



## TENURE UNIT STANDARD ROUTING SHEET

In support of the following academic policy statements, tenure unit performance standards will be maintained and made publicly available by the Office of the Provost's Faculty Records Team. Per policy, each of these sets of standards will be reviewed every five (5) years, submitted to the Office of the Provost using this routing form for all signatures.

- APS [900417](#), Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty
- APS [980204](#), Performance Evaluation of Tenured Faculty (Post-Tenure Review)
- APS [820317](#), The Faculty Evaluation System of Tenured and Tenure-Track Faculty
- APS [890301](#), Hiring, Evaluation, Promotion, and Merit for Non-Tenure Track Faculty

Please note the following:

- Use a separate routing sheet for each set of tenure unit standards.
- Submit files in portable document format (PDF) only.
- Ensure the set of standards being submitted ***have been approved*** by the tenure unit ***and*** college dean.

**Tenure Unit:** Library Public Services (LPS)

**College/Unit:**

- |                               |                               |                               |                                |   |
|-------------------------------|-------------------------------|-------------------------------|--------------------------------|---|
| <input type="checkbox"/> CAM  | <input type="checkbox"/> COCJ | <input type="checkbox"/> CHSS | <input type="checkbox"/> COM   | <input checked="" type="checkbox"/> NGL |
| <input type="checkbox"/> COBA | <input type="checkbox"/> COE  | <input type="checkbox"/> COHS | <input type="checkbox"/> COSET |   |

**Standard:**

- Promotion and Tenure     
  Post-Tenure Review     
  Faculty Evaluation System (FES)  
 Non-Tenure Track Faculty Promotion   
  Non-Tenure Track Faculty Annual Evaluation

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**Approved By:**

**Lisa Shen** Digitally signed by Lisa Shen  
 Date: 2025.06.02 13:35:34  
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*Department Chair*

**Eric D. Owen** Digitally signed by Eric D. Owen  
 Date: 2025.06.02 15:37:09  
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*College Dean*

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*Provost & Sr. VP for Academic Affairs*

## **Standards of Performance for Tenure and Promotion**

To be recommended for an award of tenure or promotion, an applicant must document a sustained pattern of professional competence and effectiveness in each Faculty Evaluation System (FES) categories, as defined in the departmental FES standards. In addition, the applicant should have a clearly developed, ongoing strategy for sustaining professional development throughout their career.

Tenure and promotion standards in this document are developed in accordance with the following Academic Policy Statements (APS) and departmental standards:

- APS 900417 – *Faculty Reappointment, Tenure, and Promotion*
- APS 810814 – *Tenets for Faculty Status for Academic Librarians*
- APS 820317 – *Faculty Evaluation System of Tenured and Tenure-Track Faculty*
- Departmental FES Criteria and Standards

These policies and standards documents will be provided to each faculty member at the outset of employment. It is the faculty member's responsibility to know these criteria.

### **Award of Tenure and Promotion to Associate Professor**

Candidates must possess the appropriate terminal degree and normally must have served at least five and one-half (5.5) years as an Assistant Professor. Candidates should demonstrate

- consistency and growth in their librarianship, scholarly activity, professional development, and service to all stakeholders,
- professionalism,
- ability to function as an effective professional in accomplishing the goals of the Department, the Library, and the University, and
- a likelihood of continued excellence.

Furthermore, candidates should demonstrate the following abilities through their work in each FES criteria:

- Work with colleagues in a positive productive manner to accomplish the goals and objectives of the Department, the Library, and the University, e.g., participate on teams/committees to accomplish Library projects and objectives;
- Coordinate the functions of the assigned work area with other areas of the Library to accomplish goals and objectives;
- Develop and maintain cooperative and effective working relationships with administrators, peers, and staff; shares in unit/departmental responsibilities and activities;
- Negotiate and compromise in order to develop/reach workable solutions;

- Collaborate with colleagues in the Library and across campus on specific activities, projects, and approaches.

## **Guidelines for consideration of tenure and promotion to Associate Professor**

### ***Librarianship and Professional Development***

- Satisfactory performance, in accordance with departmental FES standards, as assessed by Director of Library Public Services in consultation with the tenured faculty
- Evidence of development and incorporation of new materials and technology where appropriate
- Evidence of exercising informed, professional initiative and judgment to enhance Library services and augment Library resources
- Increasing participation in planning and development of library programs and activities
- Attendance at or participation in professional conferences, seminars, workshops, short courses, or other educational activities

### ***Research, Scholarly, & Artistic Endeavors***

- Active participation in scholarly achievement as evidenced by a combination of items or activities from the Departmental FES Criteria for Scholarly and/or Creative Accomplishments. During the normal term in rank there should be at least six (6) citations, with at least two (2) being in peer-reviewed or prestigious journals.
- Promise of sustained growth in scholarly activity

### ***Professional Service***

- A record of continuing service to the Library, University, profession, and community.

### **Promotion to Professor**

Candidates must possess the appropriate terminal degree and normally must have served at least five and one-half (5.5) years as an Associate Professor. Candidates should demonstrate

- the highest levels of attainment in the criteria appropriate to their work assignment,
- a history of leadership and cooperation at all university levels, and
- a likelihood of continuing excellence and achievement.

There are two paths for promotion to Professor: Research- and Librarianship-intensive. Candidates on both paths should demonstrate the following abilities through their work in each FES criteria, as defined in the departmental FES standards:

- Function as an effective professional in accomplishing the goals of the Library and the University
- Work with colleagues in a positive productive manner to accomplish the goals and objectives of the Library program and the University, e.g. participates on teams/committees to accomplish Library projects and objectives
- Coordinate the functions of the assigned work area with other areas of the Library to accomplish goals and objectives
- Develop and maintains cooperative and effective working relationships with administrators, peers, and staff; shares in unit/departmental responsibilities and activities
- Negotiate and compromise in order to develop/reach workable solutions
- Collaborate with colleagues in the Library and across campus on specific activities, projects, and approaches

## **Research-Intensive Guidelines for Consideration of Promotion to Professor**

### ***Librarianship and Professional Development***

- Higher than average performance, in accordance with departmental FES standards, as defined by the Director of Library Public Services in consultation with the tenured faculty, in librarianship activities including but not limited to:
  - Library instruction
  - Reference and research consultations
  - Subject liaisonship and outreach
  - Collection development
- Sustained evidence of development and incorporation of new materials and technology where appropriate
- Sustained evidence of exercising informed, professional initiative and judgment to enhance Library services and augment Library resources
- Sustained record of participation in planning and development of library programs and activities
- A record of consistent participation in professional conferences, seminars, workshops, short courses, or other educational activities

### ***Research, Scholarly, & Artistic Endeavors***

- Active participation in scholarly achievement as evidenced by a combination of items or activities from the Departmental FES Criteria for Scholarly and/or Creative Accomplishments. During the normal term in rank there should be least six (6) citations, with at least three (3) being in peer-reviewed and/or prestigious journals.
- Commitment to sustained growth in scholarly activity.

### ***Professional Service***

- A sustained record of continuing service to the Library, University, profession, and community.

## **Librarianship-Intensive Guidelines for Consideration of Promotion to Professor**

### ***Librarianship and Professional Development***

- Higher than average performance, in accordance with departmental FES standards, as defined by the Director of Library Public Services in consultation with the tenured faculty, in librarianship activities including but not limited to:
  - Library instruction
  - Reference and research consultations
  - Subject liaisonship and outreach
  - Collection development
- Sustained evidence of development and incorporation of new materials and technology where appropriate
- Sustained evidence of exercising informed, professional initiative and judgment to enhance Library services and augment Library resources
- Sustained history of leadership in planning and development of library programs and activities.
- A record of consistent participation in professional conferences, seminars, workshops, short courses, or other educational activities

### ***Research, Scholarly, & Artistic Endeavors***

- Active participation in scholarly achievement as evidenced by a combination of items or activities from the Departmental FES Criteria for Scholarly and/or Creative Accomplishments. During the normal term in rank there should be at least four (4) citations, with at least two (2) being in peer-reviewed and/or prestigious journals.
- Commitment to sustained scholarly contribution.

### ***Professional Service***

- A sustained record of continuing service to the Library, University, profession, and community.