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Librarians Assembly

Criteria

Approved by Arizona State University librarians 01/08/2008

INTRODUCTION

These criteria apply to personnel actions for retention, continuing appointment, and 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 retention, continuing appointment, and promotion is qualitative rather than quantitative. Some of the activities require a higher level of involvement and/or application of professional expertise than others. Because retention and advancement are 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 single academic professional's career, as well as between academic professionals, both by design and in response to changing circumstances in the Libraries, the University, and the profession. The criteria at each level allow for a considerable measure of individuality in shaping career choices, and no single model is given preference. Reviewers are urged to use discretion, insight, and wisdom in evaluating an academic professional's achievements singly and as a whole.

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 Librarians Assembly website.

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 professional's 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. Each academic professional's expected contribution to the mission and goals of the ASU Libraries is specifically defined in the individual position description. Excellence in position effectiveness is the paramount criterion in personnel actions leading to retention, continuing appointment, and/or 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. The paramount criterion leading to retention, promotion, and continuing appointment is excellence in carrying out the responsibilities of one's position. No advancement can occur when position effectiveness is inadequate. A superior record in Professional Contributions and in Institutional, Professional, and Community Service may not be used to offset a poor record of position effectiveness in the ASU Libraries. Nevertheless, position effectiveness alone, no matter how superior, without evidence of an appropriate level of accomplishment in Professional Contributions and in Institutional, Professional, and Community Service will not be sufficient to secure retention, continuing appointment, or promotion.

Standards for position effectiveness include:

- Effective and continuous accomplishments which relate to the missions of the University and the Libraries, and which may include support of curricular and research efforts of the institution; interpretation of the bibliographic structure of information, literatures and disciplines; access to information; application of technology; development of Library collections; application of professional standards, guidelines and protocols; and administration and management of collections, Library services and operations
- Effective accommodation of change in the position or environment in which the individual has 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 both the practice and science of librarianship. Similar activities within other academic disciplines also constitute professional contributions, and may be undertaken in addition to but not to the exclusion of professional contributions in the discipline of library science. The scope of activities delineated is diverse because each job affords different opportunities, and each academic professional has different talents and interests.

The following sections group similar activities together in order to illustrate the major types of contributions and in order to organize their presentation in the personnel documents.

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

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

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 Libraries through publication or presentation in any medium.

- Presentation of original work to an audience external to the ASU Libraries
- 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 Libraries 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 functioning of the institution, profession, and community yet are unrelated to the individual academic professional's primary responsibilities. There are three service areas: service that contributes to the governance, operation and advancement of the institution; service that utilizes professional expertise or subject knowledge to serve the interests of the Libraries, the University, and/or the community; and/or service that contributes to the community at large.

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 Libraries 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 Libraries, the University, and/or the community

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

Librarians Assembly

Examples of Evidence

Approved by Arizona State University librarians 12/05/2007

APPENDIX A

Examples of information that could be included in continuing appointment/promotion files either in a curriculum vita, candidate's statement, and/or as part of the professional portfolio which demonstrates activity in:

Position Effectiveness

- Awards or other significant recognition related to position responsibilities
- Course work and/or degrees earned and in progress
- Evaluations, reviews or feedback on instruction or annual goals-based activities given by clientele or colleagues within and outside the Library
- Exhibits
- Fellowships, internships, or scholarships
- Information from activity reports, department logs and minutes
- Materials produced to analyze and report Library services and operations
- Orientation and instructional materials developed
- Products, documents, reports or internal publications resulting from Library programs, departments, committees, task forces, teams, groups, or administrative activities, etc.
- Professional development, e.g. Library conference and training programs attended, workshops, seminars, in-service training conducted and/or attended as a demonstration of and/or to further professional expertise
- Program/project/proposal evaluations and summaries and other practice-related materials
- Projects or programs that demonstrate knowledge, awareness, innovation and/or application of current professional trends, practices, and developments
- Recognition of expertise in assigned duties by individuals outside the Library

APPENDIX B

Examples of information that could be included in continuing appointment/promotion files either in a curriculum vita, candidate's statement, and/or as part of the professional portfolio which demonstrates activity in:

Professional Contributions

Professional Participation

- Copies of programs for seminars, workshops or other events in which one contributed
- Elective or appointive position(s) held in state, regional or national professional or scholarly organizations
- Evaluations of activities
- Evidence of leadership and application of professional expertise in the planning and implementation of professional or scholarly workshops, seminars, conferences
- Other information which makes the nature and extent of professional participation clear
- Products of committee work
- Proposals and leadership resulting in substantive innovations in professional practice or delivery of library services that extend outside the workplace, presenting new ideas or incorporating research

Research and Dissemination

- Awards or other significant recognition of research and/or dissemination
- Description of works in progress
- Editorial activity--membership on editorial boards or project-based responsibility
- Evaluations of products
- Exhibits of original works, or displays featuring the works of others
- Grant proposals submitted and/or grants received
- Instructional materials (e.g. subject or assignment guides, etc.)
- Papers and poster sessions presented at programs of national, regional or local organizations; include indication of whether the contribution is refereed, non-refereed, or invited where appropriate
- Publications--articles, chapters, reports, proceedings, books, media productions, software, bibliographies, databases, indices, critical reviews; include indication of whether the contribution is refereed, non-refereed, or invited where appropriate
- Recitals, compositions, or theater activities
- Research projects, including each project's need, scope, methodology, results, target audience, whether funded, and source of funding.
- Web pages and multi-media materials that do not fit into activities and achievements listed above
- Works cited or acknowledged in the work of others, including course syllabi, bibliographies, etc.

Teaching

- Awards or other significant recognition of teaching
- Copies of programs for seminars and/or workshops presented
- Evaluations of instructional materials, teaching, seminars, workshops, and/or activities
- Syllabi
- Teaching and testing materials developed

Consulting

- Identification of the individual, professional organization, university, and/or community organization to whom consulting was provided
- Recognition or evaluations received for consulting activity
- Type of consulting provided, i.e. substance, whether paid, length of time, product developed/provided

APPENDIX C

Examples of information that could be included in continuing appointment/promotion files either in a curriculum vita, candidate's statement, and/or part of the professional portfolio which demonstrates activity in:

Institutional, Professional, and Community Service

- Description/evidence of position, time and effort provided to elected/appointed committees, boards, and/or projects
- External letters or other evidence outlining roles, responsibilities and accomplishments of service to organizations, at meetings, to committees, etc.
- Governance or consultative responsibilities within the Library or institution
- Information from activity reports or other information which makes the nature and extent of the service clear
- Products of committee or task force work within the institution
- Position in which one represents the University or Library
- Program announcements of workshops, seminars, conferences to which service was provided along with an explanation of the service
- Recognition and/or acknowledgement for service

Librarians' Assembly: Ranks

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) Libraries 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.¹

The Review Committee makes a recommendation to the University Librarian of 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. Persons holding year-to-year appointments are not eligible for continuing appointment but may apply for promotion in rank.

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.

Promotion must be sought concurrent with continuing appointment if the librarian is at the assistant librarian rank on a probationary appointment. A librarian in a probationary appointment must apply for continuing appointment no later than the sixth year of appointment.

¹ Learning Resources Specialist is a current rank to which no new appointments will be made.

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 a variety of professional activities
- Meet service responsibilities primarily within, but not limited to, the ASU Libraries.

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 various kinds of professional activities to discover where their interests and abilities lie
- Take advantage of increasing opportunities for service once experience in the position is gained

As 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
- Make professional contributions
- Engage in service activities that are both intrinsically useful and appropriate to their career plans

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:

- Mastery of one's assignment

- Professional contributions, completed or in progress, in which career direction is evident and which demonstrate impact on librarianship or other academic disciplines, but not to the exclusion of librarianship
- Service involvement both within, and outside, the ASU Libraries

Academic professionals at this level are expected to:

- Have attained considerable expertise in their positions
- Function autonomously
- Make professional contributions related to refining or extending special skills or to broadening the scope of their professional or academic interests
- Demonstrate greater breadth of service activities

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

- Demonstrate excellence in position effectiveness
- Participate in activities beyond the assigned department(s)
- Pursue activities that contribute to the betterment of their profession on a personal and/or group level
- Give time and expertise to appropriate committees or organizations within, or outside, the ASU Libraries

Full

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:

- Mastery of one's assignment and leadership within one's organization
- Professional contributions which are of significance to librarianship or another academic audience; which demonstrate creativity through original thinking, research, investigation, or alternative approaches to problems and practices; and which serve to establish or enhance the reputation of both the institution and the individual beyond the local campus
- Leadership or established reputation in service activities

Academic professionals at this level are expected to:

- Sustain excellence in position effectiveness
- Demonstrate expertise in their chosen fields
- Demonstrate understanding of and concern for the inter-relationships among the various parts of the ASU Libraries as a whole
- Pursue professional contributions that are recognized as substantive contributions to their areas of professional or academic interest

- Offer leadership and expertise to appropriate committees or organizations in areas of their professional or academic competence.