

Criteria for Tenure and Promotion in the Library

Faculty members in the Library who seek reappointment, tenure and promotion must show evidence of effectiveness in librarianship, scholarship and/or creative achievement, service and collegiality.

Evaluation of librarianship will focus on the candidate's demonstrated level of contributions. The candidate's CV should reflect continued growth in professional development and leadership over time. The candidate should be seen as continually striving to improve and to seek greater levels of responsibility.

Candidates must be evaluated as effective or having a leadership role to be tenured and promoted. The concepts and examples listed are general guidelines, not a checklist.

Examples of effectiveness in Librarianship:

- creative problem solving that improves or enhances departmental performance
- demonstrating initiative in the development of new projects and/or innovative programs
- taking a leadership role in the provision or development of services
- working with teaching faculty in a variety of ways to support student learning and literacy
- supporting teaching faculty with their own research needs
- demonstrating subject knowledge and the professional expertise used to build, organize, and preserve collections
- demonstrating subject knowledge and the professional expertise necessary to meet user needs and stimulate wider use of resources
- using knowledge of the curriculum to provide effective Library services and collections
- assessing and monitoring changing research patterns and trends in order to anticipate user needs
- developing expert skills in teaching
- encouraging others to reach their highest potential by fostering an atmosphere of open communication and receptiveness to suggestions and criticism

Teaching

Librarians at Queensborough Community College don't teach credit-bearing courses and are not evaluated on teaching. However full-time librarians are expected to teach information literacy (IL) instructional classes. It is highly recommended that teaching librarians create a teaching portfolio (including teaching philosophy), put it in the personnel folder, and revise on a regular basis (e.g., every year). It is advised that any compliments and/or reflection on teaching

be included in the evaluation folder. Teaching librarians are expected to continue developing expert skills in teaching.

Scholarship or Creative Achievements

Library Faculty are expected to constructively contribute to the field of librarianship (in the discipline and/or pedagogical research). Evidence includes the production of scholarly and professional articles, books, presentations or papers and grants for research activities. In keeping with prevailing professional standards in librarianship, these activities should focus primarily on refereed or peer-reviewed work.

The concepts and examples listed are general guidelines, not a checklist.

- a book or chapters in a book
- articles in refereed publications
- new and creative contributions to librarianship
- awards or grants
- poster sessions or presentations at professional meetings
- articles in professional publications that are not refereed (considered if peer reviewed publications are also listed)

For promotion

Collaborative work is encouraged at QCC. However, when there are multiple authors on publication, provide information about how much contribution you made to the publication. To get promoted, it is recommended being a primary author on publication.

Service

Faculty contributions to University, College, or departmental governance and/or activities.

Library faculty are expected to actively serve the Library, the University, and the profession. Librarians' activities in service are evaluated on quality, extent, and significance. Service activities can carry more or less weight depending on the impact and effort applied.

Concepts used for evaluation of Service:

Evaluation of Service will focus on the candidate's demonstrated level of contributions. Contributions that required a large effort and that produced significant results will be rated more highly. Librarians' CV should reflect continued growth and leadership in Service over time. The concepts and examples listed are general guidelines, not a checklist.

Examples of effectiveness in Service:

- leadership in departmental projects

- chairing or serving on College or University committees
- serving as an officer or chair in a professional organization
- planning workshops professional meetings, or conferences
- actively participating on University committees
- actively participating on College committees
- actively participating on committees of professional organizations
- participation in University governance as a member of the Faculty Senate

Collegiality

The library faculty member is expected to display collegiality and professionalism towards students and colleagues in the library and other departments on campus.

Examples of Collegiality:

- Fosters collaboration with colleagues and students in the best interest of the department, college, and university
- Promotes a positive, supportive, and friendly environment in interaction with colleagues and students
- Works effectively, cooperatively, and harmoniously with colleagues and students
- Actively participates in the department, college, and university's organizational life and initiatives
- Promotes the exchange of ideas and strategies with colleagues and students
- Mentors provide guidance and contribute to the professional development of colleagues and students.
- Offers constructive suggestions to department and colleagues
- Adheres to departmental rules and procedures
- Demonstrates mutual respect and support of colleagues and students' ideas and scholarship.
- Effectively advocates for the department, college, and university
- Maintains high standards of ethics, integrity, and professionalism
- Willingness to share in departmental duties and help colleagues.

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