval. Included are: original cataloging, copy cataloging, online authority control, maintenance of circulation systems, preparation of in-house indexes or finding guides to materials and resources.
- **Reference service:** assisting users in the discovery, access, and utilization of information resources, including the performance of regularly scheduled reference service.
- **User education:** creating and providing print or electronic user guides, maps, signs, tours; class presentations including participation in library-wide programs; preparation of exhibits highlighting collections or services; provision of aids for using the online catalog; and other teaching activities provided to students and faculty on campus, as well as other local and regional organizations.
- **Faculty liaison:** regular contact with faculty and staff, both within the library and through other campus departments.
- **Preservation:** includes selection and assessment of materials for preservation and replacement activities, managing preservation projects, application of preservation techniques to library materials, preservation training of staff.
- **Systems activities:** implementation and monitoring of online systems (including online catalog, journal article databases, locally generated online databases and library website, etc.), statewide systems governance organizations, and other systems organizations on campus.
- **Operational and other professional responsibilities:** participation on search committees; job-related staff training; workshops or lectures presented to library

faculty; participation in and writing of library self-studies and self-assessments for accreditation and strategic planning.

- Professionalism: established effectiveness in professional performance is demonstrated by conscientious and diligent discharge of responsibilities; ability to communicate and cooperate with colleagues in the library and the academic community; the knowledge and interpretation of appropriate resources and procedures for solving problems; comprehension of the scope and priorities of the department; and through public acknowledgment of the quality of the librarian's work.

### Professional Development

Library faculty should stay informed of advances and current thinking in their major areas of librarianship, and, where appropriate, in specialized subject fields, should have both breadth and depth of knowledge in those areas, and should be able to demonstrate success in applying that knowledge to strengthening the library's support of the educational and scholarly mission of the Institute. The faculty member's involvement in continuing education activities, such as formal courses, seminars, and workshops, as well as advanced degrees obtained or in progress will also be considered.

### Research

Research in a major area of librarianship (collection development, reference and instruction, user services, information technology and application) or in an appropriate subject is an important criterion for all library faculty. Librarians are encouraged to make a direct contribution to knowledge in their respective fields of expertise and to share their professional expertise, knowledge, and findings. Considering the different workload of library faculty, their scholarly contribution should be weighted proportionately in the overall evaluation.

Research and other recognized contributions in relevant fields will be considered in promotion. Scholarly and/or creative accomplishments are evidenced by published or unpublished research, including books, journal or encyclopedia articles, book reviews, editorships, bibliographies, handbooks, translations, creation of guides, lectures and presentations at organized scholarly meetings, teaching appointments, exhibitions, and by attracting external support or competitive fellowships and awards.

### Service

Service includes active participation in Pratt Library and Institute committees, and in the activities of professional associations at local, state, national, or international levels, or in educational, cultural or other activities furthering society at large.

Library faculty is expected to represent the Library within the greater academic community. Consideration will be given to relevant Institute service, such as meaningful participation in the work of the Academic Senate, Faculty Committees, and other Institute-wide organizations and committees.

As members of a profession, librarians are expected to keep pace with and contribute to the advancement of that profession. Examples of activities which reflect a commitment to grow and contribute professionally are: membership and participation in professional and scholarly associations, doing committee work, holding office, presenting papers, participating in panel discussion, or organizing programs. Librarians are also encouraged to establish collegial ties and share information and solutions with librarians, scholars and information professionals from other institutions.

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