CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
REAPPOINTMENT, TENURE, AND PROMOTION (RTP) CRITERIA AND PROCEDURES
UNIVERSITY LIBRARY

GUIDING PRINCIPLES

University Library Mission and Vision

Mission - As an integral part of CSU Dominguez Hills (CSUDH), the University Library strengthens and enhances the University's research, teaching, and public service programs. The University Library develops, organizes, preserves, interprets, and promotes the use of research and informational resources in all formats appropriate to the mission of the University. The Library facilitates access to information through the acquisition of materials; the sharing of resources via local, national, and international networks; the effective application of technologies; and, the provision of quality informational services and user education programs.

Vision – The CSU Dominguez Hills Library is committed to providing exceptional service to our students and faculty. We are dedicated to advancing learning and literacy, creating new knowledge, promoting intellectual freedom and freedom of inquiry, and enhancing access to recorded knowledge and information.

CRITERIA FOR REAPPOINTMENT, TENURE, AND PROMOTION OF UNIVERSITY LIBRARY FACULTY

I. Criteria for Evaluation

The Association of College and Research Libraries (ACRL) is the professional association for academic libraries, and the set of guidelines it provides for RTP evaluations is the standard nationwide. These guidelines state that although library faculty should be assessed "on the basis of their contribution to scholarship, the profession of librarianship, and library service," the most important contribution of library faculty is their ability "to perform professional level tasks that contribute to the educational and research mission of the institution."
(http://www.ala.org/acrl/standards/promotiontenure)

As such, librarian faculty at California State University, Dominguez Hills will be assessed using the following criteria:

- Successful performance of professional achievement
- Professional growth, scholarship, or creative activity
- Effective functioning in the institution and community

Although no one of these criteria should stand alone, professional performance and professional growth provide the clearest evidence that faculty members are meeting the Library mission to "develop, organize, preserve, interpret, and promote the use of research and informational resources" on campus, as described above.

II. Degree Requirements
A master's degree in Library Science, Information Science or Library and Information Science from a graduate program accredited by the American Library Association (or equivalent) is required of all Library faculty at California State University, Dominguez Hills for reappointment, tenure, and promotion and is the terminal degree.

III. Professional Achievement Illustrations
The Library faculty shares the University's goals and contributes to fulfillment of the campus mission in the areas of education, scholarship, and service. However, criteria for evaluating librarians must be especially tailored to meet the requirements, organization, and mission of the University Library and to describe qualities and responsibilities appropriate for faculty who are academic members of the library profession. Both the professional environment and work of librarians are different from those of classroom faculty. In an environment of constant change, the work of librarians requires the continued acquisition and application of practical and theoretical knowledge and abilities unique to the profession of librarianship, and may vary depending on functional specialization within the Library. The factors used in the assessment of librarians for professional competence and advancement must capture these unique professional and academic elements and responsibilities.

The diverse operations of the University Library may require Library faculty members to specialize in one or more areas of librarianship (as noted below). As faculty members complete their self-evaluation, they should note how their work meets the needs of the area(s) in which they work, as well as relate it to the overall areas of professional performance, scholarship and creative activity, and functioning in the community. These areas, as defined by various CSU campuses (e.g., Fullerton and Sonoma State) include:

- **Archives and Special Collections**: collects, arranges, and maintains materials documenting campus history and culture; collects materials of significant interest to campus, local, and academic communities; works to preserve materials while also allowing appropriate access to researchers; create exhibitions and displays to highlight holdings.
- **Cataloging and Technical Services**: applies nationally-accepted standards and practices to the description, cataloging, classification, and organization of collection materials and resources; adapts cataloging of new materials to ensure consistency with existing materials in the collection.

- **Collection Development**: evaluates University needs regarding materials (in print and online formats); orders materials that help the Library support the University curriculum.
- **Outreach**: creates partnerships with groups both inside and outside the University to enhance the Library's position on campus and in the community.
- **Reference and Instruction**: provides research assistance (including in-person, electronically, or telephone); provides bibliographic instruction to individuals and groups; assesses needs of particular groups, and designs materials to improve information literacy.
- **Systems and Technology**: maintains and updates technological structure, applications, and interfaces which allow appropriate access to Library information and resources.

Evaluation of achievements and innovations must be based on documented evidence obtained from the candidates themselves, Library and University colleagues, and from students. Illustrations may be adapted to fit the needs of individual departments within the University Library, along with evidence. Submitted evidence must be relevant to the University Library, the University, the CSU System, or the profession.

The following list is illustrative of professional achievement but is not exhaustive. This list should be viewed as an attempt to show examples of the duties which librarian faculty perform that are essential to the University Library, CSU Dominguez Hills, the CSU System and the wider communities the Library serves.

A. Evidence of professional achievement or teaching effectiveness.

Examples of professional achievement or teaching effectiveness may include but are not limited to:

- Instructing students and faculty in research methods through lectures, workshops, or credit-bearing courses either within or related to the discipline of library and information science.
- Identifying core classes and implementing instruction to all sections of a targeted research class in specific discipline(s); developing pedagogical improvements such as a new or unique approach to instruction; collaborating with instructional faculty or departments in instruction or curriculum development.
- Identifying, developing, implementing and assessing information technologies that support the activities and services of the University Library; troubleshooting integrated library systems, databases or networks; monitoring new information technology developments and implementing or integrating new technology with existing systems.
- Providing reference assistance to students, faculty, staff, and members of the community in person or remotely, e.g., consulting with students or faculty to

offer research support and instruction; applying knowledge of and using search techniques to access print and electronic sources.

- Demonstrating knowledge of and applying quantitative and qualitative assessment methodologies to University Library services and programs.
- Developing and maintaining instructional resources, e.g., discipline or course research guides, instructional handouts and tutorials; providing electronic/virtual instruction and information.
- Selecting and acquiring Library resources for curricular or research support; developing the Library's resources and research collections; managing Library funds; liaising with subject faculty and departments.
- Performing outreach to special populations, e.g. parents, students in special programs, high school students, visiting scholars; promoting Library resources and services to local and academic communities.
- Developing and utilizing bibliographic and information systems to facilitate access to information; applying nationally recognized standards and practices to the description, cataloging, and classification of Library materials.
- Collecting, arranging, describing, and preserving materials that have unique historical, artistic, or scholarly value to the campus and community; making materials available to researchers as appropriate; creating exhibitions or displays to highlight collections.
- Maintaining the Library's Internet presence through electronic communication, social media, and development of web pages; developing or improving tools or systems for making University Library resources and facilities more accessible to students and faculty.

B. Evidence of Research, Scholarship and Creative Activity

Like all CSU faculty, the Library faculty member is expected to show evidence of growth in research, scholarship, and creative activity (RSCA) as expressed in the university RTP document. This evidence should reflect active and ongoing engagement with current issues in librarianship and information literacy, particularly as it promotes the mission of the University Library and the campus at large. In the self-evaluation process, the Library faculty member should explain the contribution of any evidence submitted, and how it reflects professional growth.

The evidence submitted in fulfillment of the RSCA requirement should reflect some form of peer review. In this context, peer review may be understood to mean review by official bodies, including (but not restricted to):

- Editorial boards
- Campus organizations
- Professional societies
- Granting agencies

- Theses and dissertation committees
- Conference and special event organizers

Documentation may include queries, invitations to make presentations, letters, emails, grant proposals, or other forms reflecting process of negotiation. Ideally, the Library faculty member will provide peer review or evidence of impact: this may include published reviews, evaluation by granting agency, assessment by students and fellow faculty, and other forms of audience feedback.

i. Research and Publication

The Library faculty member is encouraged to exhibit professional contribution through publication. This allows the faculty member to share ideas, insights, creativity, service, and scholarly work with colleagues within the profession as well as other disciplines. Work that has been published, or completed and accepted, is considered the strongest evidence, but the faculty member may also submit works in progress that reflect a contribution to the profession, the campus or Library, or to the faculty member's scholarly standing. Works that have not been completed or scheduled for publication must be made available in a format that can be shared and evaluated by colleagues.

Evidence of research or publication may include (but is not restricted to):

- Articles or chapters in refereed journals, books, or proceedings related to the library profession
- Editorial responsibilities for publications having local, state, or national distribution, and which serve informational or bibliographical needs
- Translations of scholarly work into other language or media
- Curatorial work on exhibits or other public projects
- Theses and dissertations
- Digital projects
- Reviews
- Grant applications and proposals for scholarly or professional activity
- Creative work

ii. Presentations

Conferences, workshops, and professional meetings provide the Library faculty member the opportunity to present research and scholarly work directly to peers in the scholarly community. Evidence may include (but is not restricted to) participation in the following:
- Conferences and professional meetings
- Poster sessions
- Workshops
- Seminars

- Symposia
- Continuing formal or informal course of study via coursework, workshops, or webinars

Evidence should include some sense of audience, selection process, and evaluation criteria. The faculty member should indicate if the presentation was intended for a local, state, national, or international audience. There should be a description of the competitive level of the event, including whether presentation was refereed, juried, or invited. Evidence should also indicate peer assessment of the presentation, including (but not restricted to):
- Conference evaluations
- References or commentary in other published works
- Citation in professional bibliographies and articles
- Student feedback, as evidenced through written evaluations, emails, surveys, etc.

If faculty member played a role in organizing, moderating, chairing, or facilitating the event, evidence of that should be submitted as well.

C. Effective Functioning in the Institution and the Community

The Library faculty member is expected to participate in activities that benefit the Library, campus, or community. While a wide range of activities may be accepted as evidence, it is the responsibility of the faculty member to show how the activities promote the mission and goals of the Library, benefit the institution, or contribute to the vitality of the community.

i. Effective Functioning in the Library

Beyond the everyday requirements of her/his position, the Library faculty member should participate in activities that benefit the Library. These activities may include (but are not restricted to):
- Service on Library committees
- Authorship or revision of Library policies and procedures
- Taking on responsibilities beyond those described in job description
- Volunteering for assignments in other areas of the Library
- Representing the Library in campus-wide events
- Training or supervising interns and volunteers

Evidence of such activities may include (but is not restricted to):
- E-mail correspondence with committee chair or other members
- Committee meeting minutes with the Library faculty member's name on the attendance list or in the comments

- Thank you letters or other acknowledgements stating involvement in the event or assignment

ii. Effective Functioning in the Institution

The individual faculty member should show evidence of contributing to the scholarly, organizational, or social life of the campus or CSU system. These activities may include (but are not restricted to) participation in the following:
- Campus-wide or system-wide committees
- Faculty governance
- Student research or thesis/dissertation activities
- Teaching classes outside the library discipline
- Student organizations
- Campus or system outreach activities
- Activities that enhance University's ability to attract, retain, and graduate students.

Evidence of such activities may include (but is not restricted to):
- E-mail correspondence with committee chair or other members
- Meeting minutes with the Library faculty member's name on the attendance list or in the comments
- Thank you letters or other written acknowledgements stating involvement in the event, organization or activity

iii. Effective Functioning in the Community

The Library faculty member may find many ways to participate in and serve various communities (local, cultural, academic, etc.). Ideally, evidence submitted will document activities that utilize the faculty member's special skills, have educational value, or promote the mission and goals of the Library, campus, or CSU system. These activities may include (but are not restricted to) participation in the following:
- Local, state, and national boards or committees
- Civic and professional organizations
- Community service organizations
- Schools
- Cultural organizations

Evidence of such activities may include (but is not restricted to):
- E-mail correspondence with committee chair or other members
- Committee meeting minutes with the Library faculty member's name on the attendance list
- Thank you letters or other written acknowledgements stating involvement in the event, organization or activity

IV. Unusually Meritorious

Library faculty members may apply to be recognized as Unusually Meritorious and be considered for early tenure when they show evidence of outstanding achievements in at least 2 of the 3 areas described above.

The CSUDH criteria for Unusually Meritorious recognition are available in document AAPS041.001, located online at http://www.csudh.edu/fad/rtp/documents/AAPS041-001_Unusually%20Meritorious.pdf
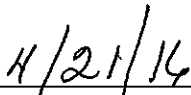
V. Periodic Revision to the Library RTP Policy

Librarians must adapt and update their skills and knowledge periodically in response to ongoing technological and social changes. At least once in every five year period, tenured University Library faculty will review and may revise the criteria listed in this document.

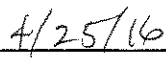Approved by the CSUDH Library Faculty, February 4, 2013

_____   4/21/16
Dean, University Library   Date

_____   4/25/16
Provost & Vice President, Academic Affairs   Date