

III. Standards for Promotion in Rank of Library Faculty

A. Preamble

1. Library faculty hired before the effective dates of the 2015 *Faculty Handbook* (effective July 1, 2015) and/or the 2017 CLEP documents (effective April 21, 2017) may choose to be considered under the old or new *Faculty Handbook* or the old or new CLEP documents when being evaluated for promotion. Candidates must indicate their choice in the cover letter submitted with their promotion file (see *CLEP Handbook* section V, *Guidelines for File Preparation and Presentation*).
2. While candidates may select an applicable Standard, they may not opt out of the following documents which were revised in order to adjust time and calendaring of promotion processes. Specifically, candidates may not opt out of the following: CLEP working documents *Timeline for Evaluation and Promotion of Library Faculty*, *Guidelines for File Preparation and Presentation* and their appendices, and *CLEP Electronic Promotion File Guidelines*.
3. In considering an application for promotion to the rank of Associate Librarian or Librarian, the Committee for Librarian Evaluation and Promotion and the Dean of the Lemieux Library, or the Law Library Director and Law School Dean shall apply the standards referred to in the *Criteria for Library Faculty Promotion, Rank Qualifications, and Reappointment; Separation of Employment* and the standards enumerated in this document. The three standards by which the applicant is to be judged are: professional responsibilities; scholarly activity and/or professional development; and, service to the library, University, profession, and community.
4. Evidence of achievement may be adduced from the judgments of colleagues of the librarian, from members of the academic community outside the library and/or from professional colleagues outside the academic institution.
5. The assessment of professional responsibilities will carry greater weight than the other standards enumerated. These criteria will be applied within the context of the candidate's home library and considering his or her unique role in that organization.

6. Scholarly activity and/or professional development or service will be taken into account for the achievement of any rank at the request of the candidate or as warranted by the rank to which the candidate aspires.

B. Professional Responsibilities

Excellence in fulfillment of professional responsibilities carries greater weight and will be judged on the following factors:

1. Command and knowledge of the general principles of librarianship;
2. Effectiveness in carrying out independent work within established frameworks;
3. Ability and willingness to accept additional responsibility or leadership;
4. Consistency of performance, judgment and leadership;
5. Initiative, innovation or resourcefulness in problem solving;
6. Ability to develop collegial and cooperative relationships with members of the University community at all levels;
7. Evidence of expertise in the area of professional responsibility;
8. Ability to apply ideas gained from individual study and observation to the improvement of one's area of responsibility;
9. Development of special projects, resource tools and/or creativity in the performance of duties;
10. Leadership and management skills (as applicable): ability to motivate and inspire; ability to plan and organize work; effective delegation; effective mentoring of library faculty; effective communication; accessibility, approachability; openness to new ideas; problem-solving, decision-making abilities; ability to set objectives and to outline and plan their completion.

C. Scholarly Activity and Professional Development

1. Scholarly Activity

Each member of the library faculty is encouraged to undertake research projects appropriate to their interests and responsibilities as well as to the University's mission.

As described further below, scholarly activity and other creative work encompasses traditional and non-traditional work where the librarian creates a unique document, product, or system and shares it with others. Additionally, scholarly activity and other creative work may be demonstrated by work that falls into any of the four categories of scholarship set out in the [Association of College and Research Libraries 1998 report titled Academic Librarianship and the Redefining Scholarship Project](#).

These areas are inquiry, integration, pedagogy of teaching, and application. Examples for each category include:

- inquiry:
establishing methods for evaluating the effectiveness of library services and processes
- integration:
applying management and organizational theory to the library
- pedagogy of teaching:
developing innovative curriculum, courses, or instruction methods
- application:
creating a new model of research services or virtual reference

The candidate will submit evidence of scholarly activity and/or other creative work from products developed through these processes that may include, but are not limited to, the following:

- a. An item published in a professional or scholarly journal in library or information science or any other field;
- b. A book or book chapter published by a commercial or university press;
- c. Exhibits that incorporate research and include content authored by the librarian, such as *Fred T. Korematsu and the Pursuit of Justice*, and *Ancestry is Not a Crime: A Tribute to Gordon Hirabayashi* (two exhibits created by Seattle University law librarians);

- d. Curating online or physical special collections (i.e. of books, artifacts, or art) in support of resource promotion, education, and access. Examples include: *Washington State Poet Laureate Honorees* (a collection created by Lemieux librarians);
- e. Participation on a panel, presentation of a paper, or invitation as a speaker at a meeting or professional association;
- f. Reviews of books or other literature, computer programs, online research services, or other professional products;
- g. Activities emanating from internal or external agencies after competitive review, such as: chief investigator, writer, manager or participant in grant funding or fellowships; award nominee or recipient;
- h. Reports or formal documents created as part of a team of experts, task force, select or standing committee, or as a consultant;
- i. Contributions to a review committee, editorial board, or as a column editor.

2. Professional Development

Consideration of a librarian's professional development activities outside the realm of assigned duties is also important for promotion. These activities should include a systematic pursuit of further professional knowledge, which might be documented in a personal professional development plan. A candidate for advancement in rank will demonstrate a commitment to continuing education and will endeavor to keep abreast of current trends in academic librarianship. A candidate's commitment to professional development and the goal to contribute to the library profession will be evaluated by taking into account such activities as the following:

- a. Relevant formal educational achievement (matriculating for credit) aimed at extending professional knowledge and with the potential of culminating in an additional earned graduate degree or professional certification;
- b. Relevant library-related educational opportunities aimed at updating or extending professional knowledge; such as: webinars, seminars, institutes, online courses;
- c. Attendance at meetings and conferences of international, national, state and local professional or scholarly organizations;

- d. Active participation in professional organizations and conferences;
- e. Engagement in teaching and learning onsite or online in support of the academic curriculum;
- f. Teaching or lecturing onsite or online at the graduate level in accredited library degree programs or law schools;
- g. Organizing workshops, institutes or conferences.

D. Service to the Library, University, Profession, and Community

Library faculty are expected, when reasonable opportunities occur, to assume service obligations as part of their professional responsibilities.

Service enhances the visibility and value of the library faculty.

Service opportunities that shape library or academic policy or make significant contributions to the profession and life of the community are strongly encouraged.

The quality of contributions made to the solution of library problems through service on committees, task forces, and professional organizations will merit consideration for promotion, even though such service may be unrelated to the individual's primary area of responsibility.

Service to the library, the University, profession, and community may be evidenced in any of the following ways.

1. Committee membership or assuming a leadership role in a committee, task force, or consortium.
2. Community service in organizations outside the university and/or outside the profession that enhances the image of the university (e.g., non-profits, churches, volunteerism, neighborhood organizer).

E. Grievance

If a librarian believes that in the process of promotion review there have been significant violations of the *Faculty Handbook*, these violations may be appealed to the Faculty Grievance Committee according to the procedures outlined in section XII (Faculty Grievance Committee and Procedure) of the *Faculty Handbook*. Complaints regarding affirmative action, sexual harassment and civil

rights issues involving library faculty should be handled according to policies and procedures outlined in the *Human Resources Policy Manual*.