

Criteria for Annual Review Ranking for Librarians

IUPUI's mission to advance intellectual growth in the State of Indiana is based on the knowledge preserved and made available by its libraries. The IUPUI University Library's mission to collect and organize human knowledge, and to assist students, faculty, and staff of IUPUI, along with the citizens of Indiana, in turn relies on the knowledge, skill, and insight of its librarians to serve the information needs of its users.

IUPUI and University Library have a commitment to the continuous development of its librarians' skills and knowledge. Peer review serves as a key element in the continuous improvement of librarians' skills, productivity, creativity, and innovation. Peer review also serves as a mentoring activity to bring out the best in each librarian. The librarian annual review, which is subject to peer review, is mandated by the Indiana University Academic Handbook.

The criteria presented in this document should be interpreted within the framework of the peer review process. Benchmarks and lists serve as guides rather than prescriptions. They are not substitutes for judgment on the part of any reviewing body. Nor should they be viewed as a *guarantee* of tenure at a later date. The expectations for any particular librarian will, in part, be determined by where he or she is in his or her professional career.

Progress toward tenure—The requirement for tenure is excellence in performance and satisfactory achievement in professional development and service. For each year prior to submission of a tenure dossier, a librarian must receive a satisfactory or excellent rating in performance. A rating of unsatisfactory in performance will result in a determination of inadequate progress toward tenure. Unsatisfactory ratings in both professional development and service in the same year will also be considered to be inadequate progress toward tenure. By the third annual review, a librarian must receive a minimum of a satisfactory rating in each of the three areas in order to be considered to be making *minimally* adequate progress toward tenure.

Review of tenured librarians—The IUPUI Faculty/Librarian Review and Enhancement policy, which was approved by the IUPUI Faculty Council in 1999, stipulates that an involuntary “review process is initiated at the school level when at least two consecutive annual reviews indicate that a faculty member or librarian’s performance is unsatisfactory, as defined by his or her school or library.” In addition, the determination of unsatisfactory performance “must include the concept of lack of effort, such that there is no evidence that the individual is trying to improve, rather than merely lack of results.”

Performance: Performance may encompass a wide variety of activities, including but not limited to acquiring, organizing, making available and providing instruction in the use of source materials in all formats for academic work. More specific examples would include:

- Reference and research assistance
- Bibliographic instruction/ classroom teaching
- Collection development
- Subject librarian responsibilities
- Bibliographic and metadata services; maintenance of online catalog
- Technical support/ electronic systems

- Library information system design and updating
- Preservation/ conservation
- Providing content access through document delivery/ interlibrary loan/ borrowers services
- Administration and planning

Satisfactory — to achieve a satisfactory ranking, a librarian should make consistent contributions toward meeting the goals of the librarian's team and advancing the priorities of the library. Evidence of effective accomplishment of professional responsibilities is provided by the librarian's position description and evaluations made in reference to it. The librarian needs to document these contributions and the impact they have made. To facilitate objective evaluation, position descriptions should be updated annually and formally approved by the librarian's primary team leader.

An *Unsatisfactory* ranking will be given to those not meeting the requirements for a satisfactory ranking.

Excellent — To achieve an excellent ranking a librarian must both meet and exceed the criteria for a satisfactory rating by:

1. Making a significant contribution to the library's or team's goals. Examples include mastering new responsibilities, implementing a new service, program, or product, or increasing either the quality or efficiency of library service, program, or product; or,
2. Making a significant contribution to a special project or assignment at the request of the librarian's team leader or the Dean of University Library, such as a temporary team leadership or short-term research initiative. A special project initiated by a librarian, with team leader approval, will also qualify if there are indications of adequate planning and execution.

Documentation to support the librarian's particular contribution and the impact of the work is required.

Professional Development: Professional development often includes research and other creative activities. Evidence of professional development, research, and/or creative activities is required to be presented in the annual report prepared by each librarian. Librarians are expected to continue to develop their professional knowledge and skills the better to meet their professional responsibilities. Librarians must document a program of professional development, research, or creative activity that advances substantive new practical or theoretical knowledge, information, or innovation to their profession and/or to the wider scholarly community. Early in the pre-tenure period, librarians should put their efforts into developing a program that will demonstrate progress toward longer term goals, emphasizing quality over quantity.

Examples of professional development/research/creative activities include but are not limited to:

- Work towards a higher degree, coursework, or certificate that is relevant to the librarian's professional responsibilities.
- Attendance at professional conferences, meetings, or institutes.

- Work towards publication of a book, monograph, chapter, or article in peer-reviewed journals or publications.
- Presentation of papers at peer-reviewed international, national, or regional conferences.
- Preparation of a bibliography or collection guide.
- Preparation of a classification scheme.
- Development of a new method in bibliographical control.
- Development of new processes or tools to improve acquisition, management, or other function.
- Development of exhibits.
- Writing of grant applications and proposals.

Satisfactory—Examples of activities that, in a given year, indicate satisfactory progress include the following:

- Attend a professional conference, meeting, or institute.
- Make one or more presentations at state or local conferences.
- Moderate or participate in a panel discussion at a conference.
- Publish a review of a book/database/exhibit/other.
- Prepare and mount an exhibit.

An *unsatisfactory* evaluation will be given to those not accomplishing the activities required for a satisfactory evaluation.

Excellent—Examples of activities that, in a given year, indicate excellent progress include the following:

- Publish a book.
- Publish an article or chapter in a peer-reviewed journal or edited volume, or contribute an article or chapter by invitation.
- Make two or more presentations at peer-reviewed national or regional conferences or at such conferences by invitation.
- Complete a degree, certificate, or other formal training.
- Attendance at a competitive national institute or training program.

Service: Librarians are expected to document contributions to their profession, professional organizations, the university, and to the wider community (i.e., the city, state, United States, or world). These contributions can include teaching outside of the librarian's duties and consultancies. Service to library and library faculty governance committees is also expected. Early in the pre-tenure period, librarians should put their efforts into developing a program that will demonstrate progress toward longer term goals, emphasizing quality over quantity.

Examples of Service activities include but are not limited to:

- Active participation on library, campus, university, and faculty governance committees and bodies.
- Active participation in professional or scholarly organizations at the local, state, national, and international levels.
- Chairing committees and holding office in organizations.
- Contributions to programs or activities outside the normal realm of the person's position that require his or her professional expertise.
- Leadership in conference, workshop, or institute programs.
- Service on boards or committees of city, state, or national organizations.
- Editorship or editorial duties for scholarly or professional journals, series, or compilations.

- Referee of journal articles or book manuscripts.
- Writing grant applications and proposals (writing of research grants will generally be considered as professional development activities, rather than service).
- Service on grant review panels or committees.
- Organizing conferences and other meetings.
- Development of continuing education programs, outreach initiatives, or other activities.
- Publishing reviews of books and other materials in reviewing services and professional journals.
- Teaching outside the normal realm of the person's position.

Satisfactory— Examples of activities that, in a given year, indicate satisfactory progress include the following:

- Hold a leadership position in a local professional organization.
- Hold a leadership position in the library or in another unit on campus.
- Serve as academic adviser, internship supervisor, or thesis/dissertation committee member.
- Be an active member of two or more professional, campus, or university committees.

An *unsatisfactory* evaluation will be given to those not accomplishing the activities required for a satisfactory evaluation.

Excellent— Examples of activities that, in a given year, indicate excellent progress include the following:

- Hold a leadership position in a state, regional, or national professional organization.
- Hold a leadership position on the campus or in the university.
- Serve as an active member of a professional or university committee and in that position make an important contribution to the work of the committee (documentation of such service is required).
- Document significant consulting that produced significant change for the organization for which the consultation was done (documentation of such service is required).
- Teach credit-bearing course outside of the librarian's duties and maintain adjunct status with the affiliated academic department.