1. Introduction

The Charles C. Sherrod Library faculty provide expertise in discovery, access, and use of scholarly information resources and systems that support the teaching, research, and service mission of the university. Specialization in specific areas of library service is reflected in the academic assignment, the library faculty equivalent of teaching. Specialties include, but are not limited to:

* teaching students to build core competencies in inquiry and analysis, critical and creative thinking, and reflective writing;
* acquiring and maintaining materials in appropriate formats, descriptive data to support discovery, and systems for discovery and use;
* integrating the library’s systems with the university’s administrative and online learning systems;
* understanding and interpreting copyright law for interlibrary loan and course reserve;
* supporting the creation, preservation, discovery and access to unique digital content created by the university academic community; and
* collaborating with university faculty to promote scholarly communication and open access publishing.

While the mission to support learning communities in the creation of new knowledge remains constant, the skills and expertise required of academic librarians constantly evolve. Academic librarianship requires awareness of, and adaptation to, developments affecting higher education, learning technologies, information retrieval, and scholarly communication. Commitment to ongoing professional development is essential.

The *ETSU Faculty Handbook* is the authoritative document for University policy on faculty tenure and promotion. It specifies that a college or department may develop criteria specific to its nature and mission to be considered in tenure and promotion decisions for its faculty. Library candidates for tenure or promotion should be familiar with the policies and procedures specified by the Tennessee Board of Regents (TBR), the University, and the Sherrod Library.

1. Appointment

Although other types of faculty appointment are available as described in the *ETSU Faculty Handbook*, tenure-track appointments are the norm for faculty in the Sherrod Library.

1. Criteria for Initial Rank

The terminal degree in the field of library/information science is a master’s degree awarded by a program in library/information science accredited by the American Library Association (ALA), or an equivalent degree from an ALA-recognized program from outside the United States. This degree is the minimum degree required for faculty appointment in the Sherrod Library. Advanced degrees in other disciplines can complement the library science master’s degree.

Initial appointment rank is set by the University prior to hiring based on the recommendation of the Dean of University Libraries following review of qualifications and experience required for the position. Assistant Professor is the minimal initial appointment rank for Sherrod Library faculty.

1. Library Faculty Advisory Committee (LFAC)

The number, distribution, and academic assignment variation among Library faculty makes department-level peer review impossible. As a result, candidates for tenure and promotion, as well as Library faculty serving on the department/college review committee, do not have the benefit of a department-level peer perspective in the review process. The Library Faculty Advisory Committee (LFAC) will be established in 2013 as a standing Library committee to provide department equivalent peer review in the Library tenure and promotion process.

* 1. **LFAC Composition and Selection**

1. The LFAC consists of five members elected from the full-time tenured Sherrod Library faculty excluding the Dean. No more than two can be from the same functional area (e.g., Reference). All ranks must be represented, if available, to integrate LFAC with the Library Tenure and Promotion Committee (see section 5 below). The LFAC will invite participation from non-tenured faculty as necessary for discussion of specific topics (e.g., mentoring).
2. Members are elected for two-year terms. No member may serve more than two consecutive terms. For the inaugural Committee, two members will be elected to one-year terms and the remainder for two-year terms.
3. All Library tenured faculty except the Dean are eligible to serve on the Committee.
4. All Library faculty except the Dean are eligible to vote for membership on the Committee.
5. Elections will take place in August at the first faculty meeting of the academic year. The inaugural election will take place at a faculty meeting as soon as possible following approval of this policy. Names of all eligible faculty members will be listed on the ballot. Individuals may remove their names from the ballot.
6. Votes are counted by the chair of the Committee, and one other member. The initial vote will be counted by the Executive Aide.
7. Faculty members receiving the highest number of votes are elected.
8. If a vacancy occurs, an election will be held to fill it.
9. The Chair of the Committee will be elected by the members of the Committee each year. No Chair may serve more than two consecutive terms.
   1. **LFAC Duties**

The Committee is charged with the following duties:

1. Managing the mentoring program for new faculty, and/or faculty approaching promotion or tenure. This includes:
   1. matching mentors with faculty members
   2. monitoring mentoring relationships
   3. receiving reports on mentoring
   4. arbitrating requests for changes in mentor assignment
2. Convening the Library Tenure and Promotion (LTaP) Committee in years when Library faculty apply for tenure and/or promotion. A tenured member of the LFAC with rank at or above that for which the applicant has applied will serve as Chair of the LTaP Committee. (See section 5 below).
3. Issuing annual progress toward tenure letters to each non-tenured faculty member, in collaboration with the faculty member’s supervisor. This letter will address the candidate’s cumulative accomplishments to date as well as ongoing expectations of the candidate. A copy of this letter will be placed in the faculty member's personnel file, and should be included in his/her tenure portfolio. *[Sample form needs to be included.]*
4. Initiating review and revision by Library faculty of Library tenure/promotion policy at least every five years.
5. Communicating library tenure/promotion policies by
   1. Providing a copy to all Library faculty when revised;
   2. Providing a copy to all eligible faculty upon hire, at three-year review, and with notification of eligibility for promotion;
   3. Posting a copy on the *ETSU Faculty Handbook* website; and
   4. Posting a copy on the Sherrod Library website.
   5. **Meetings**

The LFAC will meet at least once per semester. All LFAC deliberations are confidential.

1. Library Tenure and Promotion Committee (LTaP)

The Library Tenure and Promotion Committee is the Sherrod Library’s department/college committee that reviews tenure and/or promotion applications and makes a recommendation to the Dean of University Libraries. The Committee will be convened to serve from September 15 to December 15 in years when Library faculty apply for tenure and/or promotion. The Committee will consist of at least five members, including all Library faculty tenured and assigned to work in the Sherrod Library with rank at or above that for which the applicant has applied. If there are fewer than five Library faculty available to serve, the Dean of University Libraries and the applicant will each identify three to five ETSU tenured faculty with rank at or above that of the applicant from which they will select additional members by mutual consent. This external selection process will continue until the Committee consists of at least five (5) members.

1. Performance Assessment
   1. Professional Development

Effective professional academic librarianship requires engagement in ongoing professional development A wide range of professional development activities are available, including formal classes or courses, workshops, seminars, lectures, institutes, webinars, online courses, library conference programs, or other relevant programs. Professional development activities are considered part of a librarian’s academic assignment and must be included in the annual faculty activity plan, report, and evaluation process. The Library Travel Policy guides resource allocation decisions for professional development activities.

* 1. Outside Employment

TBR Policy 5:01:05:00 on Outside Employment and Extra Compensation states that a faculty member’s appointment is a full-time job and that extra service and outside employment duties

* are performed entirely outside of, and in addition to, normal working assignments and responsibilities; and
* do not interfere with assigned duties and responsibilities or with regular institutional operations.

Extra service and outside employment activities are not part of a library faculty member’s academic assignment and are excluded from consideration for tenure and promotion under academic assignment.

These activities may be considered professional service if the faculty member’s expertise is being contributed to a service/nonprofit organization or serves a public interest (e.g., expert testimony). Performing essentially the same work in a similar organization (e.g., working part-time in another library) is work for hire, not professional service.

* 1. Annual Faculty Activity Plan/Report/Evaluation (FAP/FAR/FAE)
     1. The annual Faculty Activity Plan/Report/Evaluation (FAP/FAR/FAE) process is the foundation for tenure and promotion. The annual FAE will be the primary source of evidence documenting performance for tenure or promotion and must be included by the applicant in the supporting documentation section of their application.
     2. The faculty activity plan must be realistic and reasonable, based on normal workload and normal working hours. Overload conditions due to circumstances beyond the faculty member’s control (e.g., staffing shortage) must be documented in the FAP/FAR/FAE and the rating adjusted accordingly.
     3. The faculty member’s job description will be reviewed and updated if necessary in the annual FAP/FAR/FAE process.
     4. Criteria for annual evaluation are included in Attachment A.
     5. Forms to be used for the annual FAP/FAR/FAE are included in Attachment B.
     6. All Library faculty will receive an annual written evaluation in mid-August before the beginning of the new academic year as specified in the *ETSU Faculty Handbook.*
     7. At the beginning of each evaluation period in August, the Dean of University Libraries, the faculty member, their supervisor, and mentor will meet and determine the percentage of commitment to be assigned to academic assignment, research, and service for the coming year.
  2. Annual Tenure/Promotion Progress Reports

Tenure-track Library faculty will also receive an annual written report of progress toward tenure from the Library Faculty Advisory Committee (see 4.b.3) above). Promotion-eligible Library faculty who request it will also receive an annual written report of progress toward promotion from the Library Faculty Advisory Committee.

* 1. Library faculty are responsible for keeping comprehensive records of their professional activities to provide supporting documentation for any of the following reviews:
     1. Annual Faculty Activity Plan/Report/Evaluation (FAP/FAR/FAE)
     2. Third-year review
     3. Tenure and/or promotion review

1. POLICY ON TENURE
   1. Pre-Tenure Mentoring

The Library Faculty Advisory Committee (LFAC) is responsible for mentoring tenure-track Library faculty (See 4.b.1) above).

* 1. Third year review

The Library Faculty Advisory Committee and the Dean of University Libraries will evaluate tenure-track faculty in September following completion of the faculty member’s third year of service in the appointment. The purpose of this review is to provide guidance and advice to the librarian on progress toward tenure; their mentor is expected to provide guidance and advice on preparation of the application and supporting documentation. A positive third year review does not guarantee tenure.

The librarian is expected to prepare and submit their application and supporting documentation to the LFAC in the same form and by the same deadline (September 15) as for tenure application. The application will be evaluated using the criteria for tenure.

The LFAC review will be submitted to the Dean by October 15.

The Dean will prepare his/her review and meet with the faculty member to provide a copy of both reviews by November 15. A copy of these reviews should be retained by the faculty member and included in the supporting documentation for their tenure application.

* 1. Criteria for Tenure
     1. **Long-Term Staffing Needs of the Department or Division and the University**

The *ETSU Faculty Handbook* specifies that long-term staffing needs of the department, division, and university are taken into account in the review process when candidates are evaluated for tenure. The basis for this review is an approved departmental or college staffing plan that is reviewed annually and updated as needed.

The Sherrod Library staffing plan will be reviewed and updated annually in January. The Dean will inform tenure-track faculty in writing of any external factors that would impact their candidacy for tenure as part of this process.

* + 1. **Criteria to Be Considered in Tenure Recommendations**

Faculty considered for tenure will be reviewed with respect to their performance in a) academic assignment, b) research/scholarship/creative activity, and c) professional service.

Performance in administration must be evaluated separately from performance in academic assignment. Not all Library faculty have administrative responsibilities, while criteria for tenure and promotion apply equally to all faculty. Administrative responsibilities include managing a portion of the library operating budget; supervising faculty and/or staff; and planning, performance monitoring, and reporting for a unit.

Library faculty assign relative weights to these areas based on value to the mission of the Library and the University. The weights are not intended to be used as a formula but to express relative importance, emphasizing that performance in academic assignment is significantly more important than research, professional service, or administration.

Weights for Library faculty without administrative responsibility are:

60-80% Academic Assignment

10-20% Research/Scholarship/Creative Activity

10-20% Professional Service

Weights for Library faculty with administrative responsibility in addition to their academic assignment are:

60-80% Academic Assignment

5 -10% Research/Scholarship/Creative Activity

5 -10% Professional Service

10-20% Administration

1. Academic Assignment

The annual faculty evaluation will be a primary source of evidence documenting performance. Performance evaluation criteria for tenure by rank are:

* 1. Assistant Professor – successful applicants must receive at least two exceptional ratings in academic assignment with the remainder at least satisfactory, and must receive at least satisfactory in research/scholarship/creative activity and professional service.
  2. Associate Professor – successful applicants must receive at least two exceptional ratings in academic assignment with the remainder at least satisfactory, and must receive at least satisfactory in research/scholarship/creative activity and professional service.
  3. Professor – successful applicants must receive at least two exceptional ratings in both academic assignment and either research/scholarship/creative activity or professional service. All other ratings must be at least satisfactory.

Other evidence documenting performance in academic assignment might include:

* + - * 1. Student evaluations
        2. Evidence of continuing professional development
        3. Surveys
        4. Awards

b) Research/Scholarship/Creative Activity

Candidates for tenure must present at least three scholarly products from the past six years. Products can be in any medium. At least one of these products must come from category A. Acceptable scholarly products include but are not limited to:

**Category A**

1. Edited or authored monograph
2. Edited collection of essays
3. Edited journal special issue
4. Edited or authored text or textbook
5. Authored or co-authored, refereed, scholarly article
6. Authored or co-authored book chapter
7. Authored or co-authored paper published in national or international refereed conference proceedings
8. Refereed presentation at a national or international conference
9. Editor of journal or magazine
10. Externally funded grants

**Category B**

1. External unfunded proposals and funded, internal proposals
2. Serve on the editorial board for a publisher, journal, or magazine
3. Reader/reviewer for a publisher, journal, or magazine
4. Non-refereed article for a magazine or journal with a national audience
5. Two or more articles published in non-refereed sources\*
6. Two or more presentations at state or regional conferences\*
7. One encyclopedia article of 1500 words or more, or two or more shorter articles\*
8. Five or more book reviews\*
9. Long-term and ongoing projects with appropriate evidence may be used to document commitment to future scholarship. Verification of stages of development as well as potential for future scholarship must accompany promotion materials to provide evidence of a research agenda.

**\***Counts as one scholarly product

1. Professional Service

Professional service is highly valued by library faculty. Candidates are expected to demonstrate a consistent record of service beyond their assigned library responsibilities, with contributions at each of the following levels: Library, University, and professional. Candidates must also provide evidence of substantial contributions in at least one of these levels.

Examples of service include, but are not limited to:

1. Participation in Library committees or task forces;
2. Participation in University committees, task forces, or in faculty governance, as well as participation in University student organizations and activities;
3. Participation in professional groups and associations at the local, state, regional, or national level;
4. Outreach events that promote professional goals while benefiting the local, state, or national community;
5. Planning/organizing University-sponsored events;
6. Consulting or participating in activities related to one’s professional expertise;
7. Teaching or facilitating workshops for librarians, educators, or students outside one’s library responsibilities;
8. Mentoring/collaborating with colleagues to develop professional skills.

Examples of evidence to support substantial service contributions include but are not limited to:

1. Letters of commendation
2. Awards
3. Documentation of competitive selection (e.g., elected to serve on a committee or board) or advancement in responsibility within an organization (e.g., Vice-Chair, Chair Elect)
4. POLICY ON PROMOTION

Promotion in rank is recognition of past achievement and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities. The policy of the Tennessee Board of Regents is to make promotions strictly on consideration of merit tempered by university and fiscal considerations. The purpose of this policy is to help ensure that promotions are made objectively and equitably.

* 1. Mentoring and Peer Review

Candidates for promotion may request mentoring and/or peer review by the Library Faculty Advisory Committee comparable to that provided in the pre-tenure review process (mentor participation in FAP/FAR/FAE, annual progress toward promotion letter as in 4.b.3 above).

* 1. Criteria for Promotion

The criteria for promotion are essentially the same as for Tenure (7.c ). Candidates for promotion must present evidence of research/scholarship/creative activity and service produced during the period at their current rank. Scholarly products completed in the year prior to the effective date of current rank may be submitted as additional evidence.

* + 1. Assistant Professor

Not applicable: Assistant Professor is the minimal initial appointment rank for Sherrod Library faculty.

* Earned master’s degree in library/information science from an ALA-accredited program or its ALA-recognized non-U.S. equivalent.
* For initial hire, evidence from academic records, recommendations, interviews, or other sources that the individual is adequately trained in the discipline and is otherwise competent to carry out the duties and responsibilities of Library faculty.
* Evidence of potential ability in research/scholarship/creative activity and professional service.
  + 1. Associate Professor

The most important elements to be considered are consistency and growth from one year to the next. If there is a question of promoting or not, the candidate’s effectiveness in Academic Assignment will receive greater emphasis than Research/Scholarship/Creative Activity or Professional Service.

Minimum requirements for promotion to the rank of Associate Professor are:

* Earned master’s degree in library/information science from an ALA-accredited program or its ALA-recognized non-U.S. equivalent.
* At least five years of appropriate professional library experience at the rank of Assistant Professor . Exceptions to the years-in-rank requirement may be made by the president under special circumstances.  Only one year of a leave of absence for scholarly recognition, such as significant scholarship awards, will be credited toward satisfying the experience requirement for promotion.  (Note: The years-in-rank requirement is a local ETSU requirement; exceptions to this requirement do not require TBR approval).
* At least two exceptional ratings in academic assignment and at least satisfactory in all others.
* Documented evidence of significant accomplishment in research/scholarship/creative activity and professional service that are leading to national recognition in the individual’s area of professional expertise.
  + 1. Professor

Promotion to this rank is not a reward for long service; rather, it recognizes superior achievement and assumes an expectation of continuing contributions to the university and to the larger academic community. The most important element to be considered is demonstrated productivity of an increasing extent and scope in all areas of evaluation; however, if there is a question of promoting or not, the candidate’s effectiveness in Academic Assignment will receive greater emphasis than Research/Scholarship/Creative Activity or Professional Service.

Minimum requirements for promotion to the rank of Professor are:

* Earned master’s degree in library/information science from an ALA-accredited program or its ALA-recognized non-U.S. equivalent.
* At least five years of appropriate professional library experience at the rank of Associate Professor . Exceptions to the years-in-rank requirement may be made by the president under special circumstances.  Only one year of a leave of absence for scholarly recognition, such as significant scholarship awards, will be credited toward satisfying the experience requirement for promotion.  (Note: The years-in-rank requirement is a local ETSU requirement; exceptions to this requirement do not require TBR approval).
* At least two exceptional ratings in academic assignment and one other area, and at least satisfactory in the area remaining.
* Successful research, scholarly, and/or creative activity, as evidenced by such accomplishments as published scholarly books, articles in professional journals in one's discipline, presentation of papers before regional, national or international professional groups, receipt of major research grants, and/or a record of significant exhibitions or performances.
* Professional service of an outstanding nature, usually of such kind as to make the individual regionally or nationally known in the discipline, or, alternatively, as a leading figure in service efforts promoted by the institution.

1. Documentation for Tenure and/or Promotion

Applicants must submit a focused, concise, but detailed application that includes:

1. An executive summary that concisely addresses the criteria specified for the desired rank and/or tenure and that lists the three to five most important items to consider.
2. Curriculum vita that includes:
   1. Education (degree, institution, year of award)
   2. Career description in outline, chronological with most recent first, with the most recent five years described in greater detail and earlier achievements described in general terms.
3. Narrative statement no longer than five pages single-spaced which covers the following topics and references supporting documentation in the appendices:
   1. Current role and responsibilities
   2. Professional goals and evidence of accomplishment. Discuss efforts to learn, improve, and grow professionally.
   3. Research/scholarship/creative activities
   4. Service to the university; professional service to the community, state, regional, national and international levels
4. Supporting documentation, including but not limited to:
   1. Written assessments and evaluations, such as the annual Faculty Activity Evaluation (FAE), for the period under review (typically three to six years). Third year review documentation and progress toward tenure letters should be included in tenure applications. If requested by the applicant, LFAC progress toward promotion letters should be included in promotion applications.
   2. Unsolicited correspondence from colleagues, library users, and others.
   3. Written assessments requested from individuals with whom you have worked on committees, task forces, events, or projects. Assessments that are focused and specific have greater value than general statements.
   4. Transcripts for courses completed after initial appointment or previous promotion at ETSU; certificates of completion for continuing education; registration confirmation for webinars.
   5. Materials prepared for library users, library personnel, or other audiences (user guides, instructional materials, policies, procedures, reports, etc.)
   6. Selected publications. If available online, provide the URL.

**Appendix A: Criteria for Annual Evaluation**

Evaluation criteria are intended to be used as a guide for assessing performance and progress toward tenure and promotion.

**Assistant Professor**

Librarians are normally hired at this rank.

Candidates for tenure at this rank must demonstrate achievement at the state level and potential for achievement at regional and national levels.

1. **Academic Assignment**

**Satisfactory**

* Consistently fulfills assigned responsibilities and meets goals approved in the annual faculty activity plan.

**Exceptional**

* Willingness to work with others to accomplish library-wide goals and objectives, demonstrated by service on one or more library teams/committees.
* Evidence of innovation in carrying out assigned duties.
* Exceeds expectations in assigned responsibilities.

**Inadequate**

* Lack of success in achieving satisfactory performance.

1. **Research/Scholarship/Creative activities**

**Satisfactory**

* Involvement in at least one activity
  + In-house research projects with potential for publication. (Projects that analyze current services or project the impact of proposed services that could benefit the library and apply elsewhere.)
  + Conducting library-related staff training from which professional benefit results.
  + Scholarly product(s) specified in 7.c.2)b) p. 7

**Exceptional**

* Involvement in more than one activity listed above; scholarly product(s) from Category A.

**Inadequate**

* Lack of success in achieving satisfactory performance.

**Assistant Professor**

1. **Professional Service**

**Satisfactory**

Contributions in committee or other organizational activities that improve or advance the library, the University, or the profession such as:

* Active participation in library committees and teams
* Membership on a University committee with light to moderate workload\*
* Attendance at professional meetings at the local, state, regional, or national level.

\*High workload university committees include: Research & Development, Curriculum, Graduate Programs; committees that are concerned with the academic and research missions.

**Exceptional**

Leadership or significant participation in official activities that improve or advance the library, the University, or the profession such as:

* Serving in a responsible capacity on library committees and teams (e.g., committee chair or co-chair, team leader)
* Membership on more than one University committee with light to moderate workload or on one with high workload.
* Holding a position of responsibility in or providing other services to an organization that supports the library profession.
* Providing one’s professional services to local organizations or institutions.

**Inadequate**

* Lack of success in achieving satisfactory performance.

**Associate Professor**

Candidates for tenure at or promotion to this rank must demonstrate progress toward achievement at regional and national levels.

1. **Academic Assignment**

**Satisfactory**

Librarians must demonstrate excellence in some areas of job performance while maintaining a broad perspective of library functions and needs and demonstrate willingness to work with others to accomplish library-wide goals and objectives.

* Consistently fulfills assigned responsibilities and meets goals set at levels indicating above-average growth approved in the annual faculty activity plan.
* Consistently positive external evaluations from peers, other departments, and users served.
* Evidence of innovation in carrying out assigned duties.

**Exceptional**

* Willingness to work with others to accomplish library-wide goals and objectives, demonstrated by a leadership role on one or more library teams/committees.
* Exceeds expectations established in assigned responsibilities.
* Exceptional external evaluations from peers, other departments, and users served.
* Initiates or leads activities culminating in new or improved service or an innovative program benefiting the library or academic departments.
* Advanced formal study in librarianship or a work-related discipline that enhances professional performance, not necessarily leading toward a degree. (Courses offering continuing education units, certificates of completion, or traditional academic credit would be in this category.)

**Inadequate**

* Lack of success in achieving satisfactory performance.

1. **Research/scholarship/creative activities**

**Satisfactory**

* Involvement in **at least two** activities
  + Conducting library-related staff training from which professional benefit results.
  + Scholarly product(s) specified in 7.c.2)b) p. 7 **in Category B** that **demonstrate progress toward national recognition** such as
    - Publication in state, regional, or national journal
    - Presentation at state, regional, or national conferences
    - Professional contributions to formally organized panels, forums, etc.
    - Successful grant application

**Associate Professor**

1. **Research/scholarship/creative activities (cont’d.)**

**Exceptional**

* Involvement in at least one scholarly product(s) specified in 7.c.2)b) p. 7 in **Category A**

**Inadequate**

* Lack of success in achieving satisfactory performance.

1. **Professional Service**

**Satisfactory**

Contributions in committee or other organizational activities that improve or advance the library, the University, or the profession such as:

* Serving in a responsible capacity on a library committee or team (e.g., committee chair or co-chair, team leader)
* Recurring appointment to more than one University committee with light to moderate workload or on one with high workload.
* Making a significant service contribution to a professional organization

**Exceptional**

Leadership or significant participation in official activities that improve or advance the library, the University, or the profession such as:

* Serving as chair of two or more library committees/ teams during which period there was demonstrated success in the committee/team activity
* Serving as chair of a University committee
* Holding a position of responsibility in state, regional, or national professional organizations or making other significant contributions that support the library profession.
* Providing one’s professional services to local organizations or institutions.

**Inadequate**

* Lack of success in achieving satisfactory performance.

**Professor**

Candidates for tenure at or promotion to this rank must demonstrate achievement at regional, national, or international levels. The evaluation criteria listed apply only to candidates for tenure and promotion.

Library faculty who have achieved both tenure and Professor rank are evaluated using a summary version of the FAP/FAR/FAE.

Attaining the rank of full Professor is an acknowledgement of cumulative career achievement. Consideration is given to overall professional accomplishments as well as achievements at the rank of Associate Professor.

1. **Academic Assignment**

**Satisfactory**

Librarians must demonstrate excellence in some areas of job performance while maintaining a broad perspective of library functions and needs and demonstrate willingness to work with others to accomplish library-wide goals and objectives.

* Consistently continues to fulfill assigned responsibilities and meet goals set at levels indicating above-average growth approved in the annual faculty activity plan.
* Exceptional external evaluations from peers, other departments, and users served.
* Evidence of innovation in carrying out assigned duties.
* Having initiated or led activities culminating in new or improved service or an innovative program benefiting the library or academic departments.
* Having fulfilled leadership responsibilities which may fall outside normal position-related duties or committee work.

**Exceptional**

* Consistently exceptional ratings in annual evaluations that include goals set at levels indicating above-average growth.
* Consistent leadership roles in library activities.
* Advanced degree such as subject Master’s or Doctorate

**Inadequate**

* Lack of success in achieving satisfactory performance.

**Professor**

1. **Research/scholarship/creative activities**

**Satisfactory**

* Evidence of success, while holding rank of Associate Professor, with **at least two** scholarly product(s) specified in 7.c.2)b) p. 7 in **Category A** such as:
  + Publication in regional, or national journal
  + Presentation at regional, national, or international conference
  + Professional contributions to formally organized panels, forums, etc.
  + Successful grant application

**Exceptional**

* Evidence of success, while holding rank of Associate Professor, in **more than two** of the scholarly products listed above.

**Inadequate**

* Lack of success in achieving satisfactory performance.

1. **Professional Service**

**Satisfactory**

Continuing growth in leadership and professional contribution to improve or advance the library, the University, or the profession such as:

* Serving as chair of two or more library committees/ teams during which period there was demonstrated success in the committee/team activity
* Serving as chair of a University committee
* Holding a position of responsibility in state, regional, or national professional organizations or making other significant contributions that support the library profession.
* Making a significant service contribution to a professional organization

**Exceptional**

Evidence and broad recognition of leadership and professional achievement within the library, the University, and the profession at the rank of Associate Professor as shown by:

* Consistent, successful leadership through recurring appointment or election to library committees/teams
* Recognition at the University level by appointment to committees as chair, election to top Faculty Senate offices, or other evidence of significant achievement
* Recurring service to state, regional, or national professional organizations through selection or election where leadership ability is required
* Providing one’s professional services to local organizations or institutions.

**Inadequate**

* Lack of success in achieving satisfactory performance.

**EAST TENNESSEE STATE UNIVERSITY**

**Charles C. Sherrod Library**

**Faculty Activity Plan (FAP) 20\_\_-\_\_**

**Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division**

**Division Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This *Faculty Activity Plan* *(FAP)* is to be prepared by the faculty member in consultation with his/her division director at the beginning of the academic year, typically in mid-August. It formally identifies the variety and distribution of activities that the faculty member anticipates and upon which they will be evaluated at the end of the year. The *FAP* directs faculty and administrative efforts toward the achievement of mutually accepted goals.

This *FAP* should be as complete as possible, following the outline provided below and including supplementary pages if needed. If you do not anticipate any activity within a given category, please indicate "none planned."

At the end of the academic year, you will be asked to complete a *Faculty Activity Report (FAR)* that will provide you with the opportunity to list your accomplishments for each of the activities you outline in this *FAP.* Your *FAR* will then become the basic document upon which your annual performance evaluation will be made. It will also provide important data for departmental, college and university reports of annual accomplishments.

The final signed copy of your *FAP* for each year will be retained in the Dean’s office.

1. **Academic Assignment Activities**
   1. Job Description Changes (if applicable)
   2. Planned Activities
   3. Work with others to accomplish library-wide goals and objectives. *(Exclude service on standing library committees. Include anticipated service on ad hoc teams/working groups created for specific tasks.)*
   4. Professional development
      1. Classes or courses (meet for several weeks) taken for credit
      2. Classes or courses (meet for several weeks) audited/not graded
      3. Workshops
      4. Webinars
      5. Conferences
2. **Research/Scholarship/Creative Activities**
3. In-house research projects with potential for publication *(Projects that analyze current services or project the impact of proposed services that could benefit the library and apply elsewhere*.*)*
4. Library-related staff training conducted for professional benefit
5. Scholarly products

**Category A**

1. Edited or authored monograph

1. Edited collection of essays

1. Edited journal special issue

1. Edited or authored text or textbook

1. Authored or co-authored, refereed, scholarly article
2. Authored or co-authored book chapter
3. Authored or co-authored paper published in national or international refereed conference proceedings
4. Refereed presentation at a national or international conference
5. Editor of journal or magazine

1. Externally funded grants

**Category B**

1. External unfunded proposals or funded, internal proposals

1. Service on the editorial board for a publisher, journal, or magazine

1. Reader/reviewer for a publisher, journal, or magazine

1. Non-refereed article for a magazine or journal with a national audience

1. Articles published in non-refereed sources

1. Presentations at state or regional conferences

1. Encyclopedia articles of 1500 words or more

1. Encyclopedia articles of less than 1500 words

1. Book reviews

1. New projects (planning started during this report period

**3. Professional Service** *(Include your role and extent of participation)*

1. Library committees

Committee:

Role:

Activities:

1. Library faculty mentoring (assigned by Library Faculty Advisory Committee)
2. University committees, task forces, faculty governance:

Entity name:

Role:

Activities:

1. University student organizations and activities:

Organization:

Role:

Activities:

1. University-sponsored events:

Event:

Role:

Activities:

1. External professional groups and associations:

Organization:

Role:

Activities:

1. External consulting: *(Activities may be considered professional service if the faculty member’s expertise is being contributed to a service/nonprofit organization or serves a public interest (e.g., expert testimony). Performing essentially the same work in a similar organization is work for hire, not professional service*.)

Organization:

Role:

Activities:

**4. Administration**

1. Budget management
2. Personnel management
3. Planning, performance monitoring, reporting (*Summarize accomplishments for the reporting period*)

**Activity Plan Summary**

Please indicate the proportion of the total individual faculty effort that was devoted to academic assignment, research, service, and administration during the past year. These percentages should reflect the mutually agreed-upon planned efforts in each category stated at the beginning of the year in your *Faculty Activities Plan*.

Academic Assignment\_\_\_\_\_\_% Research\_\_\_\_\_\_% Service\_\_\_\_\_\_% Administration \_\_\_\_\_\_%

**Endorsements of Faculty Activity Plan**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Faculty Member Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Division Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Dean Date

**EAST TENNESSEE STATE UNIVERSITY**

**Charles C. Sherrod Library**

**Faculty Activity Report (FAR) 20\_\_-\_\_**

**Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division**

**Division Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This *Faculty Activity Report* is to be prepared by the faculty member at the end of the academic year, typically in mid-August. It documents the faculty member's activities and accomplishments for the year and provides the basis for annual performance evaluation; it is considered a primary document in the tenure and promotion review process. This report should be prepared with direct reference to the items in the faculty member's *Faculty Activity Plan* that was prepared at the beginning of the academic year.

This *Faculty Activity Report* should be as complete as possible, following the outline provided below and including supplementary pages if needed. If you have not engaged in particular activities, please indicate "none." If you completed the activities exactly as stated in your *Faculty Activity Plan,* please indicate "completed as planned." Further documentation of your academic assignment, research and service activities and accomplishments for the year may be requested by your division director or dean.

The final signed copy of the *Faculty Activity Report* for each year will be retained in the Dean’s office.

1. **Academic Assignment Activities**
   1. *Faculty Activity Plan* Changes *(Explain overload conditions, change(s) in academic assignment, etc.)*
   2. *Faculty Activity Plan* Activities
   3. Work with others to accomplish library-wide goals and objectives. *(Exclude service on standing library committees. Include service on ad hoc teams/working groups created for specific tasks.)*
   4. Evidence of innovation in carrying out assigned duties/responsibilities.
   5. Professional development
2. Classes or courses (meet for several weeks) taken for credit
3. Classes or courses (meet for several weeks) audited/not graded
4. Workshops
5. Webinars
6. Conferences
7. **Research/Scholarship/Creative Activities**
8. In-house research projects with potential for publication *(Projects that analyze current services or project the impact of proposed services that could benefit the library and apply elsewhere*.*)*
9. Library-related staff training conducted for professional benefit
10. Scholarly products

**Category A**

1. Edited or authored monograph

1. Edited collection of essays

1. Edited journal special issue

1. Edited or authored text or textbook

1. Authored or co-authored, refereed, scholarly article
2. Authored or co-authored book chapter
3. Authored or co-authored paper published in national or international refereed conference proceedings
4. Refereed presentation at a national or international conference
5. Editor of journal or magazine

1. Externally funded grants

**Category B**

1. External unfunded proposals or funded, internal proposals

1. Service on the editorial board for a publisher, journal, or magazine

1. Reader/reviewer for a publisher, journal, or magazine

1. Non-refereed article for a magazine or journal with a national audience

1. Articles published in non-refereed sources

1. Presentations at state or regional conferences

1. Encyclopedia articles of 1500 words or more

1. Encyclopedia articles of less than 1500 words

1. Book reviews

1. New projects (planning started during this report period

**3. Professional Service** *(Include your role and extent of participation)*

1. Library committees

Committee:

Role:

Activities:

1. Library faculty mentoring (assigned by Library Faculty Advisory Committee)
2. University committees, task forces, faculty governance:

Entity name:

Role:

Activities:

1. University student organizations and activities:

Organization:

Role:

Activities:

1. University-sponsored events:

Event:

Role:

Activities:

1. External professional groups and associations:

Organization:

Role:

Activities:

1. External consulting: *(Activities may be considered professional service if the faculty member’s expertise is being contributed to a service/nonprofit organization or serves a public interest (e.g., expert testimony). Performing essentially the same work in a similar organization is work for hire, not professional service*.)

Organization:

Role:

Activities:

**4. Administration**

1. Budget management
2. Personnel management
3. Planning, performance monitoring, reporting (*Summarize accomplishments for the reporting period*)
4. **Supporting Documentation** *(Include correspondence, acknowledgements in publications, etc.)*

**Activity Report Summary**

Please indicate the proportion of the total individual faculty effort that was devoted to academic assignment, research, service, and administration during the past year. These percentages should reflect the mutually agreed-upon planned efforts in each category stated at the beginning of the year in your *Faculty Activities Plan*.

Academic Assignment\_\_\_\_\_\_% Research\_\_\_\_\_\_% Service\_\_\_\_\_\_% Administration \_\_\_\_\_\_%

Estimate mean number of hours worked per week

**Endorsements of Faculty Activity Report**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Faculty Member Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Division Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Dean Date

**EAST TENNESSEE STATE UNIVERSITY**

**Charles C. Sherrod Library**

**Faculty Activity Evaluation (FAE) 20\_\_-\_\_**

**Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Division\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Distribution of Effort:**

Academic Assignment\_\_\_\_\_\_% Research\_\_\_\_\_\_% Service\_\_\_\_\_\_% Administration\_\_\_\_\_\_%

**FACULTY SELF-EVALUATION:**

|  |  |  |
| --- | --- | --- |
|  | \*RATING | COMMENTS |
| Academic Assignment |  |  |
| Research |  |  |
| Service |  |  |
| SUMMARY EVALUATION |  |  |

\*S-Satisfactory, E-Exceptional, I-Inadequate

**Faculty Signature/Date /**

**DIRECTOR’S EVALUATION:**

|  |  |  |
| --- | --- | --- |
|  | \*RATING | COMMENTS |
| Academic Assignment |  |  |
| Research |  |  |
| Service |  |  |
| SUMMARY EVALUATION |  |  |

\*S-Satisfactory, E-Exceptional, I-Inadequate

**Director Signature/Date /**

**DEAN’S EVALUATION:**

|  |  |  |
| --- | --- | --- |
|  | \*RATING | COMMENTS |
| Academic Assignment |  |  |
| Research |  |  |
| Service |  |  |
| SUMMARY EVALUATION |  |  |

\*S-Satisfactory, E-Exceptional, I-Inadequate

**Dean Signature/Date /**

**Recommendation for Faculty Development/Program Improvement**

**A conference must be held with each faculty member following the Director’s and Dean’s review so faculty can review and respond to the evaluation.**

**CONFERENCE WITH FACULTY MEMBER HELD FOLLOWING DIRECTOR AND DEAN’S REVIEW**

**Date**

**Signature/Faculty Signature/Director** **Signature/Dean**

**Comments:**

**COPY SENT TO VICE PRESIDENT FOR ACADEMIC AFFAIRS**

**Dean Signature/Date /**

**EAST TENNESSEE STATE UNIVERSITY**

**Charles C. Sherrod Library**

**Faculty Activity Plan (FAP), Faculty Activity Report (FAR), and Faculty Activity Evaluation (FAE) for Tenured Full Professors**

**Year 20\_\_-\_\_**

**Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division**

**Division Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faculty Activity Plan (FAP)**

Please indicate the proportion of effort that you expect to devote to academic assignment, research, service, and administration during this academic year. These percentages should reflect the mutually agreed-upon planned efforts in each category.

Academic Assignment\_\_\_\_\_\_% Research\_\_\_\_\_\_% Service\_\_\_\_\_\_% Administration \_\_\_\_\_\_%

Describe your planned activities briefly (one paragraph each):

**Faculty Activity Report (FAR)**

Did you spend your time as described in your Faculty Activity Plan (FAP) for this year? \_\_\_\_Yes \_\_\_\_\_No

If yes, no further information is required. If no, briefly describe the changes in your allocation of effort (one paragraph):

**Faculty Activity Evaluation (FAE) (to be completed by Division Director)**

The faculty member conformed to the Faculty Activity Plan as described: \_\_\_\_ Yes \_\_\_\_ No

If no, were the changes in allocation of effort acceptable? \_\_\_\_ Yes \_\_\_\_ No

If no, state your concerns:

**Signatures:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of faculty member Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Division Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Dean Date