

GUIDELINES FOR ACTIVITIES AND DOCUMENTATION
WITH RESPECT TO THE
REAPPOINTMENT AND PROMOTION OF LIBRARY FACULTY

These guidelines were prepared and updated by the Library Faculty Personnel Policy and Affirmative Action Committee with guidance from the Library Faculty in an effort to assist faculty members in compiling documentation for their personnel files and their reappointment/promotion packets. It should be noted that the information presented is intended to provide guidance and is not intended to be all inclusive. Faculty members are advised to discuss these guidelines with their Unit Director/AUL and other senior colleagues when applying them to their particular positions. These guidelines should be used in conjunction with the Academic Reappointment/Promotion Instructions for University Library Faculty, issued annually by the University Administration. It is recommended that candidates collect documentation as it is created and that faculty members select representative documentation judiciously when preparing their reappointment/promotion packets.

This document is reviewed as needed, by the Library Faculty Personnel Policy and Affirmative Action Committee, the Advisory Committee on Appointments and Promotions and others responsible for faculty personnel actions.

Librarianship

Faculty members with appointments as librarians are required to concentrate their primary efforts on achievements, as appropriate to their appointments, in one or more of the major areas of the library profession: collection development, technical and automated services, and user services.

Activities that demonstrate accomplishments in the principal areas of responsibility may include any in a wide spectrum.

Examples of activities within all three areas are:

Effective leadership and management of library operations and personnel

Development and implementation of new and revised policies and procedures for information access and control, collection development and collection management, and services to meet user needs and the libraries' priorities

Increasing the use of appropriate technologies in library operations and services.

Examples of activities within the area of collection development are:

Development of effective communications with teaching and research departments, institutes and centers to coordinate development of the collections with curriculum and research priorities

Development of subject specific bibliographies and/or web-based research guides

Selection of materials in specified subject areas and/or formats

Evaluation and assessment of specified areas of the collection to determine collection strengths and weaknesses and preservation needs

Examples of activities within the area of technical and automated services are:

Coordination of the acquisition of library materials and information resources

Original cataloging of materials in specified subject areas and/or formats

Initiation, development and implementation of innovative, efficient and cost-effective processes and/or technology to enhance user access to information

Examples of activities within the area of user services are:

Bibliographic instruction through formal and informal courses, seminars or orientation sessions in library research methods. Includes initiatives for integration with distance learning

Collaboration with researchers on all levels

Collaboration with teaching faculty in developing innovative information delivery techniques

Developing user skills in information literacy and research methods

Effective provision of general and specialized reference service and consultation

Examples of documentation for librarianship include:

Peer/user letters solicited by Unit Director or AUL

Acknowledgments and evaluations from library users within the university community and others

Acknowledgments in published works

Internal reports, lectures and programs reflecting current trends which enable the libraries to provide excellence to the academic community

Planning, policy, training and procedural documents proposed, initiated and/or implemented

Research guides, bibliographies, and other instructional aids

Successful funding proposals in support of library programs

Scholarship

Active scholarship should be a fundamental endeavor of all members of the faculty. Scholarship, including basic and applied research, means in-depth study and learning in a specific field and inquiry and experimentation designed to make direct contributions to knowledge in that field.

Examples of activities are:

(Refer to Form I-L in the Academic Reappointment/Promotion Instructions for University Library Faculty for how to cite the following types of items. Individual contributions to collaborative efforts should be detailed to show the work of the candidate.)

Published books:

 Authored
 Joint authored
 Edited
 Chapters in books

Editorship of special issue of a journal

Journal articles (refereed)

Journal articles (not refereed)

Electronic publications (refereed)

Electronic publications (not refereed)

Notes, book reviews, abstracts

Reviews of non-print media and electronic resources

Articles in published Conference Proceedings

Conference presentations, lectures, demonstrations

Works accepted or in press

Work in progress and/or items not yet accepted

Competitive fellowships and awards

Grant support appropriate to the librarian's research

Patents

Creation and/or development of digital projects showing original scholarship.

Examples of such include; databases, instructional media, software design, websites and electronic journals and encyclopedias

Researched and mounted scholarly exhibits

Theses and/or dissertations completed for additional graduate degree

Examples of documentation for scholarship include:

Copies of scholarly works

Excerpts from websites and descriptions of digital projects with appropriate web citations

Excerpts of appropriately annotated computer code

Software architecture, systems and applications documentation

Reviews of candidate's scholarly work

Exhibit catalogs, printed programs/guides

Conference programs

Successful grant, prize and award notification letters

Service

Service includes the contributions a faculty member makes to the academic profession, to the university, and to society at large.

Examples of activities are:

Participation in professional or scholarly associations as evidenced by committee assignments and offices held.

Planning for and/or leadership in conference programs, institutes, and workshops

Membership on editorial boards

Refereeing of scholarly works

Reviewing of grant proposals

Membership on expert committees

Membership on search committees

Serving as a fellow of one of the New Brunswick Colleges

Teaching, other than bibliographic instruction

Membership on university and library committees

Community service in organizations outside the university

Examples of documentation for service include:

List of memberships, with full names of groups, detailing level of participation, whether elected or appointed, and level of position (i.e., local, state, regional, national), offices held and dates of office

Committee or task force reports, detailing the role of the candidate

Copies of programs of conferences, workshops, etc., arranged or chaired, with identity of sponsoring organization, date performed, and detailing the role of the candidate

List of courses taught with brief description of subject areas covered

Evaluations of teaching

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