



College/ Independent Unit	ASU Library
Academic Unit/ Department, if any**	
Choose document type (bylaws or criteria Document?): Libraries Fixed Term Criteria	
If bylaws, does it include criteria for promotion/continuing status/tenure?	
Please concisely list the ranks included in the criteria (if relevant). Assistant Librarian Associate Librarian Full Librarian	

Unit and college approval

Date of approval by the faculty and/or academic professionals	June10, 2017
Date of review by the dean (or lead of independent unit)*	June 10, 2017

Provost office approval

	Patricia Friedrich	October 21, 2025
Signature	Name	Date

*Per ACD111-02, all colleges and academic units must have bylaws, approved by a majority of the unit faculty. With the consent of all college deans to which a unit reports, the faculty of the unit may choose to utilize the college's bylaws as their unit bylaws. *Academic units are usually departments and schools, not research centers or programs. Academic units, in this context, have criteria for promotion which were approved by its faculty and/or academic professionals.

Introduction

These criteria and standards apply to personnel actions for promotion at every level of review and recommendation. In addressing each of the three criteria the academic professional is expected to clearly demonstrate and explain the nature of their contributions and the significance of each activity or achievement for the benefit of any evaluator or review body. The academic professional should assume that the reviewing bodies will not have any foreknowledge of the activities referenced in the packet. The required standard under each criterion for promotion is qualitative rather than quantitative.

Promotion is contingent upon the academic professional's ongoing growth and development. A higher level of achievement is expected at each successive step. A level of performance that satisfies a criterion at one step will not continue to be adequate at the next. Appropriate balance among the criteria may vary over the course of a fixed-term academic professional's career as negotiated with the primary evaluator in response to changing circumstances in the Library, the University, and the profession. A description of the character and level of performance and achievement appropriate at each stage of an academic professional's career will be found in the definitions of ranks found on the Library Assembly website.

Fixed-term Academic Professionals (any title) seeking promotion to the Associate level must have a minimum of five years at Assistant rank and must demonstrate excellence in position effectiveness, continued professional contributions, and growth and involvement in institutional, professional, or community service. Candidates must have attained considerable expertise in the areas of competence required of his/her position. Evidence will vary considerably depending on the candidate's position description but the fulfillment of the agreed-upon workload and responsibilities is expected to be a major factor in decisions relating to promotion.

Academic Professionals (any title) seeking promotion to the Full rank must have a substantial and sustained record of excellent performance since the previous promotion. The majority of that service will normally be at ASU Library and must demonstrate excellence in position effectiveness, continued professional contributions, and growth and involvement in institutional, professional, or community service. Candidates should be considered experts in their chosen fields. When a candidate seeks promotion from Associate Academic Professional to Full Academic Professional, there should be demonstrated growth in the professional contributions. Types of evidence may be similar to those provided for promotion to Associate Academic Professional, but should demonstrate that accomplishments exceed the expectations for an Associate Academic Professional.

Though position responsibilities vary among different academic professionals, excellence in position effectiveness is the paramount criterion. Promotion criteria should be applied in the context of and as appropriate to the position description. There should be sustained evidence of excellence in the candidate's contribution to the Library's mission as well as evidence that the candidate leads efforts in that regard. Professional contribution and service activities

demonstrate a commitment to the profession or to the discipline beyond the daily duties of the position.

The case must be made that the candidate is doing more than performing a set of assigned tasks. Rather, the candidate is expected to demonstrate initiative in integrating new avenues of professional activity.

CRITERIA

The three criteria considered in evaluating an academic professional for personnel action are position effectiveness, professional contributions, and institutional, professional, and community service. Wide variation is possible in the appropriate combination of the criteria as written, but the central concept in these personnel actions is always the significance of the academic professionals' achievements taken as a whole. Candidates must provide qualitative and quantitative evidence in the following criteria:

Position Effectiveness

Position effectiveness is performance in the candidate's assigned responsibilities as described in the position description. Excellence in position effectiveness is the paramount criterion in personnel actions leading to promotion. For all personnel actions, assessment of position effectiveness is provided by the cover letters from the academic professional, the primary evaluator, and any other appropriate documentation.

Standards for position effectiveness include:

- Effective and continuous accomplishments related to the missions of the University and the Library
- Effective accommodation of change in the position or environment in which the individual worked during the period under review
- Contributions to organizational goals and objectives
- Innovation and creativity in professional practices
- Professional development, that is, continuing growth in one's position and professional expertise
- Effective interaction and communication with others

See Appendix A for examples of evidence that address these standards.

PROFESSIONAL CONTRIBUTIONS

For academic librarians, professional contributions consist of activities that impact and advance position-related practice. The scope of activities delineated is diverse because each job affords different opportunities.

Standards for professional contributions include one or more of the following:

PROFESSIONAL PARTICIPATION

- Active participation in any appropriate library, professional, or scholarly organization

RESEARCH AND DISSEMINATION

Research is systematic inquiry or critical examination to establish facts or principles in a field of knowledge. Dissemination is the presentation of original work to an audience beyond employees of the ASU Library through publication or presentation in any medium.

- Presentation of original work to an audience external to the ASU Library
- Dissemination of systematic inquiry or critical examination to establish facts or principles in a field of knowledge through publication (including electronic) or other mediums
- Contributions to or authorship of unpublished professional or scholarly works that are broadly distributed
- Scholarly/creative works in progress
- Recognition for research, scholarly and/or creative activity
- Efforts to transfer techniques and practices resulting from creative activity at the university to other institutions

TEACHING

- Design, development, and presentation of lectures or other instructional activities beyond the scope of Library programming in the academic professional's area of expertise

CONSULTING

- External consultations and evaluations drawing on the academic professional's expertise

See Appendix B for examples of evidence that address these standards.

INSTITUTIONAL, PROFESSIONAL, AND COMMUNITY SERVICE

Service is characterized by activities that contribute to the advancement of the institution, profession, or community.

Standards for institutional, professional, and community service include one or more of the following:

- Active participation in groups, other than professional organizations, that serve the community
- Activities in support of the Librarians' Assembly, including sub-committees and elected or appointed offices
- Advising or participating in mentoring programs recognized by the Library or the University

- Elected or appointed positions to university committees generally not related to one's primary responsibilities, including service on selection committees
- Public relations activities that enhance the image and reputation of the university such as giving talks, tours, special presentations to community groups
- Volunteer service in another department, library, or similar institution
- Volunteering professional knowledge or subject expertise to individuals or groups to benefit the institution, profession, or community

See Appendix C for examples of evidence that address these standards.

Librarians' Assembly:

Ranks - Fixed-term Academic Professionals

This document supplements:

ACD Manual 505-03: Academic Professional Status, Ranks, Titles, and Appointment Categories

ACD Manual 507-05: Probationary Appointment and Review

Introduction

All members of the academic professional staff of the Arizona State University (ASU) Library hold one of three ranks. Librarians are designated as Assistant Librarian, Associate Librarian, and Librarian (also called Full Librarian). Archivists are designated as Assistant Archivist, Associate Archivist and Archivist (also called Full Archivist). The rank system is intended to indicate professional standing and to provide a qualitative rationale for promotion.

The Review Committee makes a recommendation to the University Librarian regarding the appropriate rank to offer a prospective appointee. The recommendation is based on academic training, comparable library and/or related professional experience, and demonstrated professional achievement at a level consistent with the ranks as defined.

Promotion in rank serves the double purpose of acknowledging accomplishments and of encouraging further progress toward the next level. Academic professionals apply for promotion when they think they have met the obligations imposed by the rank held and believe they are capable of the level of achievement that the next rank demands. Granting of a promotion signifies that the peers and administrators involved in evaluating the promotion request concur with that assessment.

Minimum requirement for appointment as a librarian is a master's degree from a program accredited by the American Library Association. The minimum requirement for an archivist is a master's degree in an appropriate discipline.

Ranks

Assistant

Assistant is a broad rank, encompassing academic professionals with a range of skills and experience, including little or no prior professional experience. To be appointed at the Assistant rank, in addition to the degree, the individual must possess the potential to:

- Fulfill the position responsibilities
- Participate in and contribute to position focused professional activities
- Meet service responsibilities primarily within, but not limited to, the ASU Library.

Fixed-term academic professionals at this level are expected to:

- Spend a large portion of their time learning to fulfill their responsibilities effectively and efficiently

- Engage in activities related to improving position effectiveness and general understanding of their field
- Take progressively more responsibility for their own day-to-day assignments
- Experiment with position related professional activities
- Take advantage of increasing opportunities for service once experience in the position is gained

As fixed-term academic professionals move closer to promotion in rank, they are expected to:

- Demonstrate position effectiveness
- Take full responsibility for their own day-to-day assignments as detailed in position description
- Continue developing new capabilities, methods, procedures, and knowledge in areas of responsibility
- Contribute position-related knowledge and expertise to the profession
- Engage in service activities that serve the interests of ASU Library and/or the University

Associate

Academic professionals appointed to or functioning at this rank have had some years of professional experience in the field. To be appointed or promoted to Associate rank, the individual must exhibit evidence of a substantial extension of the record on which the award of Assistant was based and/or have sustained a record of performance and achievement as follows:

- Proficiency in one's position
- Professional contributions, completed or in progress, demonstrating impact on position related areas of librarianship
- Service involvement within the ASU Library, university, profession or community

Academic professionals at this level are expected to:

- Have attained and contributed considerable expertise in their positions
- Participate in activities beyond the assigned department(s)
- Make professional contributions related to refining or extending special skills and knowledge
- Demonstrate greater capacity for diverse service activities

As academic professionals move closer to promotion in rank, they are expected to:

- Demonstrate excellence in position effectiveness
- Collaborate with colleagues in implementing innovative practices
- Pursue activities that contribute to the betterment of their profession
- Give time and expertise to appropriate committees or organizations within the ASU Library, university, profession or community

Full

Fixed-term academic professionals appointed to or functioning at this rank have had substantial professional experience. To be appointed or promoted to Full rank, the individual must exhibit evidence of a substantial extension of the record on which the award of Associate was based and/or have sustained a record of performance and achievement as follows:

- Established expertise in one's position
- Professional contributions significant to librarianship or another position related academic audience
- Give time and expertise to appropriate committees or organizations within the ASU Library, university, profession or community
- Established reputation in service activities

Academic professionals at this level are expected to:

- Sustain excellence in position effectiveness
- Demonstrate expertise in their chosen fields
- Effectively collaborate with colleagues in implementing library initiatives and innovative practices
- Pursue professional contributions that are recognized as substantive contributions to position-related areas
- Offer leadership or expertise to appropriate committees or organizations in areas of their professional competence
- Give time and expertise to appropriate committees or organizations within the ASU Library, university, profession or community