

# Criteria and Guidelines for Librarian Faculty Promotion

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The following guidelines represent the official position on Librarian Faculty Promotion for Gumberg Library, Duquesne University – July 1, 2011.

These guidelines are based on Appendix A: Criteria and Guidelines for Promotion, Tenure, and Third Year Review of the Duquesne University Faculty Handbook, as well as standards and guidelines for promotion within the academic librarian profession.

Questions of interpretation of these criteria and guidelines should be discussed with the University Librarian at the time of their occurrence.

Part I of this document has been designed to provide examples and illustrations of indicators which may be used by Gumberg Library Peer Review Committees and the University Librarian. It should be considered as descriptive of the type of characteristics often exhibited by Librarians at each professional level<sup>1</sup> in the areas of librarianship, scholarship, and service. It is not expected that Librarians will possess all of the traits noted within. In addition, the descriptions contained in Part I are meant to be illustrative. Librarians may possess other important attributes which contribute to their development as librarians and scholars.

## Definition

All full-time Librarians at Gumberg Library (hereafter called Librarians) have non-tenure track status. Librarians meet the Gumberg Library criteria for appointment related to librarianship, scholarship, and service. Their primary focus will be on librarianship with contributions to scholarship and service.

## Policies

1. All Librarians hired after January 1, 2008 will participate in the system of advancement described in this document.
2. Newly hired Librarians will be placed into the appropriate level based on documented professional experience, educational credentials, and contributions to the library profession in alignment with the criteria for librarianship, scholarship, and service outlined in this document. Advertised job descriptions may list the anticipated level for each hire with approval of the University Librarian. The search committee may make recommendations to the University Librarian regarding the appropriate level of appointment when recommending candidates.
3. Applications for promotion for Librarians must be reviewed by Peer Review Committees established for that purpose.

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<sup>1</sup> In the current Duquesne University Faculty Handbook, the only rank for librarians is “Librarian.” This document uses the term “level” to describe the positions of Librarian I, II, III, and IV. If the Handbook is changed in the future to include the ranks of Librarian I, II, III, and IV, this document will be amended to reflect that change.

4. The maximum period of service before applying for promotion to Librarian II may be extended by one year at the request of the Librarian on the occasion of the birth or adoption of that Librarian's child, or in the occasion of an extended illness of the Librarian or an immediate family member (e.g., parent, spouse, child) requiring significant care from the Librarian. The request for extension must be made in writing to the University Librarian within three months of the birth, adoption, or illness and no less than six months before the Librarian's portfolio is due for Peer Committee review.
5. The Library Faculty Committee will review and update the promotion process as needed.

## PART I. LIBRARIAN FACULTY

### *General Criteria for Promotion*

Guidelines for promotion to each level are based on the standards advocated by the Association of College and Research Libraries. Promotion of Librarians is based upon evaluation of the individual's development and proficiency in the areas of librarianship, scholarship, and service. Librarianship is considered central to the Gumberg Library's mission and is evaluated as the most important component of a candidate's performance. Librarians must also show evidence of contributions in the areas of scholarship and service. It is the responsibility of the candidate to present all evidence in the evaluation of the case for promotion. With the exception of updates relating to works under review, no changes may be made to the application portfolio once it has been submitted to the University Librarian.

**Librarianship.** Librarianship is defined as competence, creativity, and initiative in the performance of assigned professional duties. Librarians perform a teaching and research role inasmuch as they instruct students formally and informally and advise and assist faculty in their scholarly pursuits. Librarians also demonstrate professional expertise in the acquisition and use of library resources, the creation of bibliographic access to resources in all formats, and the application of instructional technology and information systems. Librarians have responsibility for ongoing professional development in order to stay current in the application of complex and sophisticated changes in scholarly communication and information systems. A candidate's effectiveness in librarianship is the most important consideration in promotion decisions.

**Scholarship.** Librarians are expected to constructively contribute to the field of librarianship or to their areas of specialization through scholarship. Evidence includes the production of scholarly and professional articles, books, presentations, or papers; electronic and/or multimedia resources; innovations that constitute significant advancement of professional practice that are disseminated and have significant value beyond the campus; and grants for research activities. These activities encompass a variety of venues and publication types.

**Service.** Librarians are expected to actively serve the Library, the University, and the profession. Librarians participate in fulfillment of the University Mission, curriculum development, and governance.

### ***Illustrations of Expected Levels of Competency***

In evaluating Librarian performance in each of the foregoing categories, it is recognized that both specific evaluative criteria and the level of advancement to which one is aspiring must be considered. Promotion to different levels of Librarian is made in accordance with Association of College and Research Libraries (ACRL) standards outlined in *A Guideline for the Appointment, Promotion, and Tenure of Academic Librarians* (2010). The following examples, while not binding or inclusive, are provided to illustrate the levels of competency to be expected.

#### ***Librarian IV***

Promotion to the level of Librarian IV shall require **“outstanding achievements in librarianship, research, and other professional endeavors”** (ACRL, 2010).

A candidate for Librarian IV has at least nine years’ experience as a librarian and performs effectively based on the indicators of librarianship, scholarship, and service for this level. The individual has earned a doctorate. All internal candidates for promotion to Librarian IV must have three years of service as Librarian III at Gumberg Library.

#### ***Librarian III***

Promotion to the level of Librarian III shall require **“evidence of substantial professional contributions to the library and to the institution as well as attainment of a high level in research or other professional endeavors”** (ACRL, 2010).

A candidate for Librarian III has at least six years’ experience as a professional librarian and performs effectively based on the indicators of librarianship, scholarship, and service for this level. The individual has completed a second master’s degree, or relevant post-master’s coursework, or other appropriate credentials, or equivalent experience. All internal candidates for promotion to Librarian III must have served for 3 years as Librarian II at Gumberg Library.

#### ***Librarian II***

Promotion to the level of Librarian II shall require **“evidence of significant professional contributions to the library or to the institution”** (ACRL, 2010). Promotion to the level of Librarian II requires effectiveness in all three areas of librarianship, scholarship, and service.

A candidate for Librarian II has at least three years’ experience as a professional librarian and performs effectively based on the indicators for this level. All internal candidates for promotion to Librarian II must have served at least one year as Librarian I at Gumberg Library.

#### ***Librarian I***

A candidate for appointment as Librarian I usually has less than three years’ experience as a professional librarian. A librarian hired as a Librarian I has three years from time of hire to apply for promotion to

Librarian II. A librarian must continue to apply for promotion annually until obtaining the level Librarian II.

### **Minimum Qualifications**

- Librarian with an MLIS or MLS from an ALA accredited institution

### ***Illustrations of Evaluation Criteria***

Criteria employed to determine effectiveness include, but are not limited to, the following:

### **Librarian IV**

#### *Librarianship*

- Leads projects that advance or reaffirm the Library's and University's missions.
- Advances the Library through strategic planning, decision-making, management skills, and professional knowledge.
- Achieves national or international recognition for expertise in subject discipline or functional area of librarianship or archives.
- Advances the discipline of librarianship in assigned areas which may include one or more of the following: technical services, cataloging, collection development, reference service, library instruction, preservation, or library outreach
- Leads efforts to improve and sustain relationships between the Library and University community.
- Enhances service or processes and increases efficiency and productivity at the University level.

#### *Scholarship*

- Books published by distinguished commercial presses, library professional associations, or learned societies.
- Curricula for college level courses outside of the Library.

#### *Service*

- Editing or serving on the editorial board of a peer reviewed journal.
- Chairing or holding an office in regional, national or international organizations devoted to librarianship, archival work, or related disciplines.
- Chairing a standing University committee.
- Serving as a consultant to other libraries.
- Serving as a peer reviewer or grant reviewer.

## **Librarian III**

### *Librarianship*

- Promotes the Library's and University's missions by actively participating in activities which champion both the Library and University to the community.
- Contributes to the advancement of the Library's strategic directions through leadership of key programs and initiatives, utilizing project management skills and professional knowledge.
- Demonstrates distinguished service, senior levels of responsibility, high professional achievement.
- Demonstrates significant expertise in assigned areas of librarianship which may include one or more of the following: technical services, cataloging, collection development, reference service, library instruction, preservation, or library outreach
- Demonstrates the improvement in the relationship between the University Library and University community (including contributions to better communication and increased use of library services through lectures, committee work, faculty and student contacts, etc.)
- Identifies changes in technology and/or external trends, recognizes and champions opportunities for enhancements to services or processes.
- Offers professional guidance and/or development support to other library professionals in a formal mentoring relationship.
- Shows a record of significant professional accomplishment with continued and ongoing professional growth.
- Enhances service or processes and increases efficiency and productivity at the Library level.
- Teaches college level courses outside of the Library, or guest lectures.

### *Scholarship*

- Publications from regional, national, or international organizations.
- Presentations from regional, national or international meetings, or conferences
- Books, book chapters, or edited works
- Documents developed for continuing education seminars, lectures, grants, or curricular materials
- Publications from scholarly journals.

### *Service*

- Leadership on University Committees or Task Forces.
- Leadership in local or state organizations devoted to librarianship, archival work, or related disciplines.
- Significant community service such as membership on an institutional board related to one's profession, or municipal planning commission, membership on a school board, or holding office in a regional, artistic, or social welfare organization.

**Librarian II***Librarianship*

- Activities supporting the Library's and University's missions.
- Contributes to a positive collegial environment by establishing and nurturing effective work relationships, facilitating group processes, promoting effective change, and demonstrating support of the Library's strategic directives.
- Effectiveness in assigned areas of librarianship which may include one or more of the following: technical services, cataloging, collection development, reference service, library instruction, preservation, or library outreach.
- Demonstrates effective resource utilization and shows evidence of sound judgment in managing appropriate staff, space, and fiscal resources.
- Demonstrates increased competence in librarianship and other relevant disciplines.
- Demonstrates significant contributions to the operation of a specific Library unit in the form of suggestions, plans, and actions.
- Demonstrates the ability and knowledge to effectively teach and train students, faculty, researchers, administrative staff, and/or new Library staff members.
- Exhibits good judgment in carrying out supervisory functions as well as leadership qualities in directing and motivating staff.
- Offers professional guidance and/or development support to other library professionals.
- Works to improve the relationship between the University Library and University community (including contributions to better communication and increased use of library services through lectures, committee work, faculty and student contacts, etc.)

*Scholarship*

- Publications from University, local, or state organizations.
- Presentations from University, local, or state conferences and meetings.

*Service*

- Service on University Committees and Task Forces
- Participation in local or state organizations devoted to librarianship, archival work, or related disciplines.
- Sharing and application of information gained through outside activities and contacts, and transfer of knowledge and skills acquired through training activities.

## **Librarian I**

### *Librarianship*

- Activities supporting the Library's and University's missions.
- Evidence of working effectively with users, colleagues, supervisors, and subordinates.
- Effectiveness in assigned areas of librarianship which may include one or more of the following: technical services, cataloging, collection development, reference service, library instruction, preservation, or library outreach.
- Continuing professional education and development.

### *Scholarship*

- Publications from Gumberg Library's newsletter, Website, etc.
- Presentations from Gumberg Library staff development workshops.

### *Service*

- Service on Library Committees and Task Forces.
- Participation in University service opportunities.
- Membership in professional library organizations.

## PART II. INSTRUCTIONS TO CANDIDATES

Using the information provided above as a guide, it is the responsibility of the candidate to provide all pertinent evidence in support of his/her claim of effectiveness and/or excellence in librarianship, scholarship, and service as it pertains to promotion. The application portfolio should provide a sense of the ongoing development of the candidate's academic librarian career.

Primary consideration will be given to accomplishments during employment at Duquesne University. However, the candidate's prior record will be considered, based on evidence provided.

Note: The examples of indicators are not meant to be exhaustive. However, they will help candidates to understand and meet Gumberg Library's expectations. It is the candidate's responsibility to choose appropriate indicators; additional evidence beyond these indicators may also be presented.

### ***Application Portfolio***

Candidates are responsible for assembling and submitting to the University Librarian an application portfolio.

The portfolio consists of a loose-leaf binder (or binders) containing the following tabbed sections:

#### **I. Cover Page** (indicating level of Librarian applied for)

#### **II. Statement of Self-Evaluation and Future Goals**

- A. Self Evaluation Statement – an overall statement that should describe performance as related to the criteria for promotion and to the mission of the university
- B. Philosophy of Librarianship
- C. Summary of Librarianship – should include a clear and concise description of accomplishments and goals in librarianship
- D. Summary of Scholarship – should include a clear and concise description of accomplishments and goals in scholarship
- E. Summary of Service – should include a clear and concise description of accomplishments and goals in service

#### **III. CV** (See Attachment A for recommended vitae format.)

#### **IV. Supporting documentation**

Use the following tab sections to highlight items from the CV that are relevant for promotion; please provide evidence of those items where possible.



**Tab for Librarianship** (refer to the Librarianship criteria for appropriate level)

- A. Job Description
- B. Proposals and Evidence of Projects
- C. Evidence of Teaching
- D. Professional Certifications and Training Completed
- E. **Work completed** on library committees and task forces
- F. Other demonstrated evidence of librarianship

Examples of evidence include but are not limited to:

- Library proposals
- Letters acknowledging the award of a grant or other outside funding
- Assessment reports
- SES scores
- Proof of certification or training completed
- Letters or emails of recognition
- Honors or awards for excellence in librarianship or teaching

**Tab for Scholarship** (refer to the Scholarship criteria for appropriate level)

- A. Publications of works and/or presentations of papers, reviews of books and/or library materials, exhibits prepared
- B. Presentations
- C. Additional course work for academic credit or work toward another degree
- D. Professional development – e.g., conference attendance and selected continuing education
- E. Other demonstrated evidence of scholarship: grant proposals; courses taught or lectures given (beyond class-related instruction); honors or awards for excellence in scholarship.

Examples of evidence include but are not limited to:

- Copies of all publications
- Manuscripts and letters of acceptance for articles accepted for publication but not yet in print
- Unpublished manuscripts or other works in progress
- Cover (or citation) page, presentation slides, or other evidence indicating presentations at conferences
- After action reports on conferences attended
- Copies of award certificates for scholarship

**Tab for Service** (refer to the Service criteria for appropriate level)

- A. List of membership in library and university committees and task forces
- B. Participation in local, state, regional, national, or international professional organizations
- C. Other evidence of service to the profession

Examples of evidence include but are not limited to:

- Letters or emails of appreciation for service
- Letters, emails, or other proof of membership in professional organizations
- Copies of award certificates for service

***Timetable for Application***

July 1	Candidate submits Letter of Intention to University Librarian
September 1	Selection of Peer Review Committee occurs
October 1	Candidate submits Application Portfolio to University Librarian
October 31	Peer Review Committee Chair submits Peer Review Committee Recommendation form to University Librarian
November 15	University Librarian submits Application Portfolio and recommendations to the Provost/Vice President for Academic Affairs
February 3	The Provost/Vice President for Academic Affairs submits recommendations to the President
March 1	The President notifies candidate of promotion decision

## PART III. INSTRUCTIONS TO REVIEW COMMITTEES

### *Composition of Committees*

The Peer Review Pool will be defined as all Librarians in the Faculty Committee who have successfully completed the promotion process at Gumberg Library at least once. The Peer Review Committee will consist of three members. One committee member will be selected by the University Librarian, one will be selected by the candidate, and one, who will chair the committee, will be elected by the Peer Review Pool. Supervisors are ineligible to serve on a Peer Review Committee for one of their supervisees. Reviewers with possible conflict of interest are expected to recuse themselves from serving as peer reviewers.

### *The Review Process*

**Peer Review Committee.** The Peer Review Committee's responsibility is to review and evaluate the application portfolio of the designated candidate for promotion. Each member of the committee shall evaluate the candidate and judge whether he or she is ineffective/does not meet criteria, effective/meets criteria, or excellent/exceeds criteria in the areas of librarianship, scholarship, and service, based on the criteria listed in the Criteria and Guidelines for Promotion for the appropriate level of Librarian.

The Peer Review Committee Chair will complete a Peer Review Committee Recommendation form and submit it to the University Librarian no later than October 31.

**University Librarian.** The University Librarian shall review each candidate's application portfolio and the recommendations of the Peer Review Committees. As part of the review for promotion, the University Librarian will evaluate the candidate's success in meeting the Library performance standards in librarianship, scholarship, and service and the potential for continued professional achievements as a librarian. The University Librarian should consider, as well, the role the candidate will play in achieving the librarianship and scholarly goals of the Library and the University. The University Librarian then completes his or her own Promotion Recommendation form and inserts it in the application portfolio. If the University Librarian's recommendation differs substantially from those of other reviewers, the reasons should be explained in detail. The University Librarian assures that the application portfolio is complete and submits it to the Provost/Vice President for Academic Affairs.

**Provost.** The Provost/Vice President for Academic Affairs will review the candidate portfolios and University Librarian recommendations. The Provost will submit his/her recommendations for promotion to the University President.

**President.** Candidates will be informed of promotion decisions via letter from the University President.

***Confidentiality***

All deliberations, at every level of the review process, are to be held in the utmost confidence. Access to the candidate's application portfolio is to be limited to those performing the review at the time of their review. Any breach of this confidentiality is a violation of the ethical code of behavior to which all employees are held.

## **Attachment A**

### ***Recommended Form of Curriculum Vitae***

The curriculum vitae (CV) provides the candidates a forum through which they present a **summary of their collective work. The CV should present the breadth and depth of one's work.** It should be logically organized, easy to follow, easy to read, informative, and accurate. With these criteria in mind, the following form is recommended as a guideline for the creation of the candidate's CV. **Note:** Candidates do not have to create a CV in outline form.

#### **I. Professional Preparation and Experience**

**A. Education:** Degrees completed starting with the highest degree, include dates degrees were conferred.

**B. Work History**

1. Library appointments, starting with the most recent and including rank and dates of employment.
2. Pertinent non-librarian work, starting with the most recent, including dates of employment.

**C. Pertinent professional certifications**

**D. Memberships in professional organizations**

#### **II. Librarianship**

**A. Current professional appointment at Duquesne University** – Describe what you do using bullets with action verbs.

**B. Any other current professional appointments** – Describe what you do using bullets with action verbs.

**C. All previous professional appointments** – Describe what you did using bullets with action verbs.

#### **III. Teaching**

**A. Graduate courses taught**

**B. Undergraduate courses taught** – Indicate the number of times you taught each course. Do not list courses more than once.

**C. Academic Advisement or Supervision**

1. Supervision of Library Intern
2. Mentoring of library student

**D. Grants/funding received for teaching activities**

**E. Other activities relevant to teaching**

**F. Honors and awards received for one's teaching activities:** – Include title of the award, granting agency, and the date of the award.

#### **IV. Scholarship**

**A. Publications**

1. Books of original work published or accepted for publication by major academic/professional publishers
2. Book chapters published or accepted for publication in works by major academic/professional publishers
3. Papers published or accepted for publication (in press) in recognized scholarly journals or conference proceedings
4. User guides created, either in print or electronic
5. Other appropriate professional articles, reports, reviews, and web pages, etc.
6. Journal editorships
7. Unpublished manuscripts or other works in progress.

**B. Presentations:** Presentations at professional meetings and conferences; seminars and colloquia.

1. Invited presentations at professional meetings and conferences; seminars and colloquia
2. Presentations at professional meetings and conferences; seminars and colloquia
3. Poster sessions delivered at conferences
4. Participation in presentations such as panel discussions, serving as moderator or facilitator

**C. Grants and contract support, including:** past and current funding and proposals submitted for funding, indicating for each which were funded and at what amount.**D. Honors and Awards received for one's scholarly work, including:** title of award, granting agency, and the date of the award.**E. Other Professional Activities**

1. Conference attendance
2. Continuing education

**V. Service****A. Service to the University Library**

Identify committee or activity by name. Provide dates of service. Identify your role (member, chairperson, author of a resulting document, recommendations, etc.).

Exclude all non-service activities, such as attendance at memorial masses, commencement, presidential gatherings, seminars, meetings with individuals.

1. Participation in Library governance
2. Committee and/or task force/working group participation
3. Presentations or training sessions given within the Library
4. Search committee participation
5. Contributions to library publications, web sites, etc.
6. Participation in planning and presenting library events, programs, exhibits, projects, etc.

**B. Service to Duquesne University**

1. Participation in University governance
2. Membership in university-wide committees, task forces/working groups, etc.
3. Participation in planning and presenting university events, programs, projects, exhibits, etc.
4. Contributions to university publications, web sites, etc.
5. Presentations given for members of the campus community

**C. Community Service**

Identify organizations for which you provide significant volunteer service to community organizations, charities, churches, synagogues, etc.

**D. Professional**

1. Membership in professional associations and societies (local, state, regional, national, international), indicating the name of the association/society, years of membership, offices held and special services performed (e.g., reviewer, advisor, consultant, etc.).
2. Other professional services related to your discipline (e.g., board member, editor, etc.)

***Attachment B***

***Sample Letter of Intention to Apply for Promotion***



**The Gumberg Library  
600 Forbes Avenue  
Pittsburgh, PA 15282**

**TO: Dr. Laverna M. Saunders  
University Librarian**

**CC: Maureen Diana Sasso  
Director, Information Services Division**

**FROM: Jane Doe  
Reference Librarian**

**DATE: July 1, 2011**

**RE: Application for Promotion under the Librarian Faculty Promotion Process**

Please accept this memorandum as notice of my intention to apply for promotion to Librarian II, III, or IV [as appropriate] in accordance with the guidelines set forth under the Criteria and Guidelines for Librarian Faculty Promotion approved by the Gumberg Library Faculty Committee and accepted by the University Librarian on July 1, 2011. This application will follow the procedures and timeline specified in the Criteria and Guidelines for Librarian Faculty Promotion.



**Attachment C**

**Peer Review Committee Recommendation Form**



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**INTEROFFICE MEMORANDUM**

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**TO:** Dr. Laverna Saunders, University Librarian

**FROM:** Peer Review Committee: [insert name of committee chair], Chair, [insert committee member], and [insert committee member]

**SUBJECT:** Peer Review Committee Recommendation

**DATE:** [insert date]

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After reviewing the application of [insert candidate name], the Peer Review Committee:

☐ recommends promotion

☐ does not recommend promotion

to [insert Librarian Level].

Committee Vote: \_\_\_\_ Yes \_\_\_\_ No

This recommendation is based upon the following evidence:

LIBRARIANSHIP

- ☐ Excellent/Exceeds Criteria
- ☐ Effective/Meets Criteria
- ☐ Ineffective/Does Not Meet Criteria

Comments:

SCHOLARSHIP

- ☐ Excellent/Exceeds Criteria
- ☐ Effective/Meets Criteria
- ☐ Ineffective/Does Not Meet Criteria

Comments:

SERVICE

- ☐ Excellent/Exceeds Criteria
- ☐ Effective/Meets Criteria
- ☐ Ineffective/Does Not Meet Criteria

Comments:

Signature: \_\_\_\_\_, Chair

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment D****University Librarian Promotion Recommendation Form**

Duquesne University

Library Promotion Cover Sheet

Applicant's Name \_\_\_\_\_

Level \_\_\_\_\_

Librarian Track

Department \_\_\_\_\_

Date of Application \_\_\_\_\_

Category of Application

Promotion to \_\_\_\_\_ Beginning \_\_\_\_\_ Semester of \_\_\_\_\_

\_\_\_ Librarian II

\_\_\_ Librarian III

\_\_\_ Librarian IV

Personal Data

Highest Degree Held \_\_\_\_\_ Years in Current Level \_\_\_\_\_

Recommendations:

Library Peer Review Committee \*

\_\_\_ Recommended

\_\_\_ Not Recommended

Signature \_\_\_\_\_

Date \_\_\_\_\_

University Librarian

\_\_\_ Recommended

\_\_\_ Not Recommended

Signature \_\_\_\_\_

Date \_\_\_\_\_

Vice President for Academic Affairs

\_\_\_ Recommended

\_\_\_ Not Recommended

Signature \_\_\_\_\_

Date \_\_\_\_\_

President

\_\_\_\_ Recommended

\_\_\_\_ Not Recommended

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Provide vote counts

Note: This sheet should accompany application materials at each review stage

## **Attachment E**

### ***History of Gumberg Library Librarian Faculty Promotion Process***

In November 2007, the Faculty Committee at Gumberg Library approved a Librarian Tier Process document that was accepted by the University Librarian.

On June 19, 2009, the Faculty Committee approved a resolution to implement an expedited process for library faculty promotion review for the initial iteration of the process. Ten Librarians applied for promotion during FY 2009-2010. In accordance with the Criteria and Guidelines for Librarian Faculty Promotion (Expedited Process), candidate portfolios were initially reviewed by the University Librarian and then forwarded to the Provost/Vice President for Academic Affairs (and President) for subsequent review. There was no peer review in the expedited process. As a result of the expedited process, eight Librarians were promoted to Librarian II and two Librarians were promoted to Librarian III.

On August 2, 2010, the Faculty Committee set a goal of developing a promotion process that includes peer review by July 1, 2011. They also voted to implement a one year moratorium on promotion applications during this time to allow for development of a new promotion process.

The current guidelines represent the official position of the Faculty Committee of Gumberg Library on promotion for Librarians for FY 2011-2012.

This document is based on the November 2007 Librarian Tier Process document, the Criteria and Guidelines for Librarian Faculty Promotion (Expedited Process), and follows Appendix A: Criteria and Guidelines for Promotion, Tenure, and Third Year Review in the Faculty Handbook as closely as is practicable. This document also includes input on faculty promotion as it pertains to academic librarians from the following Association of College and Research Libraries (ACRL) documents:

Association of College and Research Libraries. (2010, June). *A guideline for the appointment, promotion, and tenure of academic librarians*. Retrieved from American Library Association Web site:  
<http://www.ala.org/ala/mgrps/divs/acrl/standards/promotiontenure.cfm>

Association of College and Research Libraries. (2007, June). *Standards for faculty status for college and university librarians*. Retrieved from American Library Association Web site:  
<http://www.ala.org/ala/mgrps/divs/acrl/standards/standardsfaculty.cfm>

Input on application portfolios, curriculum vitae format, and/or peer review also comes from documents used by the libraries of Carnegie Mellon University, George Mason University, the University of Mississippi, and the University of Dayton for their respective librarian faculty promotion processes.