Librarian Tenure Track Rank Matrix

Mastery of Subject Material	Assistant Librarian *For reappointment within rank*	Senior Assistant Librarian *To be promoted or reappointed within the rank*	*To be promoted to Associate Librarian*	Continuing Appointment ***	*To be promoted to Librarian*
**Acceptable ** **	(Acceptable Discipline-Specific Credentials) *	(Acceptable Discipline-Specific Credentials) *	(Acceptable Discipline-Specific Credentials) *	(Acceptable Discipline-Specific Credentials) *	(Acceptable Discipline-Specific Credentials) *
**Preferred ** **	(Preferred Discipline-Specific Credentials) *	(Preferred Discipline-Specific Credentials) *	(Preferred Discipline-Specific Credentials) *	(Preferred Discipline-Specific Credentials) *	(Preferred Discipline-Specific Credentials) *

Scholarship **Examples of Acceptable Activities for Scholarship ******	**Assistant Librarian** *For reappointment within rank*	**Senior Assistant Librarian** *To be promoted or reappointed within the rank*	*To be promoted to* **Associate Librarian**	**Continuing Appointment *****	*To be promoted to* **Librarian**
An accompanying list is provided with activities that would be considered acceptable in the different evaluation criteria categories. It is not a fully comprehensive list of activities. Multiple achievements can be from the same category. A faculty member may offer another type of activity. As faculty move through the ranks we would expect demonstration of coherence in the program of scholarship and increased productivity. 1. Publications in your field (books, journals, trade magazines, technical manuals, etc.) 2. Professional presentations at conferences, workshops, seminars, etc. 3. Application for and/or receipt of external grants that contribute to the college and/or program of research 4. Perform research / designs / developments / obtain or submit for patents 5. Engage students in projects/research that lead to a thesis and/or presentation 6. Teach professional classes/seminars/webinars 7. Peer-reviewed contributions to pedagogy (teaching) including lab manuals, OER textbook design, workbooks, video production, etc. 8. Peer review of journal articles, conference submissions, textbook chapters, book proposals, monograph, etc. 9. Collaborative work with industrial partner on project 10. Professional review (accreditation reports, program evaluations, conference submission panel, etc.) 11. Terminal degree – published dissertation or thesis 12. Other	Shows potential toward achievements in at least one item listed in the first column	Evidence of initial contributions to the field. Increasing productivity is expected with each reappointment and/or promotion.	Evidence of ongoing contributions to the field.	Evidence of ongoing contributions to the field.	Evidence of sustained contributions within the field
Statement of Scholarly Activities	**Required**	**Required**	**Required**	**Required**	**Required**

Effectiveness in Librarianship	Assistant Librarian *For reappointment within rank*	Senior Assistant Librarian *To be promoted or reappointed within the rank*	*To be promoted to* Associate Librarian	Continuing Appointment ***	*To be promoted to* Librarian
Demonstrate applicable expertise in core discipline and/or specialized field	Recommended	Required	Required	Required	Required
Demonstrate compliance with all departmental assessment requirements	Required	Required	Required	Required	Required
Demonstrate contributions toward department's mission of access and support for student retention and engagement	Recommended	Required	Required	Required	Required
Peer observation/feedback from an experienced colleague (can be outside of department)	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition
Peer mentoring	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition
Awards, Letters, Commendations	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition

Effectiveness of University Service Examples of Acceptable Activities for University Service ****	Assistant Librarian *For reappointment within rank*	Senior Assistant Librarian *To be promoted or reappointed within the rank*	*To be promoted to* Associate Librarian	Continuing Appointment ***	*To be promoted to* Librarian
1. Governance work 2. Club advising 3. Student advising 4. Accreditation reports 5. Peer review 6. Search committees 7. Union Chapter Leadership 8. Community, Public and/or Professional Service 9. Program development	Include a description of role and/or duties as it relates to university service (examples that can be included: letter from committee chair, artifacts of work on committee, attendance at meetings)	Demonstrates active service at the program, department, school, university, and/or community levels Include a description of role and/or duties as it relates to university service (examples that	Demonstrates active service at the program, department, school, university, and/or community levels Optional leadership roles in this area and makes notable	Demonstrates active service at the program, department, school, university, and/or community levels Optional leadership roles in this area and makes notable	Demonstrates leadership in service at the program, department, school, university, and/or community levels Takes on leadership roles in this area and makes notable

	Assistant Librarian	Senior Assistant Librarian	To be promoted to Associate Librarian	Continuing Appointment ***	To be promoted to Librarian
10. Recruitment Activities (ex: open house and admitted student days) 11. Department Chair/Program Director 12. Public relations activities 13. Web site updates 14. IAB, FAR, FAM 15. Peer review of journal articles, conference submissions, textbook chapters, book proposals, monograph, etc. 16. Service on doctoral committees 17. Professional review (accreditation reports, program evaluations, conference submission panel, etc.) 17. Other – as approved by the department (Note – these would not be acceptable as required items: 1. Student independent study 2. Membership in professional organizations		can be included: letter from committee chair, artifacts of work on committee, attendance at meetings)	contributions beyond the program level Include a description of role and/or duties as it relates to university service (examples that can be included: letter from committee chair, artifacts of work on committee, attendance at meetings)	contributions beyond the program level Include a description of role and/or duties as it relates to university service (examples that can be included: letter from committee chair, artifacts of work on and contributions to committees	contributions beyond the program level Include a description of role and/or duties as it relates to university service (examples that can be included: letter from committee chair, artifacts of work on and contributions to committees

Continuing Growth Examples of Acceptable Activities for Continuing Growth ****	Assistant Librarian *For reappointment within rank*	Senior Assistant Librarian *To be promoted or reappointed within the rank*	*To be promoted to* Associate Librarian	Continuing Appointment ***	*To be promoted to* Librarian
1. Take classes 2. Activities to obtain degree 3. Activities to obtain/maintain professional licensure 4. New technology and other discipline-related training 5. Certifications 6. Professional society involvement 7. Attendance at conferences 8. Additional activities	Provide summary of how portfolio in total, career goals, and other activities not outlined in portfolio, demonstrates continual professional growth as a faculty member	Provide summary of how portfolio in total, career goals, and other activities not outlined in portfolio, demonstrates continual professional growth as a faculty member	Provide summary of how portfolio in total, career goals, and other activities not outlined in portfolio, demonstrates continual professional growth as a faculty member	Provide summary of how portfolio in total, career goals, and other activities not outlined in portfolio, demonstrates continual professional growth as a faculty member	Provide summary of how portfolio in total, career goals, and other activities not outlined in portfolio, demonstrates continual professional growth as a faculty member

* **All earned degrees must be from a regionally accredited institution**. International degrees will be evaluated on a case-by-case basis.

** All individual letters of initial appointment shall govern and supersede the acceptable/preferred credentials where the initial letter of appointment and the credential under Master of Subject Matter columns are in conflict. The Mastery of Subject Materials columns presents "acceptable" and "preferred" qualifications. Candidates may fit into one column or the other depending on the program and classes to which they were hired to teach and the industry which they represent.

*** While promotion to Associate Librarian and Continuing Appointment (Tenure) are based on performance expectations that are similar, decisions may be made on different time tables. Continuing Appointment (Tenure) is not considered a rank, but reflects permanency.

**** An accompanying table is provided that contains activities that would be considered acceptable in the different evaluation criteria categories. This table does not contain a fully comprehensive list of activities. A faculty member may have another type of activity that would be considered acceptable. As faculty move through the ranks we would expect that the degree of activity and significance of activity increases.

****Table of Examples of Acceptable Activities for Scholarly Achievements, University Service, and Continuing Growth

Scholarly Achievements	Effectiveness of University Service	Continuing Growth
1. Publications in your field (books, journals, trade magazines, technical manuals, etc.) 2. Professional presentations at conferences, workshops, seminars, etc. 3. Application for and/or receipt of grants that contribute to the college and/or professional growth 4. Perform research / designs / developments / obtain or submit for patents 5. Engage students in projects/research that lead to a thesis and/or presentation 6. Teach professional classes/seminars/webinars **7.** Peer-reviewed contributions to pedagogy (teaching) including lab manuals, OER textbook design, workbooks, video production, etc. 8. Peer review of journal articles, conference submissions, textbook chapters, book proposals, monograph, etc. 9. Collaborative work with industrial partner on project 10. Professional review (accreditation reports, program evaluations, conference submission panel, etc.) 11. Terminal degree – published dissertation or thesis 12. Other	1. Governance work 2. Club advising 3. Student advising 4. Accreditation reports 5. Assessment 6. Peer review 7. Search committees 8. Union Chapter Leadership 9. Community and/or Public Service 10. Program development 11. Recruitment Activities (ex: open house and admitted student days) 12. Department Chair/Program Director 13. Public relations activities 14. Web site updates 15. IAB, FAR, FAM 16. Service on doctoral committees 16. Other – as approved by the department	1. Take classes 2. Activities to obtain degree 3. Activities to obtain/maintain professional licensure 4. New technology and other discipline-related training 5. Certifications 6. Professional society involvement 7. Attendance at conferences 8. Additional activities