

Standards and Criteria for Retention, Tenure and Promotion CSU Monterey Bay Library Faculty April 2015

This document comprises the retention, tenure, and promotion standards of performance and evaluation criteria (Department RTP Standards) that shall be used to assess activities of library faculty that contribute to professional growth, library goals, and the university vision. These standards reflect the unique mix of scholarship and activities of library faculty in the practice of academic librarianship. These standards incorporate sufficient flexibility to allow for and recognize individual contributions, creativity and specialization in professional practice. Librarians may engage in additional activities described in the appendices to the University RTP Policy. This document shall be assessed in four years from its effective date to determine its effectiveness and appropriateness.

1. Teaching and Learning

Contributions to Teaching and Learning involve facilitating student learning, critical thought, and inquiry, as well as transmitting, integrating, interpreting, and extending knowledge. In addition, teaching should reveal and develop diverse perspectives, help to facilitate creativity and lifelong learning, and work to integrate various principles central to the vision of CSU Monterey Bay.

Activities to consider in the evaluation of teaching and learning may include, but are not limited to, the following:

Activities Specific to Library Faculty.

- Librarians provide one-on-one instruction and assistance in locating information in electronic and print resources, selecting databases and formulating search strategies for research, and/or referral to other resources. Library faculty provide reference assistance to CSUMB students, faculty and staff, and the general public; reference service is provided either in person, by phone or electronically;
- Librarians provide information literacy instruction across the curriculum at all levels of study, from general orientation to research methods in an electronic environment, to specialized instruction for upper-division and graduate courses. Preparation may include collaboration with classroom faculty and creation of instructional materials, activities and/or web pages; delivery may be in-class, in the library, online, or via individual research consultations. Self-paced Web-based information literacy tutorials support lower division instruction. The library provides information literacy instruction and assessment for the General Education curriculum in FYS and courses in Area B2 (Life Science) and Area D2 (US Histories and Democratic Participation);
- Librarians are responsible for building and managing the print, media and electronic collections in specific subject areas and serve as subject liaisons to faculty in related departments. Collection development involves evaluating, selecting and acquiring a core collection of information resources in a variety of formats to support the evolving CSUMB curriculum. This requires an understanding of the universe of published works and expertise at researching and evaluating resources in specific subject areas;
- Librarians may coordinate a major, highly collaborative function or service of the library that contributes to student learning. Librarian coordinators are responsible for providing leadership in and contributing to the development and delivery of services in key functional areas.
- Librarians in electronic resources, instructional technology, and technology development share responsibility for tools that facilitate access to collections and technology-based

Library Faculty RTP Standards and Criteria

services that support or enhance student learning. Providing access to the library's electronic information resources involves acquiring and maintaining access to electronic subscription databases and creating access to information resources via the library's website. Instructional technology activities include the design, development and delivery of technology-enhanced instruction and reference service. Technology development activities include creation and implementation of the infrastructure and applications through which these resources and services are offered to students.

- Bibliographic Services involves the interpretation and application of standard practices to the acquisition, description, cataloging, classification and organization of library collections and information resources.
- Librarians assess, refine and improve the effectiveness of information literacy instruction and other library services in support of student learning.

Developing Learning Experiences and Resources.

- Developing and revising outcomes-based curriculum;
- Developing teaching materials, manuals, software;
- Applying Discovery, Creation and Integration to teaching and learning;
- Contributing to the achievement of department curriculum goals;
- Developing resources and curriculum in support of distributed education and independent learning;
- Selecting, organizing, and providing access to information resources in support of curricular goals.

Professional Development of Academic Librarianship.

- Evaluating professional practice of colleagues;
- Reviewing current literature and research in areas of subject expertise;
- Attending, contributing to and planning professional development activities;
- Developing and improving instructional methods;
- Conducting instructional and classroom research;
- Professional development – improving practice.

Library Faculty RTP Standards and Criteria

Table 1. Examples of Teaching and Learning Performance Standards and Ratings for Tenure or Promotion to Associate or Full Librarian

Adequate Performance	Commendable Performance	Outstanding Performance
<p>Demonstrates competent practice of librarianship in support of teaching and learning by:</p> <ul style="list-style-type: none"> - Participating in the delivery of reference services, guiding students in research and curricular activities; - Participating in information literacy instruction at all levels of study; - Developing appropriate outcomes-based learning resources; - Developing library collections in support of the curriculum; - Developing locally relevant, technology-based tools and services in support of student learning. ; - Cataloging and providing bibliographic access to library collections and information resources; - Interpreting and applying standard practices of librarianship in support of student learning; - Showing improvement in response to peer and student evaluations; - Incorporating the CSU Monterey Bay vision into support for student learning. 	<p>Contributes significantly to teaching and learning through the practice of librarianship by:</p> <ul style="list-style-type: none"> - Attaining excellence in the delivery of reference services, guiding students in research and curricular activities; - Demonstrating excellence in information literacy instruction at all levels of study; - Developing significant, relevant outcomes-based learning resources; - Developing and managing library collections that effectively support the curriculum and student research; - Developing innovative and effective technology-based tools and services in support of student learning. ; - Cataloging and providing effective bibliographic access to library collections and information resources; - Successfully interpreting, applying or adapting new or innovative practices of librarianship in support of student learning; - Refining and improving practices based on self-reflection, assessment and peer or student evaluations; - Making substantial contributions to teaching and learning development workshops that enhance local practice; - Collaborating with colleagues from other disciplines on teaching and learning activities. 	<p>Through excellence in the practice of librarianship, provides leadership in support of teaching and learning and influences the practice of others by:</p> <ul style="list-style-type: none"> - Providing leadership in and serving as a model for others in the delivery of reference services, guiding students in research and curricular activities; - Demonstrating sustained excellence in information literacy instruction at all levels of study; - Developing exemplary outcomes-based learning resources; - Developing and managing library collections that contribute significantly to student learning; - Planning, organizing and/or leading the development of innovative technology-based tools and services in support of student learning. ; - Cataloging and providing exemplary bibliographic access to library collections and information resources; - Developing highly effective new or innovative practices of librarianship in support of student learning; - Mentoring faculty in teaching and learning activities; - Collaborating with colleagues from other disciplines and institutions on the development of teaching and learning materials and activities; - Planning, organizing, and leading teaching and learning or curriculum development workshops; - Presenting at national teaching and learning conferences.

Library Faculty RTP Standards and Criteria

2. Discovery, Creation and Integration

This scholarly activity constitutes academic work that confronts the unknown, seeks new understandings, and/or offers a new perspective on knowledge, through both individual and collaborative work. In academic librarianship, this activity is manifested through transmitting, integrating, interpreting and extending knowledge. Such work results in an original contribution to knowledge or understanding in librarianship and includes a dissemination of that knowledge beyond the library or the classroom. In academic librarianship, such dissemination occurs within the context of professional organizations and meetings more often than is the case in other disciplines.

Activities to consider in the evaluation of Discovery, Creation and Integration may include, but are not limited to, the following:

Activities Specific to Library Faculty.

- Library faculty develop critical guides to electronic and print resources in their subject specialties, evaluating and integrating available information resources to create selective Web-based guides analogous to printed annotated bibliographies;
- Creating original catalog records as a contribution to the shared effort of libraries worldwide to describe recorded knowledge.

Disseminating Innovations in Academic Librarianship.

- Disseminating creative approaches to methods and practice of librarianship;
- Presenting papers or posters at professional meetings;
- Contributing to the development of national or international standards.

Producing, Editing and Managing Creative Works.

- Developing critical guides to electronic and print resources in subject specialties;
- Developing electronic and print information resources that support the curriculum;
- Significant modification or creation of online tutorials;
- Creating and preparing software and electronically published documents.
- Development of software and other technologies that advance student learning;
- Writing/editing books, monographs, textbooks, chapters;
- Writing papers in refereed journals and conference proceedings;
- Writing translations, abstracts, and reviews;

Leading and Managing Funded Research and Creative Projects.

- Conducting organized and applied research and inquiry;
- Successfully involving students in ongoing research.

Library Faculty RTP Standards and Criteria

Table 2a. Examples of Discovery, Creation, and Integration Performance Standards and Ratings for Tenure or Promotion to Associate Librarian

Adequate Performance	Commendable Performance	Outstanding Performance
<p>Initiates and participates in creative and scholarly work by:</p> <ul style="list-style-type: none"> - Presenting at local/regional or state conferences; - Progressing towards completion of publications or presentation of contributions to librarianship; - Submitting applications/proposals for externally or internally funded grants; - Creating effective, critical subject Web pages that enhance learning and access to information. - Selecting library resources that support the university curriculum and vision. 	<p>Shows an increasing level of involvement and achievement in creative and scholarly work by:</p> <ul style="list-style-type: none"> - Presenting at state or national conferences; - Disseminating substantive contributions to librarianship by publication in peer-reviewed or other reputable publications; - Receiving internal or extramural support for discovery, creation, and integration; - Creating innovative, authoritative Web resources that significantly enhance access to information. 	<p>Demonstrates a sustained record of significant creative and scholarly achievement by:</p> <ul style="list-style-type: none"> - Giving invited/refereed presentations at state or national conferences; - Disseminating significant contributions to librarianship by publication in peer-reviewed or other reputable publications; - Receiving significant extramural support for discovery, creation, and integration; - Creating significant Web resources that are widely linked to and receive national recognition as premier Internet sources.

Library Faculty RTP Standards and Criteria

Table 2b. Examples of Discovery, Creation, and Integration Performance Standards and Ratings for Promotion to the Rank of Full Librarian, or for Tenure at the Rank of Full Librarian

Adequate Performance	Commendable Performance	Outstanding Performance
<p>Shows an increasing level of involvement and achievement in creative and scholarly work by:</p> <ul style="list-style-type: none"> - Presenting at state or national conferences; - Disseminating substantive contributions to librarianship by publication in peer-reviewed or other reputable publications; - Receiving internal or extramural support for discovery, creation, and integration; - Creating innovative, authoritative Web resources that significantly enhance access to information. 	<p>Demonstrates a sustained record of significant creative and scholarly achievement by:</p> <ul style="list-style-type: none"> - Giving invited/refereed presentations at state or national conferences; - Disseminating significant contributions to librarianship by publication in peer-reviewed or other reputable publications; - Receiving significant extramural support for discovery, creation and integration; - Creating significant Web resources that are widely linked to and receive national recognition as premier Internet sources. 	<p>Demonstrates a continuous record of recognized leadership and significant achievement in creative or scholarly work by:</p> <ul style="list-style-type: none"> - Giving invited/refereed presentations at national or international conferences; - Receiving national/international recognition for original and sustained contributions to librarianship published in major peer-reviewed journals or books by recognized publishers; - Receiving awards of major grants and carrying out sustained grant activity; - Developing major innovation in Web-based resources that receives national/international recognition and serves as a model or standard.

Library Faculty RTP Standards and Criteria

3. Professional Application

Library Faculty engaged in Professional Application use their academic training and experience to serve the profession of librarianship and the public and contribute to the CSU Monterey Bay vision. The diversity of external needs, as well as faculty training and experience, leads to many different forms of Professional Application, however, Professional Application activities share all of the following distinguishing characteristics:

a) They contribute to the public welfare or the common good; b) They call upon faculty members' academic and/or professional expertise; c) They directly address or respond to real-world needs; and d) They support the CSUMB Vision.

Activities to consider in the evaluation of Professional Application may include, but are not limited to, the following:

Activities Specific to Library Faculty.

- CSUMB library faculty are active in professional organizations on many levels, contributing as committee members, committee chairs, and officers of local, state and national library organizations;
- Librarians use their expertise to benefit the local community through service activities such as literacy tutoring, website development, training and consultation;
- Library faculty form partnerships with local K-12, community college and public libraries, participating in a variety of collaborative projects to serve underserved populations, develop regional databases, and provide cooperative reference service to community members.

Practical Applications.

- Making research understandable and usable in specific professional and applied settings;
- Writing peer reviews for scholarly publications and funding organizations;
- Providing library services to the public;
- Giving presentations for the community;
- Providing extension education;
- Writing for popular and non-academic publications, including newsletters and magazines directed to agencies, professionals, or other specialized audiences;
- Testifying before legislative or congressional committees.

Participating in Partnerships with Other Organizations.

- Participating in collaborative endeavors with schools, industry, or civic agencies;
- Consulting with town, city, or county governments; schools, libraries, museums parks and other public institutions; groups; or individuals;
- Serving on search committees for community agencies or organizations;
- Participating in professional organizations.

Contributing to the Profession.

- Serving as an officer or other leadership role in professional organizations;
- Participating in scholarly conferences as panel organizer and/or discussant;
- Organizing and directing scholarly conferences, symposia, etc.;
- Developing and offering training or professional development workshops on practical aspects of librarianship;
- Fulfilling editorial assignments with scholarly and professional publications, including journals, newsletters or electronic media.

Library Faculty RTP Standards and Criteria

Table 3a. Examples of Professional Application Performance Standards and Ratings for Tenure or Promotion to Associate Librarian

Adequate Performance	Commendable Performance	Outstanding Performance
<p>Becomes active in community and professional service by:</p> <ul style="list-style-type: none"> - Participating actively in professional organizations at the local/regional level; - Participating on committees or taking an active role in professional associations; - Participating in offering training or professional development workshops for local and regional libraries; - Identifying potential collaborative partnerships with libraries, schools, industry, or other community agencies; - Providing assistance to local or regional communities, agencies, or organizations, such as literacy tutoring, website development and consultation; - Participating in programs or activities that draw upon expertise in librarianship and show promise of enriching the professional, artistic or cultural life of the community; - Participating in entrepreneurial or applied research activities that show promise of benefiting the university and community. - Providing book or media reviews for professional publications. 	<p>Contributes to community and professional service by:</p> <ul style="list-style-type: none"> - Participating in and contributing to professional organizations at the regional or state level; - Contributing as a committee chair or other significant role in professional associations. - Participating in developing and offering training or professional development workshops for local and regional libraries; - Serving as peer reviewer for scholarly publications and funding organizations; - Initiating collaborative partnerships with libraries, schools, industry, or other community agencies; - Participating in planning or development of community programs and services, based on the faculty member's expertise; - Participating in programs or activities that draw upon expertise in librarianship and enrich the professional, artistic or cultural life of the community; - Planning or developing entrepreneurial or applied research activities that show promise of benefiting the university and community. 	<p>Demonstrates leadership in community and professional service by:</p> <ul style="list-style-type: none"> - Participating in and contributing substantially to professional organizations at the state or national level; - Providing leadership as an officer or in another capacity in professional associations; - Establishing a record as a frequent peer reviewer for important scholarly publications and funding organizations; - Taking a leadership role in developing and offering training or professional development workshops for local and regional libraries; - Establishing and maintaining successful collaborative partnerships with libraries, schools, industry, or other community agencies; - Taking a leadership role in development of public services or policies, based on the faculty member's expertise; - Planning, developing and participating in programs or activities that draw upon expertise in librarianship and substantially enrich the professional, artistic or cultural life of the community; - Developing and conducting entrepreneurial or applied research activities that benefit the university and community. - Fulfilling editorial role with professional or scholarly publications.

Library Faculty RTP Standards and Criteria

Table 3b. Examples of Professional Application Performance Standards and Ratings for Promotion to the Rank of Full Librarian, or for Tenure at the Rank of Full Librarian

Adequate Performance	Commendable Performance	Outstanding Performance
<p>Contributes to community and professional service by:</p> <ul style="list-style-type: none"> - Participating in and contributing to professional organizations at the regional or state level; - Participating in developing and offering training or professional development workshops for local and regional libraries; - Serving as peer reviewer for scholarly publications and funding organizations; - Initiating collaborative partnerships with libraries, schools, industry, or other community agencies; - Participating in planning or development of community programs and services, based on the faculty member's expertise; - Participating in programs or activities that draw upon expertise in librarianship and enrich the professional, artistic or cultural life of the community; - Planning or developing entrepreneurial or applied research activities that show promise of benefiting the university and community. - Contributing as a committee chair or other significant role in professional associations. 	<p>Receives recognition for substantial contributions to community and professional service through:</p> <ul style="list-style-type: none"> - Participating in and contributing substantially to professional organizations at the state or national level; - Taking a leadership role in developing and offering training or professional development workshops for local and regional libraries; - Establishing a record as a frequent peer reviewer for important scholarly publications and funding organizations; - Establishing and maintaining successful collaborative partnerships with libraries, schools, industry, or other community agencies; - Taking a leadership role in development of public services or policies, based on the faculty member's expertise; - Planning, developing and participating in programs or activities that draw upon expertise in librarianship and substantially enrich the professional, artistic or cultural life of the community; - Developing and conducting entrepreneurial or applied research activities that benefit the university and community; - Providing leadership as an officer or in another capacity in professional associations; - Fulfilling editorial role with professional or scholarly publications. 	<p>Receives recognition for substantial and sustained leadership in community and professional service through:</p> <ul style="list-style-type: none"> - Leading and making widely recognized contributions to professional organizations at the state, national or international level; - Developing and leading a program of training or professional development workshops for libraries at a state, national or international level; - Developing and managing the peer review process for leading scholarly publications and major funding organizations; - Creating and sustaining successful major collaborative partnerships with libraries, schools, industry, or other community agencies; - Leading the development of significant public services or policies based on the faculty member's expertise; - Developing and leading programs or activities that draw upon expertise in librarianship and substantially enrich the professional, artistic or cultural life of the community; - Developing and conducting major entrepreneurial or applied research activities that substantially benefit the university and community; - Providing sustained leadership as an officer or in another capacity in a national or international professional association; - Serving as editor or associate editor of a scholarly or professional journal.

Library Faculty RTP Standards and Criteria

4. University Service

University Service includes service to the department, college, and university. Faculty engaged in University Service contribute to the shared governance system and institutional development through a variety of activities including service on committees, task forces, policy advisory bodies, and the development and management of academic programs.

Activities to consider in the evaluation of University Service may include, but are not limited to, the following:

Activities Specific to Library Faculty.

- The coordination and oversight of library services, programs and activities, described above under Teaching and Learning, also constitutes primary service to the library and the university;
- Much collaborative activity occurs “behind the scenes” in the library: service on and facilitation of internal committees and work groups, planning and evaluation work, communication and other administrative tasks;
- Librarians serve on search committees for faculty, staff and administrators both within the library and campus-wide;
- Tenured librarians serve on department and university RTP committees;
- Library faculty participate in CSUMB faculty governance and university-wide committees, serving as senators, members and chairs of Academic Senate committees, officers of the Senate, officers of CFA, members of the General Education Committee, etc.

Governance.

- Fulfilling administrative responsibilities at the university or department level;
- Contributing to university and library policy development and governance;
- Developing and coordinating library services.

Academic and Faculty Development.

- Mentoring other faculty members;
- Participating in library and university search committees;
- Establishing and maintaining effective, collaborative working relationships with colleagues and other university personnel;
- Participating in library program development and assessment.

Student Support and Curriculum Development.

- Advising student organizations;
- Contributing individually and collaboratively to the development and improvement of the CSUMB outcomes-based academic program;
- Developing outreach activities and programs that enhance the university’s ability to serve the needs of a diverse and non-traditional student body;
- Developing and maintaining services and programs that support the curriculum.

University-wide Services.

- Collaborating throughout the campus community on projects, workshops, presentations, and other campus activities.

Table 4a. Examples of University Service Performance Standards and Ratings for Tenure or Promotion to the Rank of Associate Librarian

Library Faculty RTP Standards and Criteria

Adequate Performance	Commendable Performance	Outstanding Performance
<p>Becomes involved in University Service by:</p> <ul style="list-style-type: none"> - Participating in coordination and/or supervision of library services, programs and activities; - Participating in planning and development of library programs or services; - Participating in the university's shared governance, including membership on university-wide committees, task forces or advisory bodies; - Participating in the university's services to a diverse and non-traditional student body; - Collaborating with colleagues within the library and across campus. 	<p>Contributes actively to the University by:</p> <ul style="list-style-type: none"> - Effectively coordinating and/or supervises library services, programs and activities; - Effectively participating in planning and development of library programs or services; - Effectively participating in the university's system of shared governance, including contributions to university-wide committees, task forces or advisory bodies; - Helping to advance the university's ability to serve the needs of a diverse and non-traditional student body; - Successfully collaborating on at least one project with colleagues from other learning communities; - Supporting student organizations. 	<p>Provides campus leadership by:</p> <ul style="list-style-type: none"> - Demonstrating exceptional coordination and/or supervision of library services, programs and activities; - Developing and implementing effective library programs or services; - Taking a leadership role in the university's system of shared governance, including university-wide committees, task forces or advisory bodies; - Advancing the university's ability to serve the needs of a diverse and non-traditional student body; - Developing and sustaining effective collaborative projects with colleagues across campus; - Effectively mentoring other faculty; - Sponsoring successful student organizations.

Library Faculty RTP Standards and Criteria

Table 4b. Examples of University Service Performance Standards and Ratings for Promotion to the Rank of Full Librarian or for Tenure at the Rank of Full Librarian

Adequate Performance	Commendable Performance	Outstanding Performance
<p>Contributes actively to the University by:</p> <ul style="list-style-type: none"> - Effectively coordinating and/or supervising library services, programs and activities; - Effectively participating in planning and development of library programs or services; - Participating in the university's system of shared governance through effective service on university-wide committees, task forces or advisory bodies or representing the Faculty as a liaison; - Helping to advance the university's ability to serve the needs of a diverse and non-traditional student body; - Successfully collaborating on at least one project with colleagues from other learning communities; - Effectively carrying out assigned responsibilities; - Supporting successful student organizations. 	<p>Provides substantial, sustained contributions to the University by:</p> <ul style="list-style-type: none"> - Demonstrating exceptional coordination and/or supervision of library services, programs and activities; - Developing and implementing effective library programs or services; - Participating actively and effectively in the university's system of shared governance through sustained, increasingly significant service on faculty committees and in other roles; - Advancing the university's ability to serve the needs of a diverse and non-traditional student body; - Successfully collaborating on more than one project with colleagues from other learning communities; - Providing sponsorship or support of student organizations. 	<p>Provides sustained leadership and significant contributions to the University by:</p> <ul style="list-style-type: none"> - Demonstrating exemplary coordination and/or supervision of library services, programs and activities; - Developing and implementing exemplary library programs or services; - Taking a substantial leadership role in the university's system of shared governance, by serving as an officer of the faculty senate, chair of a senate committee, or chair of an important special committee; - Developing programs and outreach activities that significantly enhance the university's ability to serve the needs of a diverse and non-traditional student body; - Organizing and promoting collaborative efforts with colleagues across learning communities; - Serving as a role model for faculty and providing effective mentoring; - Serving effectively in a leadership role with student organizations.

These standards and criteria replace the version dated February 9, 2012

Adopted by the Library Faculty: January 17, 2015

Approved by Bill Robnett, Library Director: April 8, 2015

Approved by the Faculty Affairs Committee: April 23, 2015