

University Libraries

Non-Tenure Track (NTT) Retention and Promotion (RP) Guidelines

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Criteria for Reappointment and Promotion of Non-Tenure Track (NTT) Bargaining Unit Members in the University Libraries

Date: February 1, 2016

Introduction

The UA-Akron AAUP Collective Bargaining Agreement (CBA) Article 29 contains processes, timelines and procedures for the Reappointment and Promotion (RP) of Non-Tenure Track (NTT) Bargaining Unit members, and should be referred to for such matters. This document serves to describe the minimum criteria for the Reappointment and Promotion of NTT Faculty relevant to the discipline(s) represented in the academic unit listed above. These criteria may include quantitative and/or qualitative measures, and meeting these minimum criteria does not guarantee a positive recommendation. Nothing contained in this document can conflict with the CBA or University rules.

These guidelines are intended to describe the process by which library NTT faculty may be reappointed and promoted. The duties and responsibilities of individuals vary greatly, and some of the criteria may be more important for certain positions than others. Any work performance, research/scholarly activity (if required), and service (if required) shall only be discussed once in the appropriate category. However, items that serve multiple functions (e.g., creating LibGuides as access to information *and* as instructional tools) may be addressed multiple times if the varying contexts are adequately explained. Regardless of one's specific faculty responsibilities, librarianship involves the provision of a unique set of library services in a timely and effective manner to University of Akron students, staff, and faculty.

For the purpose of these guidelines, as per CBA Article 13, Section 1.B.3, University Libraries as an academic unit is defined as a college without departments.

1. Materials for the RP file

Only materials that provide evidence of accomplishments through December 31 may be submitted, unless it is an allowed exception as specified per the CBA Article 13, Section 3.B.2.

Only accomplishments that have been completed since the point of initial hire into the position shall be included. Mention of an activity that began while on a visiting contract or at another institution that is continued into or comes to fruition during the period of permanent hire is appropriate.

No specific materials, other than those already specified in the CBA, are to be included in the candidate's RP file.

2. Reappointment

The objective is to determine whether a person has performed well at their job and has made progress toward promotion. While the RP Committee does not expect a candidate to excel in all applicable categories every year, it does expect the candidate to perform his or her job well, to contribute to University Libraries and to develop skills and knowledge appropriate to his/her job. The candidate is expected to respond to committee suggestions from previous years, and to cumulatively address all appropriate criteria by the time he/she applies for promotion.

A. Work Performance:

The basis of the evaluation of work performance is the duties specified in the letter of appointment for the current evaluation period. The following points broadly describe the core functions performed in University Libraries but do not encompass all possible activities. Faculty might focus on one or two functional areas but may include activities in all areas.

1. Demonstrated competency in collection development, as indicated by: selection and purchase of materials that support the curricular and research needs of students and faculty; collection maintenance activities such as collection assessments, the deselection of materials according to appropriate assessment criteria, and determining the disposition and relocation of deselected materials according to best practices; developing and maintaining collection development policies as needed.
2. Demonstrated competency in providing access to information as indicated by: cataloging and classification of materials; developing and maintaining print and/or electronic guides to information (e.g., LibGuides or similar tools); managing and maintaining access to electronic library resources; administering and supporting library systems, applications, and hardware; and/or designing policies, procedures, and services to facilitate the delivery of information (including interlibrary loan, course reserves, document delivery, online request forms, etc.).
3. Demonstrated competency in instruction as indicated by: providing reference services; providing course-integrated library instruction; promoting information literacy through formal and/or informal instruction (e.g., classes, workshops, outreach activities); assessment of student learning through student and/or faculty feedback/surveys and/or evaluation of assignments, exercises, quizzes, etc.
4. Demonstrated competency in administration and supervision of a department, or coordinating a program or service as indicated by one or more of the following responsibilities: managing; planning; fiscal responsibility; and/or evaluating staff and services. This criterion may not apply to all candidates.
5. Other responsibilities mentioned in the letter of appointment that do not fit into the above functional areas, if applicable.

B. Research/Scholarly Activity:

“N/A” can be entered for NTT Faculty that are not required to engage in scholarship. However, all NTT Faculty can include evidence of scholarship for the committee’s consideration.

1. Demonstrated research resulting in publication of books, book chapters, journal articles, reviews, newsletter contributions, or creative works; and presentation of papers, poster sessions, or creative works. A variety of accomplishments are acceptable here. In order to be considered, publications, in print or electronic format, must be completed and formally accepted for publication with no further revisions pending.

a. Publications include: books; book chapters; journal articles; reviews; newsletter contributions; and creative works.

The weight that a publication is given is determined by a combination of factors, including the amount of effort or preparation that is required, the intensity of the screening (review) that the publication must pass before being accepted, and by the impact on the profession. For example, short reviews (under 500 words) and informal newsletter articles generally require less preparation than extensive reviews and journal articles, and authoring a book chapter or book generally requires more research than other publications. Publications accepted by a peer-review panel are weighted more heavily than those that are not reviewed. The impact of a publication can be measured by several indicators: the publisher, journal, citation studies, content, or awards.

b. Formal presentations include: contributed paper presentations; conference and professional presentations; poster sessions; panel or roundtable discussions; webinar presentations; and creative works.

The weight that a presentation is given is determined by a combination of factors, such as the amount of research and preparation that is required, the intensity of the screening (review) process, the length of the presentation, and the breadth and/or nature of the audience. For example, an anonymous presentation proposal that is accepted by a peer-review panel is weighted more heavily than one for which there is no review. A presentation to a national audience is weighted more heavily than a presentation to a regional or statewide audience; a presentation to a group of higher-education professionals is weighted more than a presentation to an audience of other interest groups.

2. Demonstrated participation in professional development activities designed to result in professional growth. Such activities may include attendance at meetings of professional organizations, advanced study in librarianship or other academic subjects, pursuit of additional degrees or certificates, etc. The candidate shall describe the nature and benefits of such activities to the candidate's professional growth.

3. Demonstrated participation in formal activities leading to skills and knowledge necessary for the effective performance of one's job responsibilities. Such activities may include workshops and demonstrations on new library systems and procedures, attendance at database training workshops, enrollment in continuing education courses, etc.

4. Professional recognition (not required).

5. Other Research/Scholarly Activity, including grant funding, development and other activities that support research and scholarship but do not result in publications or presentations (not required).

C. Service:

"N/A" can be entered for NTT Faculty that are not required to engage in service. However, all NTT Faculty can include evidence of service for the committee's consideration.

1. Demonstrated service to The University of Akron may include active participation in University committees, activities, and organizations, including official campus committees, voluntary organizations, and substantial special events. One-time activities of a short duration (e.g., graduation, welcoming students, etc.) are not deemed substantial.

The candidate shall describe his/her contribution in terms of the nature, extent, and value of his/her contributions to The University of Akron. University service shall be evaluated by those criteria and additional consideration will be given for depth and breadth of involvement.

2. Demonstrated contributions to the University Libraries as indicated by service on University Libraries committees, task forces and activities.

3. Demonstrated service in professional organizations, though not necessarily required, will complement a candidate's application for reappointment. This service may include the holding of elected position or office, appointed position or office, or membership on a professional committee. The candidate shall describe the nature, extent, and value of his/her contributions to the organization.

4. Demonstrated discipline-related service to the community, though not required, will complement a candidate's application for reappointment. This service may include active participation in community activities, organizations, and projects. Merely holding a membership in an organization does not meet the criteria. Service may include holding office, volunteer duties, or representing or sharing professional skills in some capacity with the community. One-time activities of a short duration are not deemed substantial.

The candidate shall describe his/her contribution in terms of the nature, extent, and value to the community. Community service shall be evaluated by those criteria and additional consideration will be given for depth and breadth of involvement.

D. Professional Conduct as Specified in CBA

The candidate shall include a statement addressing compliance with the CBA, Article 13, Section 3.A.4 and explicitly list the written standards named in Section 3.A.4 of the CBA, Article 13, as well as the standards of one's profession (e.g., ALA Code of Ethics, etc.).

3. Promotion to Associate Professor of Practice/Instruction

A. Work Performance:

See UL NTT Guidelines, Section 2.A

B. Research/Scholarly Activity:

See UL NTT Guidelines, Section 2.B

For promotion, he/she will have authored or co-authored at least one peer-reviewed publication (article, book chapter, book, or creative work) or given at least one substantial presentation to a regional, state, national or international audience during the years of service as an Assistant Professor of Practice/Instruction.

C. Service:

See UL NTT Guidelines, Section 2.C

For promotion, he/she will have been a contributing member of at least one university committee during the years of service as an Assistant Professor of Practice/Instruction.

For promotion, the candidate will have served on at least two University Libraries committees that affect services, operation, or policies, such as search committees, policy or planning groups, or teams involved in the application of policy.

If the candidate performs discipline-related community service for promotion, the candidate will have shown continuing involvement in the activity, organization or project.

D. Professional Conduct as Specified in CBA

See UL NTT Guidelines, Section 2.D

4. Promotion to Professor of Practice/Instruction

A. Work Performance:

See UL NTT Guidelines, Section 2.A

B. Research/Scholarly Activity:

See UL NTT Guidelines, Section 2.B

For promotion, he/she will have authored or co-authored at least one peer-reviewed publication (article, book chapter, book, or creative work) or given at least one substantial presentation to a regional, state, national or international audience since promotion to Associate Professor of Practice/Instruction, or initial hire at advanced rank.

C. Service:

See UL NTT Guidelines, Section 2.C

For promotion, a candidate will serve as a contributing member of at least one university committee since promotion to Associate Professor of Practice/Instruction, or initial hire at advanced rank.

For promotion, the candidate will have served on at least two University Libraries committees that affect services, operation, or policies, such as search committees, policy or planning groups, or teams involved in the application of policy, since the to Associate Professor of Practice/Instruction, or initial hire at advanced rank.

If the candidate performs discipline-related community service for promotion, the candidate will have shown continuing involvement in the activity, organization or project.

D. Professional Conduct as Specified in CBA

See UL NTT Guidelines, Section 2.D

5. General Guidelines and Procedures

A. Organization of Narrative and Supporting Documentation

The narrative must follow the structure, alphabetic and numeric sequencing, and headings of this document.

Supporting documentation should be formatted with the reviewer in mind, such as ensuring that font size and image quality are sufficient for the average reader, and that numbering follows a logical sequence.

B. Revision of the Criteria and Procedures

At the request of 1/3 of the members of the library bargaining unit faculty with academic rank, of the Dean, or of the Provost, the NTT Evaluation Committee Chair shall appoint a subcommittee of three library faculty members with academic rank, which shall study any procedure in question and make recommendations regarding revision of these Guidelines and Procedures to the NTT Evaluation Committee.

Each revision approved by the Committee shall be submitted to the entire library bargaining unit faculty with academic rank and approved by a 2/3rds majority of those voting, then submitted to the Dean and to the Senior Vice President and Provost for approval before it becomes part of these written Guidelines and Procedures.

If the criteria have been revised since the date of the initial appointment, the candidate shall have the option to choose the original or amended criteria under which he/she shall be reviewed, per CBA Article 13, Section 6.D.6.