Consortium

Faculty Evalua
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University of Ala

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INTRODUCTION

The Library faculty of the University of Alaska Anchorage have es   tablished these criteria and guidelines as a
reviews. The criteria and guidelines were established to provide a fair and equitable means to govern the

librarian or archivist. These responsibilities include the development and use of collections, as well as the operation of the Library. In fulfillment of these responsibilities, Library faculty contribute to the development of a resource and research Library at UAA. The Library faculty further the instructional mission of the Library in a variety of ways, according to

The fulfillment of the research/creative activity component may include but is not limited to:

Writing, editing, or compiling books or book chapters, case studies, journal articles, bibliographies, guides, handbooks, reviews of published works, or indexes

Publishing in peer-reviewed publications or in publications having a high-impact readership, for example, essays in *Choice, Library Journal, Archival Outlook, CRL News,* etc.

Publishing in emerging media formats of appropriate academic quality, for example, blogs, digital spaces, etc.

Editing scholarly or professional publications, including journals, newsletters, or electronic media

Fulfilling a major editorial role for scholarly or professional publications, for example, being on an editorial board or committee

Authoring grant proposals, or supervising and/or participating in externally funded research projects that relate to the faculty member's research or creative activity

Receiving grant awards, fellowships, or contracts that support the faculty member's research or creative activity

Preparing and/or presenting exhibits or poster sessions for conferences

Presenting papers, giving workshops, or participating on panels that relate to the faculty member's research or creative activity

Developing creative projects that benefit the profession or academic field

C. Service

The service requirement for Library faculty includes participation in all of the following categories. Service by category may vary from year to year, but faculty are expected to contribute in every category at some point during a review period. Extensive service in one or two categories may offset limited participation in another area(s). The examples below are representative and not exhaustive.

Service to the University includes all activities that help achieve the mission of the Library or University, such as:

Serving on University, college, school, Library, or departmental committees

Participating in faculty governance, union activities, task forces, or special projects

Serving as a representative of the University or Library

Service to the Profession includes all professional activities contributing to the development or advancement of librarianship or archival management, such as:

Participating in professional organizations

Serving as an officer of a professional organization

Maintaining active memberships in professional organizations

Organizing and/or chairing conferences, symposia, seminars, or workshops

Serving on an editorial committee or a grant or accreditation review board

Managing the online presence of a professional organization

Presenting at, or serving as chair or member of a panel for, a professional conference

Contributing to technical projects, including those created in conjunction with other libraries or related institutions (e.g., museums)

Serving as an outside reviewer or copy editor of manuscripts for professional publications

Service to the Community includ

the candidate's file. If this should occur, the candidate will be notified and given an opportunity to make a written response within five working days, which also will be added to the file.

3. Upon receipt of the written evaluation, at each stage of the review process, the candidate may respond within five working days. The candidate's written response may include supporting documentation.

All such material will become part of the candidate's file. Any supporting documents will be attached either to the evaluation or to the candidate's response, as appropriate, and entered in front of the file in the section reserved for review and rebuttal. A candidate's response is always directed to the next higher level of review.

B. Action

After appropriate deliberation, each member of the Committee will vote by ballot (e.g., successful) for each of the candidate's performance areas (teaching/librarianship, research/creative activity, service). A tally will be made for each performance area. The outcome is determined by simple majority. A Committee member may request that another vote be taken, following the same procedures as in the first vote. Each subsequent vote supersedes the prior vote, and prior ballots are to be destroyed. The final ballots will be kept for one year and then destroyed by the chair of the Committee.

The Committee will compose an evaluation which explains its recommendation and gives its rating (e.g., successful at this rank) for each performance area. The evaluation will include a final recommendation (retain, tenure, promote, or not). The evaluation must clearly indicate what the candidate must do to attain tenure and/or reach the next highest rating or rank. Significant contributions of the candidate will be noted as will areas for possible improvement.

The review must be approved by the entire Committee. Copies of the review will be kept on file in the Library Dean's Office and sent to the Office of Academic Affairs.

V.   REVIEW

A. Retention

Non-tenured United Academics faculty undergo retention review by the Library Dean or his/her designee annually, with a required comprehensive review in the fourth year. Non-tenured faculty represented by

B. Tenure

Non-tenured faculty will be subject to tenure review as specified in his/her letter of appointment, and in accordance with current policies and collective bargaini

requirement. If so, the recommendation shall be to promote. If the recommendation is against promotion, the reviewers shall objectively state how the candidate fails to meet the applicable requirements+.

<u>Bipartite Assignment</u>

Assistant Professor:

       1.   Terminal degree in Library Science, Archival Management, or related appropriate field or discipline

       2.   Potential for *successful*

include sustained, demonstrated, and effective leadership in the University community and beyond as listed in Section IIC.

<u>Tripartite Assignment</u>

Assistant Professor:

1.   Terminal degree in Library Science, Archival

2.   Demonstrated evidence of *exemplary* performance in the following categories:

      a.   Teaching/Librarianship: Performance should exceed that of the previous rank. There should be a record of sustained excellence in those activities listed in Section IIA. There should be solid evidence of sustained leadership and innovation in contributing to the mission of the Library and the University.

      b.   Research/Creative Activity: Performance should exceed that of the previous rank. There should be a sustained record of research/creative activity as described in Section IIB. It should include works of original research, original conceptualization, unique design, and/or extensive works involving the diffusion of knowledge or information.

      c.   Service: Performance should exceed that of the previous rank. There should be continuing service to the University, the profession, and the community through active participation, committee work, and holding of office. Service should include sustained, demonstrated, and effective leadership in the University community and beyond as listed in Section IIC.

APPENDIX A: Leadership

Candidates for promotion in rank are expected to demonstrate leadership in the areas of teaching/librarianship, research/creative activity (for those in tripartite assignments), and service. While there are many definitions of leadership, its essence is about setting agendas, identifying problems, and initiating change that make for substantive improvements in the organization. The scope and quality of leadership accomplishments are expected to progress over time

Fulfillment of leadership for Library faculty may be via *formal* means (e.g., chairing committees or other groups; editing scholarly publications; serving as a principal investigator on a grant) or via *informal* means, where an individual does not hold power or formal authority, but still influences or leads others based on the ability of that person to evoke respect, confidence, and trust through outstanding teaching/librarianship, service, and/or scholarly pursuits.

Teaching/Librarianship

Accomplishments may include but are not limited to the following examples listed in no particular order.

> Demonstrates leadership in course and curriculum development; in designing, developing, and/or evaluating materials which enhance the teaching process

> Demonstrates leadership by designing, developing, and/or teaching or facilitating credit/non-credit workshops, seminars, and/or short courses

> Receives recognition and honors for teaching/librarianship excellence; receives significant fellowship(s)

> Contributes regionally, nationally, or internationally to the body of knowledge related to librarianship

Authors or serves as principal investigator for grant proposals or externally funded research projects

Is invited to speak or present at state, regional, national, or international conferences

Serves as an evaluator, consultant, or visiting lecturer in areas related to research or creative activity

Receives recognition and honors for research contributions; receives research fellowship(s)

Writes or edits unpublished papers of significance (project reports, position papers, etc.) that are widely disseminated

Is widely recognized or cited by colleagues both within and external to the Library for expertise or contributions to the field

Service

Accomplishments may include but are not limited to the following examples listed in no particular order.

Represents the Library/University at state, regional, national, or international meetings

Chairs or provides a leadership role on a Library or University committee

Chairs and/or serves on special review groups, task forces, and policy-making bodies

Is a recognized leader in state, regional, national, or international organization(s)

Serves as a consultant to colleagues in area of expertise at state, regional, national, or international level

Takes an active role in mentoring newer faculty members

APPENDIX B: History

A Library committee composed of Tohsook Chang, William Siemens Jr., and Dennis Walle drafted this