

**Standards and Criteria for Retention, Tenure and Promotion
CSU Monterey Bay Library Faculty
Revised SEPTEMBER 2019**

This document comprises the retention, tenure, and promotion standards of performance and evaluation criteria (Department RTP Standards) that shall be used to assess activities of library faculty that contribute to professional growth, library goals, and the university Founding Vision Statement. These standards reflect the unique mix of scholarship and activities of library faculty in the practice of academic librarianship. These standards incorporate sufficient flexibility to allow for and recognize individual contributions, creativity and specialization in professional practice. Library faculty may engage in additional activities described in the appendices to the University RTP Policy.

1. Teaching and Learning

Contributions to Teaching and Learning involve facilitating student learning, critical thought, and inquiry, as well as transmitting, integrating, interpreting, and extending knowledge. In addition, teaching should reveal and develop diverse perspectives, help to facilitate creativity and lifelong learning, and work to integrate various principles central to the vision of CSU Monterey Bay.

Activities to consider in the evaluation of teaching and learning may include, but are not limited to, the following:

Activities Specific to Library Faculty.

- Library faculty provide one-on-one instruction and assistance in locating information in electronic and print resources, selecting databases and formulating search strategies for research, and/or referral to other resources. Library faculty provide research assistance to CSUMB students, faculty and staff, and the general public; research assistance is provided either in person, by phone, or electronically
- Library faculty provide and assess information literacy instruction across the curriculum at all levels of study from general orientation to research methods in an electronic environment to specialized instruction for upper-division and graduate courses. Preparation for information literacy instruction may include collaboration with classroom faculty and instructional support staff, and creation of instructional materials, activities and/or web pages; delivery may be in-class, in the library, online, or via individual research consultations
- Library faculty build and manage the print, media and electronic collections in specific subject areas and serve as subject liaisons to faculty in related departments (known as “collection development.”). Collection development involves evaluating, selecting, and acquiring a core collection of information resources in a variety of formats in support of student learning. This requires an understanding of university curricula and the universe of published works as well as research expertise in specific subject areas
- Library faculty share responsibility for technology-based tools and services that facilitate access to collections and support or enhance student learning. Providing access to the library’s electronic information resources involves acquiring and maintaining access to electronic subscription databases and creating access to information resources via the library’s website. Instructional technology activities include the design, development and delivery of technology-enhanced instruction and research help
- Library faculty assess, improve and refine the effectiveness of information literacy instruction and other library services in support of student learning

Library Faculty RTP Standards and Criteria

Developing Learning Experiences and Resources.

- Developing and revising outcomes-based curriculum and assessment
- Developing print and electronic teaching materials
- Applying Discovery, Creation and Integration to teaching and learning
- Contributing to the achievement of academic department curriculum goals
- Selecting, organizing, and providing access to information resources in support of curricular goals
- Enhancing the accessibility of library collections, resources and services

Professional Development of Teaching.

- Evaluating instructional practice of colleagues
- Reviewing current literature and research in areas of subject expertise
- Attending, contributing to and planning instruction-focused professional development activities
- Developing and improving teaching and assessment methods
- Conducting instructional and classroom research

Table 1. Examples of Teaching and Learning Performance Standards and Ratings for Tenure or Promotion to Associate or Full Librarian

Adequate Performance	Commendable Performance	Outstanding Performance
<p>Demonstrates competent practice of librarianship in support of teaching and learning by:</p> <ul style="list-style-type: none"> - Participating in the delivery of research assistance services, guiding students in research activities - Participating in information literacy instruction at all levels of study - Developing outcomes-based learning resources - Developing library collections in support of the curriculum - Developing locally relevant, technology-based tools and services in support of student learning - Showing improvement in response to peer and student evaluations; - Incorporating the CSU Monterey Bay Founding Vision Statement into support for student learning 	<p>Contributes significantly to teaching and learning through the practice of librarianship by:</p> <ul style="list-style-type: none"> - Attaining excellence in the delivery of research assistance services, guiding students in research activities - Demonstrating excellence in information literacy instruction at all levels of study - Developing significant, relevant outcomes-based learning resources - Developing and managing library collections that effectively support the curriculum and student research - Developing innovative and effective technology-based tools and services in support of student learning - Successfully interpreting, applying or adapting new or innovative practices of librarianship in support of student learning - Engaging in teaching and learning activities that foster diversity, equity and inclusion - Refining and improving practices based on self-reflection, assessment and peer or student evaluations - Making substantial contributions to teaching and learning development workshops that enhance local practice - Collaborating with colleagues from other disciplines on teaching and learning activities 	<p>Through excellence in the practice of librarianship, provides leadership in support of teaching and learning and influences the practice of others by:</p> <ul style="list-style-type: none"> - Providing leadership in and serving as a model for others in the delivery of research assistance services, guiding students in research activities - Demonstrating sustained excellence in information literacy instruction at all levels of study - Developing exemplary outcomes-based learning resources - Developing and managing library collections that contribute significantly to student learning - Planning, organizing and/or leading the development of innovative technology-based tools and services in support of student learning - Developing highly effective new or innovative practices of librarianship in support of student learning - Mentoring faculty in teaching and learning activities - Leading or supporting colleagues in teaching and learning activities that foster diversity, equity and inclusion - Collaborating with colleagues from other disciplines and institutions on the development of teaching and learning materials and activities - Planning, organizing, and leading teaching and learning or curriculum development workshops - Presenting at national teaching and learning conferences

2. Discovery, Creation and Integration

This scholarly activity constitutes academic work that confronts the unknown, seeks new understandings, and/or offers a new perspective on knowledge, through both individual and collaborative work. In academic librarianship, this activity is manifested through transmitting, integrating, interpreting and extending knowledge beyond the library or classroom. In librarianship, such dissemination occurs in the form of professional conference presentations more often than in peer-reviewed publications.

Activities to consider in the evaluation of Discovery, Creation and Integration may include, but are not limited to, the following:

Disseminating Innovations in Academic Librarianship.

- Disseminating creative approaches to methods and practice of librarianship
- Contributing to the development of national or international standards
- Creating and developing electronic resources and software that support student learning, research or enhance access to information resources in subject specialties

Conducting and Disseminating Research

- Conducting research and inquiry;
- Writing books, monographs, textbooks;
- Writing book chapters;
- Editing books;
- Writing papers in refereed journals and conference proceedings;
- Presenting papers at professional meetings;
- Writing translations, abstracts, and reviews;
- Developing critical guides to information resources in subject specialties
- Writing and submitting grant proposals;
- Receiving internal or extramural funding for DCI;
- Successfully involving students in ongoing research.

Library Faculty RTP Standards and Criteria

Table 2a. Examples of Discovery, Creation, and Integration Performance Standards and Ratings for Tenure or Promotion to Associate Librarian

Adequate Performance	Commendable Performance	Outstanding Performance
<p>Initiates and participates in creative and scholarly work by:</p> <ul style="list-style-type: none"> - Presenting at local/regional or state conferences - Progressing towards completion of publications or presentation of contributions to librarianship - Submitting applications/proposals for externally or internally funded grants 	<p>Shows an increasing level of involvement and achievement in creative and scholarly work by:</p> <ul style="list-style-type: none"> - Presenting at state or national conferences - Disseminating substantive contributions to librarianship by publication in peer-reviewed or other reputable publications - Receiving internal or extramural support for discovery, creation, and integration 	<p>Demonstrates a sustained record of significant creative and scholarly achievement by:</p> <ul style="list-style-type: none"> - Giving invited or refereed presentations at state, national, or international conferences - Disseminating significant contributions to librarianship by publication in peer-reviewed or other reputable publications - Receiving significant extramural support for discovery, creation, and integration

Table 2b. Examples of Discovery, Creation, and Integration Performance Standards and Ratings for Promotion to the Rank of Full Librarian, or for Tenure at the Rank of Full Librarian

Adequate Performance	Commendable Performance	Outstanding Performance
<p>Shows an increasing level of involvement and achievement in creative and scholarly work by:</p> <ul style="list-style-type: none"> - Presenting at state or national conferences - Disseminating substantive contributions to librarianship by publication in peer-reviewed or other reputable publications - Receiving internal or extramural support for discovery, creation, and integration 	<p>Demonstrates a sustained record of significant creative and scholarly achievement by:</p> <ul style="list-style-type: none"> - Giving invited or refereed presentations at state or national conferences - Disseminating significant contributions to librarianship by publication in peer-reviewed or other reputable publications - Receiving significant extramural support for discovery, creation and integration 	<p>Demonstrates a continuous record of recognized leadership and significant achievement in creative or scholarly work by:</p> <ul style="list-style-type: none"> - Giving invited or refereed presentations at national or international conferences - Receiving national/international recognition for original and sustained contributions to librarianship published in major peer-reviewed journals, books by recognized publishers, or other notable venues - Receiving awards of major grants and/or carrying out sustained grant activity

3. Professional Application

Library faculty engaged in Professional Application use their academic training and experience to serve the profession of librarianship and the public and contribute to the CSU Monterey Bay Founding Vision Statement. The diversity of external needs, as well as faculty training and experience, leads to many different forms of Professional Application; however, Professional Application activities share all of the following distinguishing characteristics:

a) They contribute to the public welfare or the common good; b) They call upon faculty members' academic and/or professional expertise; c) They directly address or respond to real-world needs; and d) They support the CSUMB Founding Vision Statement.

Activities to consider in the evaluation of Professional Application may include, but are not limited to, the following:

Activities Specific to Library Faculty:

- Actively participating in professional organizations on many levels, contributing as committee members, committee chairs, and officers of local, state and national library organizations;
- Using expertise to benefit the local community through service activities such as literacy tutoring, website development, training, and consultation;
- Partnering and collaborating on projects with K-12, community college and public libraries

Practical Applications.

- Making research understandable and usable in specific professional and applied settings;
- Writing peer reviews for scholarly publications and funding organizations;
- Providing library services to the public;
- Giving presentations for the community;
- Providing education for the community;
- Writing for popular and non-academic publications, including newsletters and magazines directed to agencies, professionals, or other specialized audiences;
- Testifying before legislative or congressional committees.

Participating in Partnerships with Other Organizations.

- Participating in collaborative endeavors with schools, industry, or civic agencies
- Consulting with town, city, or county governments; schools, libraries, museums, parks, and other public institutions; groups; or individuals
- Serving on search committees for community agencies or organizations

Contributing to the Profession.

- Participating in scholarly conferences as panel organizer and/or discussant
- Organizing and directing scholarly conferences, symposia, etc.
- Developing and offering training or professional development workshops on practical aspects of librarianship
- Fulfilling editorial assignments with scholarly and professional publications, including journals, newsletters or electronic media

Table 3a. Examples of Professional Application Performance Standards and Ratings for Tenure or Promotion to Associate Librarian

Library Faculty RTP Standards and Criteria

Adequate Performance	Commendable Performance	Outstanding Performance
<p>Becomes active in community and professional service by:</p> <ul style="list-style-type: none"> - Participating actively in professional organizations at the local/regional level - Participating in offering training or professional development workshops for local and regional libraries - Identifying potential collaborative partnerships with libraries, schools, industry, or other community agencies - Using professional expertise to provide assistance to local or regional communities, agencies, or organizations - Participating in programs or activities that draw upon expertise in librarianship and show promise of enriching the professional, artistic or cultural life of the community - Participating in entrepreneurial or applied research activities that show promise of benefiting the university and community - Providing book or media reviews for professional publications 	<p>Contributes to community and professional service by:</p> <ul style="list-style-type: none"> - Participating in and contributing to professional organizations at the regional or state level - Contributing as a committee chair or other significant role in professional associations - Participating in developing and offering training or professional development workshops for local and regional libraries - Serving as peer reviewer for scholarly publications and funding organizations - Initiating collaborative partnerships with libraries, schools, industry, or other community agencies - Participating in planning or development of community programs and services, based on the faculty member's expertise - Participating in programs or activities that draw upon expertise in librarianship and enrich the professional, artistic or cultural life of the community - Planning or developing entrepreneurial or applied research activities that show promise of benefiting the university and community - Receiving internal or extramural support for professional application 	<p>Demonstrates leadership in community and professional service by:</p> <ul style="list-style-type: none"> - Participating in and contributing substantially to professional organizations at the state or national level - Providing leadership as an officer or in another capacity in professional associations - Taking a leadership role in developing and offering training or professional development workshops for local and regional libraries - Establishing a record as a frequent peer reviewer for important scholarly publications and funding organizations - Establishing and maintaining successful collaborative partnerships with libraries, schools, industry, or other community agencies - Taking a leadership role in development of public services or policies, based on the faculty member's expertise - Planning, developing and participating in programs or activities that draw upon expertise in librarianship and substantially enrich the professional, artistic or cultural life of the community - Developing and conducting entrepreneurial or applied research activities that benefit the university and community - Fulfilling editorial role with professional or scholarly publications - Receiving significant extramural support for professional application

Table 3b. Examples of Professional Application Performance Standards and Ratings for Promotion to the Rank of Full Librarian, or for Tenure at the Rank of Full Librarian

Adequate Performance	Commendable Performance	Outstanding Performance
<p>Contributes to community and professional service by:</p> <ul style="list-style-type: none"> - Participating in and contributing to professional organizations at the regional or state level - Contributing as a committee chair or other significant role in professional associations - Participating in developing and offering training or professional development workshops for local and regional libraries - Serving as peer reviewer for scholarly publications and funding organizations - Initiating collaborative partnerships with libraries, schools, industry, or other community agencies - Participating in planning or development of community programs and services, based on the faculty member's expertise - Participating in programs or activities that draw upon expertise in librarianship and enrich the professional, artistic or cultural life of the community - Planning or developing entrepreneurial or applied research activities that show promise of benefiting the university and community - Receiving internal or extramural support for professional application 	<p>Receives recognition for substantial contributions to community and professional service through:</p> <ul style="list-style-type: none"> - Participating in and contributing substantially to professional organizations at the state or national level - Providing leadership as an officer or in another capacity in professional associations - Taking a leadership role in developing and offering training or professional development workshops for local and regional libraries - Establishing a record as a frequent peer reviewer for important scholarly publications and funding organizations - Establishing and maintaining successful collaborative partnerships with libraries, schools, industry, or other community agencies - Taking a leadership role in development of public services or policies, based on the faculty member's expertise - Planning, developing and participating in programs or activities that draw upon expertise in librarianship and substantially enrich the professional, artistic or cultural life of the community - Developing and conducting entrepreneurial or applied research activities that benefit the university and community - Fulfilling editorial role with professional or scholarly publications - Receiving significant extramural support for professional application 	<p>Receives recognition for substantial and sustained leadership in community and professional service through:</p> <ul style="list-style-type: none"> - Leading and making widely recognized contributions to professional organizations at the state, national or international level - Providing sustained leadership as an officer or in another capacity in a national or international professional association - Developing and leading a program of training or professional development workshops for libraries at a state, national or international level - Developing and managing the peer review process for leading scholarly publications and major funding organizations - Creating and sustaining successful major collaborative partnerships with libraries, schools, industry, or other community agencies - Leading the development of significant public services or policies based on the faculty member's expertise - Developing and leading programs or activities that draw upon expertise in librarianship and substantially enrich the professional, artistic or cultural life of the community - Developing and conducting major entrepreneurial or applied research activities that substantially benefit the university and community - Serving as editor or associate editor of a scholarly or professional journal - Receiving awards of major grants and/or carrying out sustained grant-funded professional application activity

4. University Service

University Service includes service to the department, university and CSU system. Faculty engaged in University Service contribute to the shared governance system and institutional development through a variety of activities including service on committees, task forces, policy advisory bodies, and the development and management of academic programs.

Activities to consider in the evaluation of University Service may include, but are not limited to, the following:

Activities Specific to Library Faculty.

- The coordination and oversight of library services, programs and activities, described above under Teaching and Learning, also constitutes primary service to the library and the university
- Much collaborative activity occurs “behind the scenes” in the library: service on and facilitation of internal committees and work groups, planning and evaluation work, communication and other administrative tasks
- Library faculty serve on search committees for faculty, staff and administrators both within the library and campus-wide
- Tenured library faculty may serve on the library or other department RTP committees
- Library faculty participate in CSUMB faculty governance and university-wide committees, serving as senators, members and officers of Academic Senate committees, officers of CFA, etc.

Governance.

- Fulfilling administrative responsibilities at the system, university or department level
- Contributing to university and library policy development and governance
- Developing and coordinating library services

Academic and Faculty Development.

- Mentoring other faculty members
- Participating in library and university search committees
- Establishing and maintaining effective, collaborative working relationships with colleagues and other university personnel
- Participating in library program development and assessment
- Organizing, directing and/or implementing faculty development activities

Student Support and Curriculum Development.

- Advising student organizations
- Contributing to the development and improvement of the CSUMB outcomes-based curriculum
- Developing and maintaining services and programs that support the curriculum
- Developing outreach activities and programs that enhance the university’s ability to serve the needs of a diverse and non-traditional student body

University-wide Services.

- Collaborating with the campus community on projects, workshops, presentations, and other campus activities
- Facilitating presentations and/or performances that integrate residential living and learning on campus

Table 4a. Examples of University Service Performance Standards and Ratings for Tenure or Promotion to the Rank of Associate Librarian

Adequate Performance	Commendable Performance	Outstanding Performance
<p>Becomes involved in University Service by:</p> <ul style="list-style-type: none"> - Participating in coordination and/or supervision of library services, programs and activities - Participating in planning and development of library programs or services - Participating in the university’s shared governance, including membership on university-wide committees, task forces or advisory bodies - Participating in the university’s services to a diverse and non-traditional student body - Collaborating with colleagues within the library and across campus 	<p>Contributes actively to the University by:</p> <ul style="list-style-type: none"> - Effectively coordinating and/or supervising library services, programs and activities - Effectively participating in planning and development of library programs or services - Effectively participating in the university’s system of shared governance, including contributions to university-wide committees, task forces or advisory bodies - Helping to advance the university’s ability to serve the needs of a diverse and non-traditional student body - Successfully collaborating on at least one project with colleagues from other learning communities - Supporting student organizations 	<p>Provides campus leadership by:</p> <ul style="list-style-type: none"> - Demonstrating exceptional coordination and/or supervision of library services, programs and activities - Developing and implementing effective library programs or services - Taking a leadership role in the university’s system of shared governance, including university-wide committees, task forces or advisory bodies - Advancing the university’s ability to serve the needs of a diverse and non-traditional student body - Developing and sustaining effective collaborative projects with colleagues across campus - Effectively mentoring other faculty - Sponsoring successful student organizations

Table 4b. Examples of University Service Performance Standards and Ratings for Promotion to the Rank of Full Librarian or for Tenure at the Rank of Full Librarian

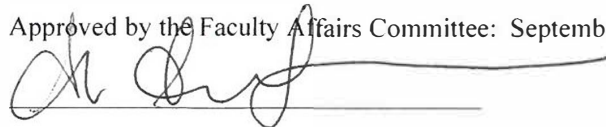
Adequate Performance	Commendable Performance	Outstanding Performance
<p>Contributes actively to the University by:</p> <ul style="list-style-type: none"> - Effectively coordinating and/or supervising library services, programs and activities - Effectively participating in planning and development of library programs or services - Participating in the university’s system of shared governance through effective service on university-wide committees, task forces or advisory bodies - Helping to advance the university’s ability to serve the needs of a diverse and non-traditional student body - Successfully collaborating on at least one project with colleagues from other learning communities - Supporting successful student organizations 	<p>Provides substantial, sustained contributions to the University by:</p> <ul style="list-style-type: none"> - Demonstrating exceptional coordination and/or supervision of library services, programs and activities - Developing and implementing effective library programs or services - Participating actively and effectively in the university’s system of shared governance through sustained, increasingly significant service on faculty committees and in other roles - Advancing the university’s ability to serve the needs of a diverse and non-traditional student body - Successfully collaborating on more than one project with colleagues from other learning communities - Sponsoring or advising successful student organizations 	<p>Provides sustained leadership and significant contributions to the University by:</p> <ul style="list-style-type: none"> - Demonstrating exemplary coordination and/or supervision of library services, programs and activities - Developing and implementing exemplary library programs or services - Taking a substantial leadership role in the university’s system of shared governance, by serving as an officer of the faculty senate, chair of a senate committee, or chair of a significant special committee - Developing programs and outreach activities that significantly enhance the university’s ability to serve the needs of a diverse and non-traditional student body - Organizing and promoting collaborative efforts with colleagues across learning communities - Serving as a role model for faculty and providing effective mentoring - Sustaining a sponsorship or advisory role with student organizations

Library Faculty RTP Standards and Criteria

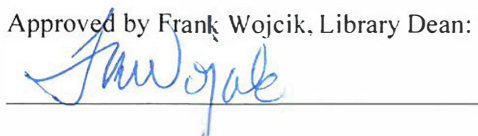
These standards and criteria replace the version dated January 17, 2015. This document shall be assessed as needed to determine its effectiveness and appropriateness.

Adopted by the Library Faculty: August 20, 2019

Approved by the Faculty Affairs Committee: September 5, 2019



Approved by Frank Wojcik, Library Dean: September 6, 2019



Approved by Fran Horvath, Interim Provost: September 6, 2019