This policy was approved by full-time tenured and tenure-track faculty members of the CDM on

Susan J. Martin — 6/4/2021
Chair — Date

[signature] — 6/7/2021
Dean — Date

[signature] 6-17-21
Provost — Date

[signature] 6/21/21
President — Date

CRITERIA FOR TENURE

GENERAL

Consideration for tenure originates in the department or academic program unit to which the faculty member has been assigned. University policy should be consulted for minimum criteria and years of service requirements for tenure and/ or promotion review. Department faculty will be evaluated with respect to their performance in three areas: Librarianship/Teaching (Librarianship), Research/Scholarship/Creative Activity (Scholarship), and Service. The Department Committee evaluates candidates' accomplishments and contributions to librarianship throughout their career. In reviewing a faculty member's contributions, the department will look holistically at the totality of their full career.

PERFORMANCE

University policy states that faculty are expected to demonstrate **high-quality** performance in Teaching, **high-quality** performance in one other area (Scholarship or Service) and **quality** performance in the remaining area.

The department defines **quality** as performance that meets expectations of their assignment. The department defines **high-quality** as performance that exceeds expectations of their assignment. The annual evaluations will provide evidence of quality and/or high-quality performance.

LIBRARIANSHIP

The department faculty will be evaluated with respect to their activities and accomplishments in Librarianship. Examples of activities in Librarianship include, but are not limited to:

- Assisting students, faculty, staff, and the public with information seeking needs by various means.
- Providing lectures, instruction sessions, presentations, or demonstrations
- Supervising and managing library departments, units, services, staff, and students
- Selecting appropriate materials to support learning, teaching, and research
- Acquiring library materials or providing access to resources for faculty, students, and staff
- Serving as a library liaison to academic departments and/or subject disciplines
- Retrieving, organizing, and analyzing data as well as maintaining and enhancing assessment activities
- Providing data/bibliographic management for library materials, holdings, and collections
- Making information resources discoverable and accessible through tools and services
- Managing library computer/information systems and maintaining the information infrastructure
- Contributing to program development and fundraising plans relative to library collections

- Stewarding and maximizing the library's investments in information resources for the institution, which includes, but is not limited to, monitoring the library's collections' budgets, as well as negotiating prices, licensing, and contract terms for resources and services.

SCHOLARSHIP

Scholarship includes contributions to disciplinary bodies of knowledge that are disseminated to an appropriate audience. University policy states that Scholarship includes, but is not limited to, activities that focus on the boundaries of knowledge, field-based scholarship, artistic creations, the scholarship of teaching and learning (SOTL), and grant-writing.

In addition to traditional scholarship contributions (e.g. articles, books and book chapters), the Collection Development and Management Department also encourages innovative scholarly communications such as, but not limited to:

- Contributions to institutional repositories
- Data sets created and curated for use by fellow scholars
- Creation of open educational resources
- White papers created for the state legislature or the special task forces created by the legislature
- White papers created for regional and national library associations and organizations
- Essays published in scholarly blogs
- Multimedia works
- Editorial contributions
- Computer programming/code, applications, and application programming interfaces (APIs) published and made available to the intended user community
- Exhibits e.g. rare books, archival materials, library or university history

The department adds the following clarifications:

- Academic Fields. Scholarly contributions by members of the department are not limited to the field of library science but may include other academic and research areas and interests
- Co-authors. The Collection Development and Management department recognizes the importance of collaboration in research. The number or order of co-authors will not be considered when evaluating the quality of scholarship.
- Forthcoming. Submitted works that have been accepted for publication at the time of the candidate's request for tenure and/or promotion will be recognized if documentation verifying the publication status is provided.
- Quality. Examples of quality performance in Scholarship include but are not limited to: scholarly publications such as journal articles, books or book chapters; output that makes a scholarly or professional contribution such as presentations to peers, websites, grant applications, exhibits, performances and artistic creations.
- High-Quality. Examples of high-quality performance in Scholarship include but are not limited to: articles in journals that are designated as *refereed* or *peer*-reviewed by either the publication or other means of evaluation; books and book chapters published by a reputable publisher; other output that makes a scholarly or professional contribution may also reach the level of high-quality scholarship. The difference between quality and high quality will ultimately be determined by the departmental review committee.

SERVICE

Service is work other than Librarianship or Scholarship. University service at all levels is not required, but university service at *some level* is required. CDM encourages Service, when possible, at all levels.

- University service. Service to MTSU, the Library or to CDM is considered University service.

- Professional service. Work done for professional, academic or scholarly organizations.
- Public service. Sharing of professional expertise to the community or society at large.

High-quality Service includes, but is not limited to, service as a committee chair, service in a leadership role or officer in a relevant professional organization, and service on a taskforce or special project.

CRITERIA FOR PROMOTION

GENERAL

University policy should be consulted for minimum criteria and years of service requirements for tenure and/ or promotion review.

PERFORMANCE

- Associate Professor. For promotion to the rank of Associate Professor the expectations are the same as for tenure. The department expects candidates to demonstrate high-quality performance in Librarianship/Teaching, high-quality performance in one other area (Scholarship or Service) and quality performance in the remaining area.
- Professor. For promotion to the rank of Professor the candidate must "demonstrate sustained excellence" in Librarianship/Teaching and "high-quality professional productivity" in **both** Scholarship and Service. The Department Review Committee will determine how these criteria are applied.

  National Recognition. The candidate must also demonstrate excellence recognized at the national level in either Scholarship or Service. The department offers the following examples of excellence in Scholarship or Service that is recognized at the national level:
  - Published works in national or international scholarly publications.
  - Presenting at conferences held by national or international professional organizations.
  - National grants awarded.
  - Awards received from national or international professional conferences or organizations in recognition of scholarship or service.
  - Service as an officer or committee chair for a national or international professional organization.

DEPARTMENTAL EVALUATION AND REVIEW

ANNUAL EVALUATION (Years 1, 2, 4, 5) The Department Chair and the Department Review Committee each write a separate review of the candidate's progress toward tenure.

PRE-TENURE REVIEW

- The Pre-Tenure review is conducted using the same process as Tenure and/or Promotion Review in accordance with the following: MTSU Policy 204: Tenure, CDM Tenure and Promotion Policy, and the Walker Library College Tenure and Promotion Policy.
- The Pre-Tenure review is intended to evaluate the candidate's progress toward successfully achieving tenure.

TENURE AND/OR PROMOTION REVIEW

- The Department Chair and the Department Review Committee each write a separate review with either a positive or negative recommendation for granting the candidate tenure and/or promotion.
- Candidates are also reviewed at the College level.

The Provost's website and the library intranet should be consulted for other procedural documentation.

DEPARTMENT REVIEW COMMITTEE FORMATION

- Elections. Elections for members of the Department Review Committee will take place annually.
- Quorum. The committee will consist of a minimum of 3 tenured faculty from the department. At least 3 members of the committee must be present to form a quorum.
- Voting. All full-time tenured and tenure-track faculty members in the department (including the department chair) are entitled to vote on the committee membership.
- Eligibility. Tenured faculty in the department (regardless of rank) are eligible to serve on the committee; however, the Department Chair and tenured faculty applying for promotion are ineligible to serve on the committee.
- College Committee Representation. Two faculty members from the department will serve staggered 3 year terms on the College Review Committee. Elections for the College Review Committee will occur as needed. The Department Chair will keep a record of the departmental membership on the College Committee.
- Dual Service. Department faculty may serve on both the Department Review Committee and College Review Committee in the same academic year, if the need arises.