Clayton State University Library Policy on Rank and Promotion

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905.00 Clayton State University Library Policy on Rank and Promotion

Avenues for professional recognition and advancement for faculty librarians are supported by the Association of College & Research Libraries (ACRL) and the American Association of University Professors (AAUP). ACRL guidelines suggest that librarians follow similar procedures for promotion as those established for faculty members. Therefore, the Library has adopted a policy for faculty librarians based on Clayton State University's policy for faculty rank and promotion. The Library policy mirrors the existing process for faculty (as outlined in section 205 of the Clayton State University Faculty Handbook) but considers our unique status and contributions to the University community.

Librarians are an extension of the corps of instruction at Clayton State but are not eligible for tenure. Our policy covers promotion and rank only – no aspect of tenure is considered. Also, rank and promotion do not relate to matters of reappointment. Librarians are reappointed on an annual or fiscal basis as governed by section 200.002 of the Clayton State University Faculty Handbook.

905.00.1 Description of Librarian Ranks

The minimum requirement for all ranks is a master's degree in librarianship or information science from an ALA-accredited institution.

Librarian/Archivist I
Librarian/Archivist I is the entry-level professional rank and requires little or no previous professional experience. Individuals at this rank work closely with their direct supervisor. Individuals may hold this rank indefinitely.

Librarian/Archivist II
Librarian/Archivist II is a rank that individuals may hold indefinitely. Individuals at this rank work with more autonomy and self-initiative than at the previous rank. They exhibit a willingness to improve their knowledge and skills. Individuals at this rank generally have non-administrative duties but can fill administrative roles as needed.

Librarian/Archivist III
Librarian/Archivist III is a rank that individuals may hold indefinitely. These individuals demonstrate greater initiative and autonomy. Their skills and knowledge are well-recognized, and they often serve as mentors for other librarians. They are often promoted to administrative positions but may also fill non-administrative roles.

Librarian/Archivist IV
Librarian/Archivist IV is the highest career rank. This rank is awarded to individuals who have contributed significantly to the library profession and to Clayton State University. They demonstrate the highest levels of expertise and depth of knowledge about the library and the profession in general. They generally hold administrative/leadership positions and advise the Dean of Libraries on library business.

905.00.2 Length of Service Required for Promotion – Time in Rank

Time in rank refers to the minimum years of full-time service required before a faculty librarian can be considered for promotion to the next rank. The length of service for each rank is as follows:

Librarian/Archivist II: Candidates must have served a minimum of three years as a professional librarian in an academic library to be considered for promotion to Librarian/Archivist II.

Librarian/Archivist III: Candidates must serve a minimum of five years at the rank of Librarian/Archivist II to be considered for promotion to Librarian /Archivist III.

Librarian/Archivist IV: Candidates must serve a minimum of five years at the rank of Librarian/Archivist III to be considered for promotion to Librarian/Archivist IV.

Note: Librarians hired during the academic year (e.g., in January) may opt to have that year counted as a full year for the purpose of promotion. This decision must be made by the Library Department Head and Dean of Libraries and clearly documented in the contract at the time of hiring.

905.00.3 Rank upon Appointment for Newly Hired Librarians/Archivists

The rank upon appointment for newly hired Library faculty who do not already hold a faculty rank at Clayton State University at the time of their appointment will be determined by the Dean of Libraries and the search committee for the position this faculty member is hired for. Candidates from libraries without a system for rank should be judged on the number of years of full-time work as a librarian and their contributions to the profession. Service to Clayton State University is an important part of librarian rank and promotion so newly hired librarians should be assigned rank with that in mind. Librarians who already hold a faculty rank at Clayton State University at the time of their appointment will maintain that rank if they are appointed to a new position in the Library.

Appointment to the Rank of Librarian/Archivist I.
Librarian/Archivist I is the entry-level appointment rank and requires an MLS or equivalent degree but no additional professional experience. Most newly hired librarians will be granted this rank.

Appointment to the Rank of Librarian/Archivist II.
Appointment to Librarian/Archivist II requires an MLS or equivalent degree and a minimum of three years professional experience in academic libraries demonstrating significant contributions to librarianship in the categories of Service and/or Professional Development and Scholarship (see **905.00.4**).

Appointment to the Rank of Librarian/Archivist III or IV
Appointment to Librarian/Archivist III or IV should be at the discretion of the Dean of Libraries after considering the search committee's recommendation.

Candidates for appointment to Librarian/Archivist III should have five or more years at a rank equivalent to Librarian/Archivist II or above at another institution and show evidence of substantial contributions to librarianship.

Candidates for appointment to Librarian/Archivist IV should have five or more years at a rank equivalent to Librarian/Archivist III or above at another institution and show evidence of substantial contributions to librarianship.

905.00.4 Promotion Criteria

Candidates must meet certain criteria at each rank of promotion and demonstrate significant growth from one rank to the next.

Meeting expectations across all evaluation categories is a necessary but not sufficient condition for promotion. In addition, a successful candidate for promotion to Librarian/Archivist II or above must either earn a rating of "exceeds expectations" or higher in at least two of the three categories or earn a rating of "exemplary performance" in at least one of the three categories. If a rating of "does not meet expectations" is given in any category, the candidacy for promotion will be denied.

The evaluation categories for promotion criteria are:

Job Effectiveness
Evidence of job performance is taken from the annual evaluations. Candidates are expected to successfully perform their core duties and meet the goals they have made for themselves. Remarks made by the candidate's supervisor should be salutary overall. Warnings and/or notes concerning disciplinary actions could adversely affect a candidate's chances for promotion. An evaluation summary will be included in the performance evaluation to grade overall performance.

Service
Service consists in group and individual endeavors that promote the success and well-being of Clayton State University students or employees. Generally, involvement in any activities that would further the objectives of the University or the Library are included. Service also includes participation in activities that extend the University's or Library's mission into the community, or that enhance the image of the University or Library in the community.

Service on either University or Library committees is required for promotion. Candidates are expected to participate on at least one committee for promotion to Librarian/Archivist II and above. Candidates must therefore demonstrate their service on a committee through proper documentation.

Service activities include, but are not limited to:

- Serving on a University committee, including the Faculty Senate, or any of their subcommittees

- Serving on an internal Library committee
- Planning or arranging for an exhibit to be provided to the Library
- Planning or arranging for a speaker to come to campus
- Providing support to student organizations and/or campus activities
- Coordinating department, Library or university-wide programs
- Management of department or Library-wide budgets
- Contributions to the University System or regional accreditation programs
- Contributions to the improvement of campus life
- Participating in collaborative instruction with teaching faculty
- Noteworthy application of technology to a course or class
- Directing individual student research (over a semester or more)
- Applying for a grant and having it funded
- Applying for a grant and getting it approved by an office on campus which assists with grant preparation, whether it gets funded or not
- Winning an award for outstanding service
- Direct participation in K-12 school activities
- Presentations before public institutions or lay audiences
- Significant contributions to the improvement of community life related to the mission of the University and/or the Library
- Significant participation in civic or community activities and organizations, such as committee work, holding an office, or volunteer work, that reflects positively on the image of the University and/or the Library

Professional Development and Scholarship

Professional development consists in work with local, state, regional, national and international level professional organizations. It includes active involvement in professional societies as a member, committee member or officer, as well as attendance at professional, scholarly, or technical meetings, workshops, and conferences; consulting services to other libraries, archives, or academic institutions; service as a professional advisor to special programs or projects sponsored by scholarly organizations, consortia, or interdisciplinary academic groups; and outstanding achievements or promise as evidenced by awards, fellowships, grants, instruction, or editorial activity.

Scholarship consists in contributing to scholarship, professional publications or education in either librarianship or a related field. It is important to note that publishing and research are not required activities for librarians seeking promotion but are presented as possible avenues for interested individuals.

Professional development and scholarship activities include, but are not limited to:

- Holding a major office in ALA, SELA, GLA, SAA, SGA or another library related professional organization
- Chairing a division, committee, interest group, or roundtable of ALA, SELA, GLA, SAA, SGA or another library related professional organization
- Holding an office other than chair for a division, committee, interest group, or roundtable of ALA, SELA, GLA, SAA, SGA or another library related professional organization

- Serving on a GIL or GALILEO committee
- Serving on a professional conference planning committee
- Presenting papers, lectures, demonstrations, or poster sessions at professional meetings and conferences
- Editing a journal on librarianship or related fields, or being a member of an editorial board reviewing publications for a professional journal covering librarianship or related fields
- Receiving fellowships, grants, awards or other special honors for research, instruction, scholarship or other creative activities
- Writing grant proposals for a project related to librarianship or related fields
- Serving on panels judging grant proposals in an area of professional expertise
- Maintaining or moderating a professional listserv
- Consulting or other applications of professional expertise
- Earning an additional master's degree or doctorate
- Earning professional licenses or certifications
- Participation in professional development training related to one's discipline, scholarship and/or creative activities
- Reporting conference proceedings
- Authoring articles, chapters, reports, books, media productions, annotated bibliographies, or critical reviews in librarianship or related fields
- Creating a substantial process, computer program, software, app or apparatus useful in library or archival operations, or performing modification or customization of open source computer apps to fit specific needs
- Creating an online teaching module
- Indexing conference proceedings or a comparable document
- Creating substantial in-house print or electronic publications, such as annotated bibliographies, indexes, finding aids, study guides, databases, retention schedules or catalogs for public distribution
- Instructing a course in librarianship or related fields
- Participation in other creative activities related to a librarian's specialization

Additionally, candidates must meet length-of-service requirements as outlined in section **905.00.2**.

Except for consistent job performance, candidates will vary greatly in their interests and achievements.

905.00.5 Evidence to Support Promotion Criteria

Evidence that the candidate has met promotion criteria includes, but is not limited to the following:

1. Letters or other documentation from colleagues, subordinates, or supervisors
2. Letters or other documentation from students, faculty, or other library users
3. Letters or other documentation from sources outside the university
4. Brief descriptions of committees, governing bodies, projects, workshops, or programs with copies of any reports or results appended

5. Reports or other documentation generated from activities
6. Candidate's statement of membership in organizations or continuing education activity
7. Evidence of courses or degrees completed
8. Copies of publications or citations to publications
9. Candidate's statement of participation in an activity
10. Any documentation or evidence of professional development and excellence (e.g. awards, honors, or certificates)

905.00.6 Promotion Process

The promotion process begins just before the start of a new fiscal year. New librarians should be given these guidelines during orientation so they can begin discussing opportunities for progress with their supervisors.

Candidates
In May of each year, any new potential candidates must indicate their desire to seek promotion to a higher rank. If new candidates come forward, the Dean of Libraries will form a Promotion Committee. See section **905.00.8** for details on the selection of committee members.

The Dean of Libraries will send the promotion criteria, instructions, and timeline to the candidates. The incoming chair will then set committee meeting times to review the candidates.

Electronic Portfolio
The candidate will submit an electronic portfolio compiled in D2L. All activities since the candidate's last promotion are eligible for inclusion in the electronic portfolio. Electronic Portfolios should include the following sections:

1. Cover Letter
2. A brief presentation describing significant accomplishments or other information supporting promotion
3. Curriculum Vitae or Resume
4. Annual evaluations for each full year during the promotion evaluation period
5. Letter of recommendation from the candidate's supervisor and optional letters of support from other faculty or information professionals
6. Summary of Professional Activity Form (see Appendix II)
7. Job Effectiveness
8. Service Activities. Documentation showing the candidate's service to Clayton State University, the profession, and the community
9. Professional Development and Scholarship. Documentation of the candidate's efforts to promote the profession and advance knowledge in the field
10. Awards, Honors, and Certificates. Documentation showing the candidate has been recognized for their work within the University, the profession, and the community

11. Other. Additional evidence the candidate would like to submit to support promotion or additional guidelines approved by library faculty

Specific instructions about the format of Electronic Portfolios in D2L will be published and available to all library faculty via a LibGuide, paper document, or other format. Those seeking promotion will have ample time and guidance to complete this requirement.

Recommendation and Appeals Process
As outlined in section **905.00.8**, the Library Promotion Committee will review all promotion applications and make a favorable or unfavorable recommendation for each candidate to the Dean of Libraries. Each promotion application must be approved by a majority of the Promotion Committee.

All Promotion Committee recommendations including those with areas of improvement for candidates receiving unfavorable recommendations will be reviewed by the Dean for approval or disapproval. If the Dean upholds any unfavorable recommendations or overturns the recommendation made by the Promotion Committee, the candidate will be notified by the Dean of their unfavorable recommendation along with their areas of improvement. If a recommendation made by the Promotion Committee is overturned by the Dean, the Promotion Committee chair will be notified. The recommendations of both the Promotion Committee and the Dean will be submitted to the Provost for adjudication upon appeal. Candidates receiving unfavorable recommendations will have 5 business days to submit a statement of appeal to the Provost. All positive recommendations will be submitted to the Provost.

In the case of an unfavorable recommendation from the Provost, the candidate has the option of submitting a statement of appeal with clarifying information to the President. Otherwise, favorable recommendations will go to the President for approval and ultimately be presented to the Board of Regents. Candidates receiving final favorable approval for promotion will be notified by the President.

905.00.7 Timeline

The promotion process involves three or four stages:

1. Preparation by the Faculty Member of the electronic portfolio for promotion
2. Review by the Department Head (if one exists)
3. Review at the Library Level (Promotion Committee and Dean of Libraries)
4. Review at the University Level (Provost and President)

These stages as well as the timelines in the process of promotion are described in the following section. For convenient reference, refer to the Calendar for Promotion. If the dates listed fall on weekends or holidays the actual date will be the next business day.

1. Preparation of the Electronic Portfolio for Promotion

    a. By May 31, the candidate notifies the Dean of Libraries of his or her intention to self-nominate for promotion.

    b. By August 21, each candidate for promotion will submit an electronic portfolio in D2L. No material may be added by the candidate after August 21st.

2. Review by the Department Head (if one exists)

    From August 21 to September 20, the Department Head will evaluate the candidate's electronic portfolio materials. By September 21, the Department Head submits a recommendation to accompany the electronic portfolio.

3a. Review at the Library Level (Promotion Committee and Dean of Libraries, if no Department Head exists)

    a. From August 21 to September 20, the Promotion Committee reviews the electronic portfolio materials of candidates without a Department Head using the Library Promotion Evaluation Form.

    b. By September 21, the Promotion Committee submits the completed Library Promotion Evaluation Form and a recommendation to the Dean of Libraries.

    c. From September 21 to November 14, the Dean of Libraries will review all electronic portfolios submitted by such candidates for promotion and will evaluate each electronic portfolio.

    d. If the Promotion Committee makes a favorable recommendation and the Dean of Libraries concurs, he or she attaches a favorable recommendation to the report completed by the Promotion Committee and submits these together with the candidate's electronic portfolio to the Provost.

    e. If the Dean of Libraries does not concur with the recommendation of the Promotion Committee, the candidate's electronic portfolio materials and evaluations will be submitted to the Provost. Also,
- The Dean of Libraries must complete a separate evaluation and submit it to the Provost.
- The Dean of Libraries will provide a written notification to the candidate.
- The candidate has the option of submitting a statement of appeal to the Provost.
- If the candidate submits no appeal, the candidacy is terminated.

    f. If the Promotion Committee makes an unfavorable recommendation and the Dean of Libraries concurs, the Dean of Libraries will provide a written notification to the candidate. From November 15 through November 21 the candidate has the option of submitting a written statement of appeal with clarifying information to the Provost. The appeal materials are due to the Provost by November 22. If the candidate submits no appeal the candidacy is terminated.

3b. Review at the Library Level (Promotion Committee and Dean of Libraries if Department Head exists)

a. From September 21 to October 31, the Promotion Committee reviews the electronic portfolio materials of candidates with a Department Head along with the recommendation of the Department Head using the Library Promotion Evaluation Form.
b. By October 31, the Promotion Committee submits the completed Library Promotion Evaluation Form and a recommendation to the Dean of Libraries.
c. From October 31 to November 14, the Dean of Libraries will review all electronic portfolios submitted by such candidates for promotion and will evaluate each electronic portfolio.
d. If the Promotion Committee makes a favorable recommendation and the Dean of Libraries concurs, he or she attaches a favorable recommendation to the report completed by the Promotion Committee and submits these together with the candidate's electronic portfolio to the Provost.
e. If the Dean of Libraries does not concur with the recommendation of the Promotion Committee, the candidate's electronic portfolio materials and evaluations will be submitted to the Provost. Also,
   • The Dean of Libraries must complete a separate evaluation and submit it to the Provost.
   • The Dean of Libraries will provide a written notification to the candidate.
   • The candidate has the option of submitting a statement of appeal to the Provost.
   • If the candidate submits no appeal, the candidacy is terminated.
f. If the Promotion Committee makes an unfavorable recommendation and the Dean of Libraries concurs, the Dean of Libraries will provide a written notification to the candidate. From November 15 through November 21 the candidate has the option of submitting a written statement of appeal with clarifying information to the Provost. The appeal materials are due to the Provost by November 22. If the candidate submits no appeal the candidacy is terminated.

4a. Review at the University Level (Provost)

a. For candidates who received favorable recommendations from the Dean of Libraries and the Promotion Committee, and candidates who appealed an unfavorable recommendation, the Provost will review electronic portfolios, specific criteria developed by the Library and the Library Promotion Evaluation Forms, and recommendations from the Department Head, if one exists, the Promotion Committee and the Dean of Libraries, and any appeal materials from the candidates.
b. In February, at a date consistent with the Board of Regents timetable, the Provost will make recommendations to the President. Each candidate, as well as the Dean of Libraries, will be informed in writing of this recommendation by the Provost. In the case of an unfavorable recommendation, the candidate has the option of submitting a statement of appeal with clarifying information to the President.

4b. Review at the University Level (President)

a. By the date specified by the Board of Regents the President decides the final approval or rejection of all candidates that were submitted to the President by the Provost.
b. The President will provide written notification to the candidate, the Provost, and the Dean of Libraries of his or her recommendation.

Calendar for Promotion

Date(s)*	Action
Stage 1: Preparation of E-Portfolio by Candidate	
May 31	Candidate notifies Dean of Libraries of intent to self-nominate for promotion
Spring and Summer	Candidate's preparation of e-portfolio
August 21	Candidate submits e-portfolio
Stage 2: Review of E-Portfolio by Department Head (if one exists)	
August 21 – September 20	Review and evaluation by the Department Head
September 21	Department Head submits evaluation to accompany e-portfolio
Stage 3a: Review of E-Portfolio at Library Level (if there is no Department Level Review)	
August 21- September 20	Review and evaluation by the Promotion Committee
September 21	Recommendation of the Promotion Committee submitted to the Dean of Libraries
September 21 – November 14	Review and evaluation by the Dean of Libraries
November 15	Recommendation of the Dean of Libraries submitted to the Provost
Stage 3b: Review of E-Portfolio at Library Level (if there is a Department Level Review)	
September 21- October 31	Review and evaluation by the Promotion Committee
November 1	Recommendation of the Promotion Committee submitted to the Dean of Libraries
November 1-14	Review and evaluation by the Dean of Libraries
November 15	Recommendation of the Dean of Libraries submitted to the Provost
Stage 4: Review of E-Portfolio at the University Level (if candidate appeals decision at Library Level)	
November 15-21	Candidate receiving unfavorable recommendation from the Promotion Committee and/or Dean of Libraries assembles appeal materials, if appropriate
November 22	Candidate's appeal materials due to the Provost
November 22- February (date	Review and evaluation of appeal materials and portfolio by the Provost

depends on Board of Regents due dates)	
February (date depends on Board of Regents due dates)	If candidate receives an unfavorable recommendation from the Provost, then they may assemble appeal materials and submit them to the President
Stage 4: Review of E-Portfolio at the University Level	
November 15	Recommendation of the Dean of Libraries that is favorable to the candidate is submitted to the Provost
February (date depends on Board of Regents due dates)	The Provost's recommendations on promotion are forwarded to the President
TBA (date depends on Board of Regents due dates)	The President's recommendations on promotion are forwarded to the Board of Regents

*If the dates listed fall on weekends or holidays the actual date will be the next business day. Dates are subject to change based on the requirements of the Provost, the President, and the Board of Regents.

905.00.8 Promotion Committee

Function
The Promotion Committee is responsible for determining a candidate's readiness for promotion and recommends a course of action. The committee works closely with the Dean of Libraries during the promotion process.

Composition, Eligibility, and Appointment
If any candidates come forward seeking promotion by the annual deadline, a Promotion Committee consisting of three or more members shall be constituted from among the full-time Library faculty not seeking promotion.

The Dean of Libraries shall be ineligible to serve on the Promotion Committee.

All other full-time Library faculty members not seeking promotion who meet the criteria to review any of the candidates shall be constituted as the Promotion Committee for that year. Any faculty member who does not hold a rank at or above the rank being sought by a candidate shall be ineligible to review that candidate. Any faculty member who functions as the direct supervisor of a candidate shall also be ineligible to review that candidate as a member of the Promotion Committee. Any Promotion Committee members who are ineligible to review a given candidate must recuse themselves from all votes and deliberations regarding that candidate.

If there are fewer than three Promotion Committee members who are eligible to review a given candidate, then the Dean of Libraries shall attempt to supplement the Promotion Committee for such candidate with additional members from any of the following groups:

1) A full-time faculty librarian on the Library Leadership Team
2) A full-time faculty librarian with at least five years of service at Clayton State University
3) A full-time faculty member from the academic unit that the candidate is a Library liaison for
4) A full-time faculty member from the Clayton State University Archival Studies Program
5) A full-time librarian that holds a rank at or above the rank being sought by the candidate at another academic library

Additional members shall only participate in votes or deliberations regarding a candidate when there are fewer than three full-time Clayton State Library faculty members not seeking promotion who are eligible to review that candidate. Any faculty member who functions as the direct supervisor of a candidate shall be ineligible to serve as an additional member for that candidate.

If, despite the attempt to supplement the Promotion Committee with additional members, a group of three or more persons cannot be formed to review a given candidate, then that candidate shall be excluded from review by the Promotion Committee. That candidate shall be reviewed directly by the Dean of Libraries.

The Promotion Committee shall select its own chair. There are no term limits on service on the Promotion Committee.

LIBRARIAN/ARCHIVIST PROMOTION EVALUATION FORM

NAME OF LIBRARIAN _____

CURRENT RANK _____

PERIOD OF EVALUATION: From _____ Through _____

SECTION I. SUMMARY OF EVALUATION BASED UPON LIBRARY CRITERIA FOR PROMOTION

Rank Sought	Evaluation Area	Criteria	Rating Awarded	Meets Overall Criteria
Librarian/ Archivist II	Job Effectiveness	Demonstration of significant contributions as a librarian and a strong likelihood of continuing effectiveness as a librarian.	☐ Does not meet ☐ Meets – 3 points ☐ Exceeds – 4 points ☐ Exemplary – 5 points	☐ Yes ☐ No At least 11 points needed to achieve promotion
	Service	Demonstration of significant contributions in service to the institution and a strong likelihood of continuing effectiveness in such service.	☐ Does not meet ☐ Meets – 3 points ☐ Exceeds – 4 points ☐ Exemplary – 5 points	
	Professional Development and Scholarship	Demonstration of significant contributions to the profession of librarianship and a strong likelihood of continuing effectiveness.	☐ Does not meet ☐ Meets – 3 points ☐ Exceeds – 4 points ☐ Exemplary – 5 points	
Librarian/ Archivist III	Job Effectiveness	Demonstration of a clear and convincing record of a high level of sustained effectiveness as a librarian.	☐ Does not meet ☐ Meets – 4 points ☐ Exceeds – 5 points ☐ Exemplary – 6 points	☐ Yes ☐ No At least 14 points needed to achieve promotion
	Service	Demonstration of a clear and convincing record of a high level of sustained effectiveness in service to the institution.	☐ Does not meet ☐ Meets – 4 points ☐ Exceeds – 5 points ☐ Exemplary – 6 points	
	Professional Development and Scholarship	Demonstration of a clear and convincing record of a high level of sustained effectiveness in contributing to the profession of librarianship.	☐ Does not meet ☐ Meets – 4 points ☐ Exceeds – 5 points ☐ Exemplary – 6 points	
Librarian/ Archivist IV	Job Effectiveness	Demonstration of a clear and convincing record of a high level of sustained effectiveness as a librarian.	☐ Does not meet ☐ Meets – 5 points ☐ Exceeds – 6 points ☐ Exemplary – 7 points	☐ Yes ☐ No At least 17 points needed to achieve promotion
	Service	Demonstration of a clear and convincing record of a high level of sustained effectiveness in service to the institution.	☐ Does not meet ☐ Meets – 5 points ☐ Exceeds – 6 points ☐ Exemplary – 7 points	
	Professional Development and Scholarship	Demonstration of a clear and convincing record of a high level of sustained effectiveness in contributing to the profession of librarianship.	☐ Does not meet ☐ Meets – 5 points ☐ Exceeds – 6 points ☐ Exemplary – 7 points	

SECTION II. PROMOTION RECOMMENDATION

☐ AWARD PROMOTION

☐ DO NOT AWARD PROMOTION

SECTION III. COMMENTS

In this space the Promotion Committee shall note specific activities in which the candidate has exceeded expectations, as well as areas of potential improvement.

EVALUATORS

_____   _____   _____   _____
Printed Name   Signature   Title or Rank   Date

_____   _____   _____   _____
Printed Name   Signature   Title or Rank   Date

_____   _____   _____   _____
Printed Name   Signature   Title or Rank   Date

_____   _____   _____   _____
Printed Name   Signature   Title or Rank   Date

_____   _____   _____   _____
Printed Name   Signature   Title or Rank   Date

_____   _____   _____   _____
Printed Name   Signature   Title or Rank   Date

APPENDIX II

Name: **Current rank and effective date:**

Library Department: **Highest Degree:**

I. Job Effectiveness

Contributions to the educational function of Clayton State University

Contributions to the mission and vision of the library

Job Duties	Descriptions of Accomplishments	Effective Dates

II. Service to Clayton State University

Course Number	Course Title	Academic Term	Number of Students	LibGuide or supporting materials used for instruction

Direction of individual student research/library consultation			
Course	Student/Major/Area of Study	Academic Term	Description of Research

Applications of technology to Library Instruction-Applications of technology to teaching			
Course Number	**Course Title**	**Term**	**Description of Application**

A. National/International Committee and other service within the University Community

Committee service			
Name of committee	Participation (member, chair, consultant)	Period of service	Frequency and length of meetings
Departmental			
School			
University			
University System			

Professional Publications, scholarship, research, and intellectual contributions		
Refereed papers, chapters in books		
author(s)	title	citation
Non-refereed publications		
Other Publications		
Abstracts		

Coordinating department, library or university-wide programs	
organization or program administered	administrative role

Honors and awards for service		
name of award	date of presentation	presented by

B. Significant participation in civic or community activities and organizations such as committee work, holding an office, or volunteer work, that reflects positively on the image of the university and/or the library

Contributions to the improvement of community life	
contribution	role

Other service to the larger community	
description	

III. Professional Development and Scholarship

Membership and/or service in professional organizations	
organization	leadership position held

Receipt of competitively awarded grants, fellowships or contracts			
sponsor	title	dates	funding amount

New proposals for grants, fellowships or contracts not yet funded			
sponsor	title	status	funding requested

Additional degrees, Professional licenses or certifications	
degree, license or certification	description/year completed
Development of professional technology applications	
application	description

Participation in professional development and training related to one's discipline, scholarship and/or creative activities			
title of training	presenter	location	date

Honors and awards for research, scholarship or other creative activities		
name of award	date of presentation	presented by

IV. Other

description

APPENDIX III

FINANCIAL AMOUNTS AWARDED AFTER PROMOTION APPROVAL

Librarian I to II	$1,000
Librarian II to III	$1,500
Librarian III to IV	$2,000

APPENDIX IV

RANK EQUIVALENCY BETWEEN LIBRARY FACULTY and TEACHING FACULTY

Librarian I/Archivist I	Instructor
Librarian II/Archivist II	Assistant Professor
Librarian III/Archivist III	Associate Professor
Librarian IV/Archivist IV	Full Professor