Library Retention Tenure and Promotion Criteria 2020/21-2024/25

The Library Faculty are committed to the Teacher/Scholar model of engagement which endeavors to support life-long intentional learning in our students. The Librarians are actively engaged in advancing their fields of inquiry and are committed to blending teaching and scholarship into a single synergistic pedagogy that results in a creative integration of the two roles. Familiarizing students with the library and its resources involves awareness of the frontiers of librarianship and bringing it into play in the development of our pedagogy. Our teacher scholars engage in the breath of creative activities that enrich not only our own discipline, but due to the supportive nature of librarianship, all disciplines as well.

Individual faculty and librarian roles and contributions may vary in emphasis and evolve over time, but all contribute to the work of the academic enterprise through the teacher/scholar model and to service as well. Our RTP Criteria supports and encourages activities in all these important areas.

The goals of these criteria are: (A) To provide all persons involved in the reappointment, tenure, and promotion actions with systematic criteria for making recommendations and decisions concerning these matters; and (B) To provide the candidates for reappointment, tenure, and promotion with systematic criteria for measuring their own performance, growth and qualifications concerning these matters.

A faculty member who is still eligible for some RTP action and whose assigned duties vary from normal faculty duties (see list given below) will prepare a Memo of Understanding (MOU) detailing activities and conditions of evaluation for RTP purposes during the leave so that existing and appropriate RTP Document criteria will apply. This MOU, which must be jointly developed by the current DRTPC, the Chair, and the Candidate, will detail precisely what is expected of the Candidate for each action still pending. Candidates shall observe the same criteria, procedures, and timelines as Candidates in residence, unless the MOU explicitly states otherwise. Candidates may provide their RTP requests by email and must provide email addresses to be used for sending recommendations to the Candidate. It will be the Candidate's responsibility to meet all deadlines. It is recommended that the Candidate acquire assurances that the work duties associated with the leave will allow for fulfillment of the activities in the MOU. A faculty member serving as Chair of the Department who is still eligible for some RTP action should prepare a similar memo of understanding with the Dean of the College prior to beginning their term of office.

Situations in which the Candidate's assigned duties may vary from the norm:

1. Serving in administrative positions such as Department Chair
2. Performing administrative duties
3. Serving in positions of academic governance
4. Taking sabbatical leave
5. Taking fellowships
6. Teaching overseas
7. Taking a position at another university such as Visiting Professor/Scholar

CRITERIA

There are separate requirements for the three areas of the Criteria: A: Primary Responsibilities, B: Scholarly and Creative Activities and C: Service to the University, the Profession and to the Community. A candidate needs to meet or exceed the criteria for these areas in order to be recommended for the action applied for.

A. Primary Responsibilities

The candidate's performance in this area will be evaluated on the basis of the following general factors as they relate to the candidate's primary responsibilities as enumerated in the candidate's statement of responsibilities, including peer evaluations of teaching if applicable. Numerical scores from the scoring key (below) will be used.

1. <u>Breadth, Depth, and Currency of Knowledge</u>:
   a. Breadth: The candidate's knowledge in a wide range of activities as they relate to the candidate's primary responsibilities; which can include areas of knowledge listed in the statement of responsibilities.
   b. Depth: The candidate's knowledge of specific aspects of areas of the profession and areas of subject knowledge as they relate to the candidate's primary responsibilities.
   c. Currency: Awareness of and appropriate application of the current developments in theory, practice, and technology relating to the candidate's primary responsibilities

2. <u>Productivity, Timeliness, and Quality of Accomplished Work</u>: Produces an appropriate volume of work in the time expected. Produces work that is accurate and thorough enough to obtain effective results

3. <u>Communication, Human Relations, and Teamwork</u>: Demonstrates skills and effort in communicating across various media used by the Library and in relationships with people to produce effective results.

Scoring Key for A. Primary Responsibilities
Evaluating bodies will apply the following numerical scores to the three factors in Primary Responsibilities. Scores can be zero (0) through four (4) in quarter (0.25) point increments.

4 = Outstanding. Consistently demonstrates notable strength. Exceeded goals on Statement of Responsibilities.
3 = Very Good. Often demonstrates notable strength. Completed or demonstrated significant progress on all goals on Statement of Responsibilities.
2 = Good. Demonstrates basic level of competence. Completed or demonstrated progress on most goals on Statement of Responsibilities.
1 = Fair. Demonstrates limited proficiencies. Completed or demonstrated progress on some goals on Statement of Responsibilities.
0 = Unacceptable. Consistently demonstrates deficiencies. Completed or demonstrated little or no progress on goals on Statement of Responsibilities.

B. Scholarly and Creative Activities

Scholarly and Creative Activities are defined as activities which contribute to the knowledge of the profession and the academic world.

In addition to the calculated scores for B. Scholarly and Creative Activities (below) there are requirements for peer reviewed publications during the evaluation period for promotion and tenure. See Required scores table (below) for required number of peer reviewed publications for promotion and/or tenure.

The criterion *B. Scholarly and Creative Activities* is cumulative in nature. Yearly scores may be considerably lower than the cumulative scores attained from actions with a longer evaluation period and evaluating bodies will take this into consideration.

Scoring Key:

Scores can be zero (0) through four (4) in quarter (0.25) point increments.

A score of 4
1. One peer reviewed publication, or
2. Development of one funded research grant proposal, or
3. Serve as a regular editor of a relevant professional publication, or
4. Presentation of 2 or more talks, papers or poster sessions at a professional society meeting, or
5. Publication of a book or contributing chapters of a book in a library related field, or
6. Completion of six or more activities listed under "A score of 3" in this list, or
7. Other outstanding activity for which candidate establishes evidence

A score of 3
1. Development of one research grant proposal, or
2. Publication of an article, a bibliography, or a report in a relevant publication, or
3. Publication of reviews or abstracts, or
4. Presentation of a talk, paper or a poster session at a professional society meeting, or
5. Perform as a peer reviewer (multiple times), or
6. Presentation of one training seminar to library professionals at another institution, or
7. Oversee the planning of an academic conference, or
8. Completion of three activities listed under "A score of 2" in this list, or
9. Other noteworthy professional activity for which candidate establishes evidence

A score of 2
1. Participation in development of a research grant proposal, or
2. Publication of an article in a relevant professional newsletter, or
3. Publication of a review or abstract, or
4. Perform as a peer reviewer (one time), or
5. Contribute to planning an academic conference, or
6. Other professional activity for which the candidate establishes evidence

A score of 1
1. Member of two or more relevant professional organizations

C. Service to the University, the Profession and to the Community

The criterion *C. Service to the University, Profession and to the Community* is cumulative in nature. Yearly scores may be considerably lower than the cumulative scores attained from actions with a longer evaluation period and evaluating bodies will take this into consideration.

Candidates are expected to demonstrate regular participation in academic governance including membership on at least two department, college, or university committees or task forces. Candidates will document their contributions on each committee and task force as part of their self-evaluation in the RTP package. The LRTPC may request evaluations of the candidate's contribution from committee chairs.

In order to achieve a score of 2 or greater, all items under a score of 1 are required in addition to any other activities under a score of 2, 3, or 4.

Scoring Key: Scores can be zero (0) through four (4) in quarter (0.25) point increments. University service includes library service. Candidates will document contributions in these areas.

A score of 4

1. Officer of a relevant national of state professional organization, or
2. Chair of an active committee of a relevant professional organization, or
3. Chair or vice-chair of the Academic Senate or other significant university committee, or
4. Chair in charge of organizing a university-sponsored campus event, or
5. Receive official recognition for an outstanding contribution to the CSU, or
6. Outstanding community work as a librarian or information specialist, or
7. Instrumental in obtaining substantial useful gifts of $10,000 or more to the library or university, or
8. Development of one or more substantial funded grant proposals that supports the library, or
9. Receive official recognition for an outstanding contribution to the advancement of the library or university, or
10. Completion of six or more activities listed under "A score of 3" in this list, or
11. Other outstanding service to the university or to the community

A score of 3

1. Make a noteworthy contribution to the advancement of the library or university through individual or committee work, or
2. Chair of an Academic Senate committee or on the Academic Senate-Executive Committee, or
3. Chair of a university committee, or
4. Serve as Senator on the Academic Senate, or
5. Active member of a committee of a relevant professional organization, or
6. Responsible for organizing a major aspect of an all campus event, or
7. Presentation of two or more talks to a university or community group, or
8. Produce noteworthy contributions to the advancement of the CSU through committee work, or
9. Superior quality community work as a librarian or information specialist, or
10. Serve as primary advisor to a student organization, or
11. Instrumental in obtaining useful gifts to the library or to the university, or
12. Development of one useful funded grant proposal that supports the library, or
13. Completion of three activities listed under "A score of 2" in this list, or
14. Other noteworthy service to the university or community

A score of 2

1. Positive contribution to a library or university committee, or
2. Serve on an Academic Senate or other university committee, or
3. Presentation of one talk to a university or community group, or
4. Presentation of a training seminar to library personnel at this institution, or
5. Active participant in the planning or presentation of an all campus event, or
6. Positive contribution to a CSU library committee, or
7. Community work as a librarian or information specialist or community work done in service to librarianship, or
8. Positive contribution to a student organization, or
9. Other service to the university or community

A score of 1

1. Serve on a library committee, and
2. Attend campus events, and
3. Attend department meetings

D. Weighting of the Criteria

In order to give appropriate weighting to the three areas evaluated, the average rating for performance in the area of A. Primary responsibilities will be multiplied by a factor of 6.5; the rating for B. Scholarly and Creative Activities will be multiplied by a factor of 2; and the rating for Service to the University, the Profession and to the Community will be multiplied by a factor of 1.5. The sum of the resulting scores for the three areas (A, B and C) will be divided by 10 to get the Total Score used in Required Scores table. The Scoring Sheet (at the end of this document) shows these numerical relationships.

E. Required Scores

Action	Total Required Score	Required Score for Scholarly and Creative Activities	Required Score for Service to Univ, Profession & Community	Number of Peer Reviewed Publications Required during the evaluation period
Pre-RTP	--	--	--	--
Reappointment to 2nd year	2.1	1	1	0
Reappointment to 3rd year	2.2	1	1	0
Reappointment to 4rd year	2.3	1	1	0
Reappointment to 5th year	2.4	1	1	0
Reappointment to 6th year	2.5	1	1	0
Promotion to Associate	2.55	3	3	1
Tenure*	2.75	3	3	1
Promotion to Full*	3.0	3	3	1
Early Tenure	3.90	3	3	2
Early Promotion to Associate	3.80	3	3	2
Early Promotion to Full	3.85	4	4	2

*Tenure and Promotion to Full Librarian require a score of at least a "2" in Criteria A1. through A3.

Notes:

These *Criteria* (and accompanying *Procedures*) are governed by articles 13 through 15 (Probation & Tenure, Promotion, and Evaluation) of the *Collective Bargaining Agreement* (CBA) between California Faculty Association and the CSU Board of Trustees and Appendices 1328, 27 and Section 305 of the *University Manual* (UM) of Cal Poly Pomona. In the case of conflict, the *University Manual* takes precedence over the *Criteria* and *Procedures*, and the *Collective Bargaining Agreement* takes precedence over the *University Manual.*

Library RTP Criteria SCORING SHEET

Candidate:	Date:
Evaluated by:	

CRITERIA		
A. Performance in Primary Responsibilities, as defined by the *Statement(s) of Responsibilities*		
1. Breadth, Depth, and Currency of Knowledge		
2. Productivity, Timeliness, and Quality of Accomplished Work		
3. Communication, Human Relations, and Teamwork		
(Sum of Lines 1 thru 3) Total:		Line a
(Line a divided by 3) Average Rating:		Line b
Multiply Line b X 6.5:		Line c
B. Scholarly and Creative Activities		
Rating:		Line d
Multiply Line d X 2:		Line e
C. Service to University, the Profession and the Community		
Rating:		Line f
Line f X 1.5:		Line g
(Sum of Lines c, e, g) Total:		Line h
(Line h divided by 10) **Total Score:**		
Number of peer reviewed publications		