



## Librarians’ Department

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## **I. PREAMBLE**

The purpose of this standards document is to provide guidance to faculty members as they prepare for applications for tenure and/or promotion. Achieving tenure and promotion through the ranks is based on incremental and accumulative growth of a faculty member in his/her scholarship, teaching or professional role, and in service. To merit tenure or promotion, faculty members must be prepared to have their performance assessed against increasing expectations for effectiveness in the professional role, recognized research, scholarly and creative work, and contributions to service within the university community as well as to the profession (locally, nationally and internationally).

It is important to recognize that Librarians possess expertise in a number of different areas, ranging from pedagogical methods to project management. Any evaluation of a Librarian's professional accomplishments must take the broad scope of the role into consideration.

These departmental guidelines describe the standards and expectations specific to the Librarians’ Department. University policies and Collective Agreement provisions shall guide all such standards and expectations.

## **II. WEIGHTING**

Applicants for tenure and promotion may suggest weightings of their relevant categories to be used in evaluating their applications within the parameters of the weightings articulated in this document as approved by their Faculty, School or Division. Applicants must inform their Divisional Promotion and Tenure committee of the suggested weighting at the beginning of the adjudication process. Divisional Promotion and Tenure committees must recognize that the balance between teaching/professional role and service for bipartite applicants, and the balance among teaching/professional role, research / scholarship / creative activity and service for tripartite applicants may differ based on individual circumstances and may vary over an individual’s career. These weightings represent the balance among the evidence presented and do not necessarily reflect the applicant’s workload. Because disciplines may have special requirements, members should engage in collegial decision-making with their departmental colleagues before deciding on the specific weighting of evidence.

The relative weighting of evidence for purposes of promotion should take into account the appointment type of the applicant, bipartite or tripartite. Normally, bipartite faculty applications will be evaluated primarily on their core responsibility, teaching/professional role and to a lesser degree on service. Normally, tripartite faculty applications will be evaluated primarily on their core responsibilities of teaching/professional role as well as research/scholarship/creative activity — with approximately the same weight given to both areas —, and to a lesser degree on service.

For Tripartite faculty, the typical weighting applied will assign 40% to research, scholarly and creative work; 40% to professional role, and 20% to service. The weighting assigned to research, scholarly and creative work shall not be less than 30%.

For Bipartite faculty, the typical weighting applied will assign 80% to professional role and 20% to service. The weighting assigned to professional role shall not be less than 70%.

Extraordinary contributions in research/scholarship/creative activity, teaching/professional role or service may compensate for lesser achievement in one of the areas of core responsibility, as long as there has been a satisfactory level of contribution in all areas of responsibility, and that weighting for service does

not exceed 30%. However, in no case would a member be promoted if there were considered to have performed inadequately in any one category, regardless of that category’s weighting. No more than 50% weighting shall be allowed for service.

### **III. APPOINTMENT CRITERIA**

The required academic credential for appointment is a master’s degree from a program accredited by the American Library Association (ALA) or from a program in a country with a formal accreditation process as identified by ALA’s Human Resource Development and Recruitment Office. The Master’s is the terminal professional degree for academic librarians as identified by the Association of College & Research Libraries (a division of the ALA), and the recognized professional standard.

#### ***Librarian I - Tripartite***

- (1) A terminal professional degree in the discipline is the standard qualification.
- (2) Evidence must indicate that the candidate has the potential to be effective in their professional role. This evidence may include data obtained from previous experiences (e.g., student teaching evaluations, projects) or from a demonstration of professional knowledge and ability.
- (3) The candidate must demonstrate potential for successful engagement in scholarly activity.
- (4) The candidate must demonstrate commitment to service to the University, Discipline and/or Profession and, where applicable, the community-at-large.
- (5) The candidate will normally have one to two years of recent and relevant professional experience.

#### ***Librarian II – Tripartite***

Appointment criteria for Librarian II Tripartite are the same as the promotion criteria for the rank (See Section V for specifics):

- (1) A terminal degree in the discipline is the standard qualification, as well as an additional graduate degree in librarianship or a relevant subject. Accumulated substantial achievement in research and publishing will be considered as an equivalent qualification to the additional graduate degree.
- (2) The candidate must demonstrate consistent accomplishment in scholarship, supported by professional recognition of the member’s work.
- (3) The candidate must demonstrate consistent contribution to the University, Discipline and/or Profession and, where applicable, the community-at-large.
- (5) The candidate will normally have five years of current and relevant experience in a Librarian I role or equivalent.
- (6) The candidate’s scholarship must be recognized at the national level.

### ***Librarian III – Tripartite***

Appointment criteria for Librarian III Tripartite are the same as the promotion criteria for the rank (See Section V for specifics):

- (1) A terminal degree in the discipline is the standard qualification, as well as a doctorate in librarianship or a relevant subject.
- (3) The candidate must demonstrate evidence of sustained success in the dissemination of scholarly activity, supported by internal and external recognition of the candidate’s work.
- (4) The candidate must demonstrate evidence of outstanding contribution to the University, Discipline and/or Profession and, where applicable, the community-at-large.
- (5) The candidate will have five years of current and relevant experience in a Librarian II role or equivalent.
- (6) The candidate’s scholarship must be recognized at the international level.

### ***Librarian I - Bipartite***

- (1) A terminal professional degree in the discipline is the standard qualification.
- (2) Evidence must indicate that the candidate has the potential to be effective in their professional role. This evidence may include data obtained from previous experiences (e.g., student teaching evaluations, projects) or from a demonstration of professional knowledge and ability.
- (3) The candidate must demonstrate commitment to service to the University, Discipline and/or Profession and, where applicable, the community-at-large.
- (4) The candidate will normally have one to two years of recent and relevant professional experience.

### ***Librarian II – Bipartite***

Appointment criteria for Librarian II Bipartite are the same as the promotion criteria for the rank (See Section V for specifics):

- (1) A terminal degree in the discipline is the standard qualification.
- (2) The candidate must demonstrate evidence of exceeding the required performance standard at the Librarian I rank in their professional role and service. Those appointed to the rank of Librarian II will have demonstrated a commitment to the integration and application of professional knowledge, distinguishing themselves through both professional accomplishments and leadership.
- (3) The candidate must demonstrate evidence of consistent contribution to the University, Discipline and/or Profession and, where applicable, the community-at-large.

(4) The candidate will normally have five years of current and relevant experience in a Librarian I role or equivalent.

(5) The candidate’s work must be recognized at the regional, provincial, and national level.

### ***Librarian III – Bipartite***

Appointment criteria for Librarian III Bipartite are the same as the promotion criteria for the rank (See Section V for specifics):

(1) A terminal degree in the discipline is the standard qualification, as well as an additional graduate degree in librarianship or relevant subject. Equivalent qualifications and/or advanced professional knowledge will be considered.

(2) The candidate must demonstrate evidence of outstanding performance in their professional role and service.

(3) The candidate must demonstrate evidence of outstanding contribution to the University, Discipline and/or Profession and where applicable the community-at-large.

(4) The candidate will normally have five years of current and relevant experience in a Librarian II role or equivalent.

(5) The candidate’s work must be recognized at the national and international level, establishing her/him as a leader among peers in her/his field.

## **IV. GENERAL GUIDELINES FOR PROMOTION AND TENURE**

The criteria for tenure and promotion through the ranks of Librarians have been established according to the following categories:

- Academic qualifications
- Professional Role
- Service
- Scholarly Activity (tripartite only)

### ***Tenure for Tripartite Faculty***

The basis for tenure is similar to meeting the criteria for Librarian I and includes the following: meeting academic qualifications, a satisfactory record in the professional role, demonstrated professional growth and the promise of future development, satisfactory record of scholarship and the promise of future development, and satisfactory record of service (See Section V for specifics).

### ***Tenure for Bipartite Faculty***

The basis for tenure is similar to meeting the criteria for Librarian I and includes the following: meeting academic qualifications, satisfactory record in professional role, demonstrated professional growth and the promise of future development, and satisfactory record of service (See Section V for specifics).

## V. SPECIFIC CRITERIA FOR PROMOTION AND TENURE

### *Academic Qualifications*

The academic qualifications for tenure and promotion through the ranks of librarian are the same as those for appointment to these ranks, as follows:

<b>Academic Qualifications</b>		
<b>Librarian I - Tripartite</b>	<b>Librarian II – Tripartite</b>	<b>Librarian III - Tripartite</b>
<p>The candidate will have a Master of Library Science (MLS) degree or equivalent, as well as an additional graduate degree in librarianship or relevant subject. Equivalent qualifications and/or research experience will be considered.</p> <p>An example of an equivalent qualification would be a MLS degree plus three peer-reviewed publications, with demonstrated evidence of significant research and scholarly contributions to further librarianship.</p>	<p>The candidate will have a Master of Library Science (MLS) degree or equivalent, as well as an additional graduate degree in librarianship or a relevant subject. Accumulated substantial achievement in research and publishing will be considered as an equivalent qualification to the additional graduate degree.</p> <p>It is normally expected that a candidate for Librarian II will have five years of successful performance at the rank of Librarian I.</p>	<p>The candidate will have a Master of Library Science (MLS) degree or equivalent, as well as a doctorate in librarianship or a relevant subject.</p> <p>It is normally expected that a candidate for Librarian III will have five years of successful performance at the rank of Librarian II.</p>
<b>Librarian I – Bipartite</b>	<b>Librarian II – Bipartite</b>	<b>Librarian III – Bipartite</b>
<p>The candidate will have a Master of Library Science (MLS) degree or equivalent.</p>	<p>The candidate will have a Master of Library Science (MLS) degree or equivalent.</p> <p>It is normally expected that a candidate for Librarian II will have five years of successful performance at the rank of Librarian I.</p>	<p>The candidate will have a Master of Library Science (MLS) degree or equivalent, as well as an additional graduate degree in librarianship or relevant subject. Equivalent qualifications and/or advanced professional knowledge will be considered.</p> <p>It is normally expected that a candidate for Librarian III will have five years of successful performance at the rank of Librarian II.</p>

### ***Professional Role***

The following table lists the criteria established for tenure and promotion to evaluate contributions in their professional role. The items in this table are NOT A CHECKLIST that must be completed. Rather, the items represent examples of objective, documented evidence that may be used to show excellence. As members progress up the ranks, they are expected to make contributions that are increasing in quality or sphere of influence within the local, regional, or global community.

<b>Professional Role</b>		
<b>Librarian I</b>	<b>Librarian II</b>	<b>Librarian III</b>
<ol style="list-style-type: none"> <li>1. Demonstrates effective instruction in the use of information resources through reference services (face-to-face or virtual), including the ability to guide students and faculty in the development of skills in research methodology.</li> <li>2. Uses appropriate instructional materials with respect to volume, level, and currency.</li> <li>3. Provides evidence of organization, presentation, and evaluation of library instructional sessions as evidenced in a teaching portfolio.</li> <li>4. Demonstrates effective communication and cooperation with faculty, staff, students and others in the identification and analysis of user needs to effect improvements in library service.</li> <li>5. Performs all tasks and related activities related to the assigned library functional area(s) of</li> </ol>	<ol style="list-style-type: none"> <li>12. Demonstrates excellence in librarianship, based on criteria 1–11.</li> <li>13. Actively participates in initiating, planning, innovating, organizing and concluding work effectively.</li> <li>14. Actively participates and provides leadership in the coordination of the activities, staff, and resources of the library functional area(s) of responsibility.</li> <li>15. Actively participates in process improvement at the departmental and/or divisional level.</li> <li>16. Mentors faculty.</li> <li>17. Is recognized for professional/pedagogical knowledge at a regional, provincial, and national level.</li> <li>18. Accepts opportunities to share instructional /learning design and professional/pedagogical knowledge and/or</li> </ol>	<ol style="list-style-type: none"> <li>20. Demonstrates and promotes consistent excellence in librarianship, based on criteria 1–18.</li> <li>21. Is recognized for professional/pedagogical knowledge at a national and international level.</li> <li>22. Accepts opportunities to share instructional /learning design and professional/pedagogical knowledge at national and international levels.</li> <li>23. Demonstrates exceptional leadership in the department, division, and among peers.</li> <li>24. Takes a leadership role in process improvement at the departmental and/or divisional level.</li> </ol>

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<p>responsibility.</p> <p>6. Critically reflects on own professional practice and takes action to improve performance.</p> <p>7. Actively participates in the identification, selection, acquisition, cataloguing, and organization of information resources to support the teaching and research programs at the University.</p> <p>8. Demonstrates an ability to manage projects within established scope and timeline, and addresses project issues as they arise.</p> <p>9. Demonstrates an ability to manage multiple projects within conflicting deadlines.</p> <p>10. Demonstrates an ability and willingness to collegially participate in departmental and/or divisional change processes, organizational development, and systems thinking and development activities.</p> <p>11. Provides evidence of professional development activities to maintain currency of professional knowledge.</p>	<p>experience at regional, provincial and national levels.</p> <p>19. Demonstrates excellence in managing projects.</p>	
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### **Service**

There is an expectation that Librarians be involved in departmental, divisional, university, profession/discipline and community service with additional service in a variety of other areas to be recognized. Weight will be given to the significance of participation and scope of involvement.

The following table lists the criteria established for tenure and promotion to evaluate candidates’ contributions in the area of service. The items in this table are NOT A CHECKLIST that must be completed. Rather, the items represent examples of objective, documented evidence that may be used to show excellence. As members progress through the ranks, they are expected to make contributions that are increasingly significant both within TRU and in their profession.

<b>Service</b>		
<b>Librarian I</b>	<b>Librarian II</b>	<b>Librarian III</b>
<ol style="list-style-type: none"> <li>1. Actively participates in departmental committees.</li> <li>2. Contributes to the intellectual/cultural life at TRU (e.g. guest lectures).</li> <li>3. Participates in TRU events.</li> <li>4. Assists in the facilitation and/or organization of scholarly or professional conferences.</li> <li>5. Participates in professional organizations.</li> </ol>	<ol style="list-style-type: none"> <li>6. Demonstrates consistent contribution in service, based on criteria 1–5.</li> <li>7. Takes on a leadership role within the department and/or division (e.g., Chairperson).</li> <li>8. Participates in departmental or divisional Sabbatical; Appointments; Performance Review; and/or Promotion and Tenure committees.</li> <li>9. Assists other faculty in developing their service contributions to the public and academic/professional bodies.</li> <li>10. Allows name to stand for TRU committees (e.g., Senate, Sabbatical, Promotion and Tenure).</li> <li>11. Consistently contributes to TRU committees and events.</li> <li>12. Takes a leadership role in the facilitation and/or</li> </ol>	<ol style="list-style-type: none"> <li>15. Demonstrates outstanding contribution to service, based on criteria 1–14.</li> <li>16. Demonstrates leadership within the department and/or division through consistently outstanding contribution in committees (such as taking the chair role on departmental Sabbatical; Appointments; Performance Review; or Promotion and Tenure committees).</li> <li>17. Provides consistent assistance to other faculty in developing their service contributions to academic/professional bodies.</li> <li>18. Demonstrates consistent efforts in taking a leadership role when contributing to the intellectual/cultural life at TRU (e.g., Chair of TRU committees, Faculty Association Executive).</li> <li>19. Demonstrates consistent efforts in taking a leadership role in the facilitation and/or organization of scholarly or</li> </ol>

	<p>organization of scholarly or professional conferences regionally and provincially.</p> <p>13. Contributes to and/or takes a leadership role in professional organizations at the regional and provincial levels.</p> <p>14. Volunteers at provincial, national, and/or international events related to professional organizations.</p>	<p>professional conferences locally, provincially, nationally, and/or internationally.</p> <p>20. Serves on the executive of provincial, national, and/or international organizations.</p>
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### ***Scholarship (Tripartite)***

Scholarship must inform all the activities of a faculty member. The department also recognizes, however, that scholarship may include a broad range of activities. Thus, while expecting all tripartite faculty members to engage in the publication and presentation of scholarship to their peers, the department subscribes to an inclusive definition of how scholarship may be demonstrated. Candidates may establish a record of scholarship by making contributions to one or more of the following areas of dissemination:

- i. Scholarship of discovery includes peer reviewed publications, such as professional journal articles or creative works, a book, or other appropriate publications (including those in electronic format) intended for a professional / academic audience; the editing of journals and books and the writing of successful grant proposals. Also included in this area, but of lesser importance, are published book reviews, papers delivered at professional meetings and conferences, and readings of creative works.
- ii. Scholarship of integration includes publication of textbooks or other instructional materials as well as books, papers, and articles (including those in electronic format) written for a popular or non-academic audience;
- iii. Scholarship of application includes writing and editing of reports for on-campus and off-campus agencies; significant roles in organizing scholarly or professional meetings; significant contributions to the university, division, or department in terms of curriculum revision, program development, integration of technology into course development projects, developing expanded syllabi and teacher guides to courses and programs, or academic planning and advisement; faculty training, faculty development, and faculty evaluation; significant leadership roles with off-campus agencies; refereeing book manuscripts, journal articles, grant proposals, or competitions for scholarly awards and prizes given by external agencies;
- iv. Scholarship of instructional design includes published books and articles dealing with pedagogical studies; leading staff development sessions and workshops; and the presentation of papers in peer-reviewed venues (conferences, professional meetings, etc.).

<b>Scholarship (Tripartite)</b>		
<b>Librarian I</b>	<b>Librarian II</b>	<b>Librarian III</b>
<ol style="list-style-type: none"> <li>1. Engages in the process of inquiry.</li> <li>2. Identifies researchable questions.</li> <li>3. Conducts inquiry individually and/or collaboratively.</li> <li>4. Publishes papers and/or book chapters for publication in journals or books or resources targeted for the public or specific client groups.</li> <li>5. Disseminates scholarship through presentations at conferences, workshops, etc.</li> <li>6. Reviews peer-review or professional books, textbooks or journal articles.</li> <li>7. Provides evidence of continued education relevant to scholarship.</li> <li>8. Submits proposals for external funding to support scholarship.</li> </ol>	<ol style="list-style-type: none"> <li>9. Demonstrates consistent accomplishments in scholarship, based on criteria 1–8, including a consistent record of publication.</li> <li>10. Demonstrates a program/record of focused scholarship.</li> <li>11. Assists faculty in scholarship development.</li> <li>12. Accepts opportunities to serve on Master’s or Doctoral committees.</li> <li>13. Works collaboratively with others in developing and testing instructional methods and designs.</li> <li>14. Maintains a record of external funding to support scholarship.</li> <li>15. Disseminates scholarly work through presentations at local, regional and national level.</li> <li>16. Publishes in peer reviewed journals or books.</li> </ol>	<ol style="list-style-type: none"> <li>17. Demonstrates a sustained record of success in scholarship, based on criteria 1–17.</li> <li>18. Serves on editorial boards and scholarship review committees.</li> <li>19. Publishes in national and international peer reviewed journals or books.</li> <li>20. Facilitates scholarship at a national and international level.</li> <li>21. Mentors faculty and/or colleagues in the development of scholarship.</li> <li>22. Contributes to the scholarly development of faculty colleagues.</li> <li>23. Demonstrates a sustained record of national and international recognition for scholarship.</li> <li>24. Assumes Principal Investigator in scholarship.</li> </ol>

## VI. APPENDICES

### A. Collective Agreement Articles Relevant to Tenure and Promotion

<b>Article 5 – Appointment of Members</b>	
5.1.1	Ranks — Tripartite appointments
5.1.2	Ranks — Bipartite appointments
5.2.1	Tenure-Track Appointment
5.2.3.1	Tenured Appointment
5.2.3.2	Change in Status from Bipartite or Tripartite Appointment for a Tenured Member
<b>Article 6 – Tenure and Promotion of Members</b>	
6.1	Preamble
6.2	Progression to Promotion
6.3	Progression to Tenure
6.4	Procedures of the Division, Faculty or School Promotion and Tenure Committee Procedures of the University Council Promotion and Tenure Committee
6.5	Action Subsequent to Voting
6.6	Timeline for Tenure and Promotion Process
6.6.8	Annual Report for Decisions on Tenure and Promotion
6.7	University Appeals Committee
6.8	University Appeals Committee Procedures
6.9	Criteria for Academic Designation, Tenure and Promotion
6.10	Definitions of Categories
6.10.5	Professional Roles
6.10.5.2	Scholarship
6.10.5.3	Service
6.10.5.4	Granting of Tenure
6.10.6	Academic Designation
6.10.7	Assistant Professor/Lecturer
6.10.7.1	Associate Professor/Senior Lecturer
6.10.7.2	Professor/Principal Lecturer
6.10.7.3	
<b>Article 10 – Workload</b>	
10.2	Academic Duties and Responsibilities
10.3.6.3	Other Instructional Support
<b>LoU #23 – Transitional Issues</b>	
2.	Tenure
3.	Rank and Promotion
<b>LoU – Librarians’ Standard Workload Plan</b>	

### B. Senate Documents Relevant to Tenure and Promotion.

Principles and Essential Features of Standards Documents

[http://www.tru.ca/shared/assets/Principles and Essential Features of Standards Documents23557.pdf](http://www.tru.ca/shared/assets/Principles_and_Essential_Features_of_Standards_Documents23557.pdf)

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