

# Department of Public Services Guidelines for Appointment, Promotion, and Retention of Library Faculty

## INTRODUCTION

This document sets forth the guidelines for the appointment, promotion, and retention of the Department of Public Services . This document outlines the role of library and library administrative faculty within the Department of Public Services and is designed to provide a clear path of professional development within the institution and profession. These criteria and procedures are used to ensure library and library administrative faculty members are reviewed on equitable terms that adequately recognize the differences in individual positions and contributions.

The criteria and guidelines reflect the standards set forth by the Board of Regents Policy Manual,<sup>1</sup> the Kennesaw State University Faculty Handbook,<sup>2</sup> and the Kennesaw State University Guidelines for Appointment Promotion and Retention of Library Faculty.

### **Library and Library Administrative Faculty Membership**

The Department of faculty is composed of full-time contracted librarians who meet the criteria for library faculty or library administrative faculty status.

### **Library and Library Administrative Faculty Status**

The rules governing library and library administrative faculty status are stated in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (p. 1).

### **Role of Library and Library Administrative Faculty**

The Department of Public Services faculty are

Faculty, p. 2).

---

<sup>1</sup> Board of Regents Policy Manual:  
<https://www.usg.edu/policymanual/section8/C245/#p8.3.6> criteria for promotion

<sup>2</sup>

University Faculty Handbook, Section 3.8). Scholarship and creative activity is advancement of knowledge, understanding, application, problem solving, aesthetics, and saw State University Faculty Handbook, Section 3.3B).

tem, the University, the community, or the profession (Kennesaw State University Faculty Handbook, Section 3.3C). In the case of library faculty development, fundraising, fiscal management, personnel management, and public

## **APPOINTMENT**

As stated in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty, terminal degree appropriate for initial appointments to all academic ranks as a library faculty or library administrative faculty member in the Kennesaw State University Library System is an ALA-international equivalent in librarianship/information science 2). The criteria for initial appointment of library and library administrative faculty in the Department is defined in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (p. 2).

## **ANNUAL EVALUATIONS**

Library and library administrative faculty in the Department adhere to the principles of faculty evaluations as required by the Board of Regents of the University System of Georgia (Section 8.3.5.1), Kennesaw State University Faculty Handbook (Section 3.12), and the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (p. 3). The annual evaluation process and review schedule are defined in the Kennesaw State University Faculty Handbook, Section 3.12A.

## **WORKLOAD GUIDELINES**

The workload model for library and library administrative faculty in the Department is outlined in the Kennesaw State University Library System Guidelines for Appointment, Promotion, and Retention of Library Faculty (pp. 3-5).

## **PROMOTION**

At Kennesaw State University, promotion decisions are to be based on the criteria established by both the Department of Public Services and the Kennesaw State University Library System. This section builds upon the promotion standards detailed in the Kennesaw State University Library System



ÊÏFJ€IHÎAËÎKGÍÌGADÊDÃÉÉÈÃÇÄÅÆÅÅÉÁÆÃCÃÄÆEÇÄÇÆËEÊÂÇCEBEÂÇBC















