

library administrative faculty within the Kennesaw State University Library System, the university, and the library and higher education profession. It is designed to provide a clear path of professional development that encourages personal growth, leadership within the institution and profession, and contributions to the profession through scholarship and professional service. These criteria and procedures are used to ensure library and library administrative faculty

appointments.

Library and library administrative faculty are appointed in accordance with guidelines recognized by the Kennesaw State University Office of Academic Affairs and may be promoted within the ranks of Librarian Assistant Professor, Librarian Associate Professor, and Librarian Professor. While the purpose of promotion through ranks is to provide a clear career path for individual development and to encourage leadership within the organization and profession, the administrative responsibility, or pos 1 726f1 0 0 1 (57710a)4



Agreement (FPA) with their supervisor and/or Department Chair. Final approval of workload resides with the Dean of the Kennesaw State University Library System. Examples of Kennesaw State University Library System workload guidelines follow:

- Librarianship: 60%-85%
- Scholarship: 5%-20%
- Service: 10%-20%

Below are some library and library a

members, librarianship workload may be divided into two areas, general and position-specific duties. If divided, position-specific librarianship should include activities directly related to the unique position held by the individual. General librarianship should encompass additional professional duties which are shared with other library faculty colleagues, but which are not directly related to unique position.

### **Scholarship, Research, and Creative Activity**

The standard scholarship, research, and creative activity workload for library and library administrative faculty ranges from a minimum of 5% to a maximum of 20%. Librarian Assistant Professors may only exceed 10% scholarship workloads after obtaining express approval from their supervisor, Department Chair, and Dean of the KSU Library System. Scholarly and creative accomplishments are evaluated based on length, complexity, selectivity, and impact, as described below. To be considered a scholarly activity, the faculty member must show tangible evidence of active engagement in pursuits that lead to the creative use of existing and new knowledge or expertise.

### **Service**

The standard service workload for library and library administrative faculty ranges from a minimum of 10% to a maximum of 20%; in this instance, a 10% service workload represents approximately 120 hours and should be monitored by the individual (Kennesaw State University Faculty Handbook, Section 3.3). A library history should develop over the course of their career at Kennesaw State University. This gradual development may include service to the Kennesaw State University Library System, the University, professional organizations, and community groups. Service at the Department and Kennesaw State University Library System

service, scholarship, and research mission of the University. Promotion involves recognition for past achievements and professional growth as well as the Library System confidence in the future accomplishments. This process leads librarians to high levels of professional competency and recognition within the Library System, University, profession, or community. The Library System commits to supporting the work of library faculty members throughout their careers.

The purpose of the procedures for promotion is to provide a formalized and equitable system for the review and evaluation of library and library administrative faculty performance. The criteria are intended to help clarify expectations for performance and to assure consistency in the evaluation process. The criteria are meant to be challenging, but achievable. To meet these criteria, the candidate shall provide evidence of a continuous and cumulative record of performance and achievement, that are appropriate to the rank being sought, and demonstrate that achievements are marked



the profession. Library faculty are expected to participate in the governance and development of



## **Retention**

In order to contribute fully to the fulfillment of the missions of the university and library, library and library administrative faculty must demonstrate contributions to the library throughout their careers at the Kennesaw State University Library System. Once an individual has attained a particular rank, they must continue to meet the criteria for that rank in librarianship, scholarship, and service. Such continual progress and development will be an integral part of the regular, annual goal setting and performance evaluation process. All library and library administrative faculty members are subject to the review process.

## **Board of Regents Policy on Non-Renewal of Contracts**

All non-tenured library faculty who have been awarded academic rank (Librarian Assistant Professor, Librarian Associate Professor, Librarian Professor), are employed under written contract, and who served full-time for the entire previous year have the presumption of renewal of the next academic year unless notified in writing, by the president of the institution or his/her authorized representative, of the intent not to renew. Written notice of intent not to renew shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered (Board of Regents Policy Manual, Section 8.3.4.2).

Non-tenured library faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract, and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

Notice of intention to not renew a non-tenured library faculty member who has been awarded academic rank (Librarian Assistant Professor, Librarian Associate Professor, Librarian Professor) shall be furnished, in writing, according to the following schedule:

1. At least three (3) months before the date of termination of an initial one-year contract;
2. At least six (6) months before the date of termination of a second one-year contract;
3. At least nine (9) months before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary, limited term, or part-

## **Criteria for All Library Faculty Ranks**

All library faculty that meet the basic criteria may advance through the ranks established by the

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librarianship, scholarship, and service. It should be said, however, that application for promotion is optional, not mandatory. Library faculty must indicate in writing during the annual review process their intent to apply for promotion. Failure to do so will result in the faculty member having to wait another review cycle to apply. Library faculty may withdraw from the promotion cycle any time up to the application process being sent to the Provost and Vice President for Academic Affairs (Kennesaw State University Faculty Handbook, Section 3.12B).

### **Department Chairs**

Kennesaw State University Faculty Handbook, Section 3.12.B. Department Chairs are application process, where applicable. Department chairs, regardless of rank, may review the portfolio of any library faculty member within their Department.

### **Promotion Timeline**

At the time designated in the calendar for promotion an announcement and review schedule will be sent, by the Office of Academic Affairs, to all members of the faculty soliciting applications for promotion (Kennesaw State University Faculty Handbook, Section 3.12.B). Candidates for

A library faculty member who has applied for promotion may withdraw from the process at any time up until their application reaches the Provost and Vice President for Academic Affairs. To withdraw, the library faculty member must complete the submission form if they withdraw from the process.

