This document presents guidelines for the promotion process of librarians consistent with the policies and procedures of New College of Florida, the Florida Department of Education and the Florida Board of Governors.

The mission of the Jane Bancroft Cook Library of New College is to support the instructional and research programs of the academic community. The Library is a teaching and research service and the primary means through which students and faculty gain access to organized knowledge. In providing such access, the Library performs a unique and indispensable function in the educational process. The Library Faculty is composed of educators and practitioners who teach, develop services, and contribute to the profession.

Academic librarians contribute uniquely to the academic community and to higher education. They develop collections, provide access to all library materials, and assist members of the academic community in discovering and assessing these materials. Selection and appointment of all librarians shall follow much the same procedures that have been established for New College faculty. Any person appointed to the library faculty must have a master’s degree from a library school accredited by the American Library Association, as supported by the ACRL’s “Statement on the Terminal Professional Degree for Academic Librarians”.

**General Criteria for Promotion**

According to the *Guidelines for Tenure and Promotion, New College of Florida*, p. 1, criteria for promotion has been established. Promotion will only be granted to persons of significant achievement in the areas of librarianship, scholarship and service to the larger community. As a minimum standard for promotion, there must be evidence of position effectiveness in these areas.

Librarians contribute to the academic community through research into the information process. Participation in library and other scholarly organizations results in service improvements and other advances in the profession.

**Librarianship Ability and Effectiveness**

Promotion to rank will be granted to librarians based on professional activities and achievements and does not result solely from time in rank. Librarians at every rank will be judged on quality of performance, command of library methods and techniques, innovation, enthusiasm, continued growth in their fields, judgment, leadership, originality, ability to work effectively with others, and ability to relate their responsibilities to the more general goals of the library and the academic community.
Librarians have a broad range of individual assignments, and the specific goals and responsibilities of the Libraries’ units will be recognized in the promotion process. Areas of demonstrated expertise in librarianship may include, but are not confined to, the ability to:

- Analyze information and organize it systematically so that it is readily retrievable by users, in accord with developing national and international standards, initiatives, and access methods.

- Identify, deliver, and provide access to information through the development and organization of the Libraries’ collections and information resources in all forms.

- Instruct members of the academic community in defining their information needs, in identifying and locating relevant information sources, in critically evaluating these sources, and in documenting their research.

- Show leadership and innovation in the planning, development, and implementation of library initiatives within the context of academic community, Library and national professional goals and objectives.

**Instruction**

Instruction contributes to the educational function of the academic community and is not necessarily in a classroom setting. It can include organization of workshops, institutes or similar meetings. Professional involvement, in the interest of librarianship or information transfer, is also considered an instructional activity.

**Research/Creative Work**

Scholarship encompasses many different things, including: publication in professional or scholarly journals as well as alternate forms of publication\(^1\); presentation of papers; review of books and other literature; consulting; serving on a task force of experts, review committee or similar body; delivery of continuing education; conference presentations as in poster sessions or demonstrations.

\(^1\) It is understood that when research and publication are spoken of, that certain alternate forms of publication may be more appropriate intellectual activity for Library Faculty than a book or an article in a learned journal. Some examples of alternate forms of publications might include annotated bibliographies, websites, blogs, original database compilations, and extensive computer programs designed to facilitate library operations, above and beyond those types of activities that fulfill position responsibilities. This same provision, *mutatis mutandis* is currently applied to faculty members in other colleges in fields such as art, business administration, law, counseling, and music. However, peer review is considered an important component of
research and publication, and any form of publication should include examples of peer reviewed items.

**Service:**

This includes service to both the academic community and the external community. Service to the academic community includes serving on committees, subcommittees, task forces, special projects or assignments, programs, workshops, or any type of support relating to the academic community mission.

External community service for librarians will be regulated by the *Guidelines for Tenure and Promotion, New College of Florida*, p. 2, under Service. Using these guidelines, external community service may include work for professional organizations, by active participation in the professional and learned societies; in election or appointment to offices or committees in professional organizations; service as chair at conferences; attendance at conferences or workshops; and, continuing professional education.

### Criteria for Promotion to Specific Ranks

The criteria stated in the *Guidelines for Tenure and Promotion, New College of Florida*, p. 4 under College Criteria should be followed for promotion in as much as they apply to librarians. Promotion to the ranks of, Associate Librarian and Librarian requires a record of successful fulfillment of the criteria for promotion in academic rank for librarians. Criteria include but are not limited to the following.

1. Librarians will provide accessible, helpful, and responsible research assistance to students, faculty and staff.
2. Librarians are under obligation to keep up with developments and trends in the profession.
3. Librarians are expected to make a substantive contribution to librarianship and/or other relevant disciplines. This contribution may include publishing articles, presenting at conferences, holding significant leadership positions in relevant organizations, and other similar activities.
4. Librarians are expected to engage in community service.

Evaluation of scholarly and professional contributions should take into account the following. This list is not exclusive.
1. Published (preferably peer-reviewed) work in various media
2. Invited presentations and lectures
3. Professional activities demanding expertise (e.g. consultant activities)
4. Professional contribution and engagement (e.g. organizing a conference; holding elected or appointed office)
5. Other forms of publication/presentation

Promotion to Associate Librarian

a. Normally, completion of at least five years of service (from date of start of employment), at the rank of Assistant Librarian (visiting or permanent) at New College of Florida. See Prior Service section below for exceptions.

b. Evidence of professional experience appropriate to the position as manifested by knowledge and professional maturity.

c. Evidence of significant achievements in professional activities, in research and publication, or in other important professional endeavors.

d. Demonstrated ability to contribute to the design and execution of effective library programs.

e. Evidence of substantive involvement in academic community and/or external community affairs.

Promotion to Librarian

a. Completion of at least five years of service (from date of start of employment) at the rank of Associate Librarian (visiting or permanent) at New College of Florida. See Prior Service section below for exceptions.

b. Distinguished fulfillment of the requirements of the lower academic ranks.

c. Evidence of outstanding achievements in professional activities, in research and publication, or in other important professional endeavors at the regional and national levels.

d. Recognition of outstanding involvement in the academic community and/or community affairs.
Prior Service

Provisions for prior service at other institutions, which may be counted toward promotion at New College, have been outlined in the *New College Faculty Handbook*, p. 30, as per the *Florida Administrative Code*. Prior service, up to two years at the assistant librarian level, three years at the associate librarians level, and four years at the college or university librarian level may be applied as credit when seeking promotion at New College. The amount of prior credit to be granted will be determined at the initial appoint contract of the librarian.

Early Promotion Consideration

According to the *Guidelines for Tenure and Promotion, New College of Florida*, p. 5, “Decisions on … promotion prior to the time recognized as normal should be considered ‘early decisions.’ Early decisions should be identified and justified as such at every review level. Truly exceptional performance should be required for a favorable early decision.”

A librarian may seek promotion earlier than the criteria specify if:

- s/he wishes to promote to the next rank and has had two or more annual Performance Evaluations, at least one of which was at the current rank, in which s/he far exceeded expectations.
APPENDIX

A

Promotion procedure

1. Librarians wishing to be promoted must apply in writing to their immediate supervisor. This letter should be brief, indicating that the person is applying for promotion to a specific rank.

2. Librarians wishing to be promoted should submit to the NCF Library Promotion Committee:
   a. A current vita.
   b. Copies of year-end activity reports (since prior promotion process, if any)
   c. Copy of initial appointment letter.
   d. Copies of annual letters of evaluations from supervisor (since prior promotion process, if any)
   e. Copies of annual Peer Review Committee evaluations (if completed, and since prior promotion process, if any)
   f. Copies of all publications not included in prior promotion process, if any, should be provided.
   g. Copies of any other materials relevant to teaching, scholarship, research, creative activity, and/or service that the librarian may deem appropriate and not included in prior promotion process, if any.
   h. Letters of recommendation (minimum 5). These letters must be from colleagues at peer or aspirational peer institutions (minimum 2), teaching faculty, administrators, or staff at NCF, USF-SM or other institutions, and not included in prior promotion process, if any.
Timetable for Promotion Process

August 31st: Librarians eligible for promotion notify (in writing) Dean of the Library and/or supervisor if they wish to be considered for promotion.

September 1st: Dean of the Library appoints an NCF Library Promotion Committee if there are to be candidates for promotion that academic year.

October 31st: All appropriate materials being submitted by the candidates for promotion must be on file by the end of this month.

November 30th: NCF Library Promotion Committee reviews all promotion materials of the applicant and vote is taken to promote or not, with recommendation being sent to the Dean of the Library.

December 15th: Dean of the Library reviews all promotion materials and makes a recommendation. Both recommendations (that of the NCF Library Promotion Committee and the Dean) are sent to the Provost & Vice President for Academic Affairs.

Candidates are notified of the results of the recommendations as the process proceeds. If there are negative recommendations, candidates are allowed to file rebuttals.

Provost reviews promotion packet and rebuttals. Provost makes recommendation to President.

<NB: This timetable is a guide for planning only and may change.>