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UMKC Librarians' Council
Promotion and Appointments Committee Document 1
Promotion Criteria for Ranked Full-Time Non-Tenure Track Faculty Librarians

Approved: 12 May 2014, 30 March 2016
Replaces: *A Provision Making Available Academic Status for Professional Librarians in the University of Missouri* (Adopted February 22, 1971 and Amended March 31, 1976) and *Application of Criteria Used in Judging Eligibility for Librarians' Promotion in Academic Rank at the University of Missouri-Kansas City* (Approved November 9, 1983; January 25, 1989; November 11, 1994; December 9, 2010)

Full-time ranked librarians are considered non-tenure track (NTT) faculty as outlined in the University of Missouri Collected Rules and Regulations, section 310.035 and enjoy the rights and responsibilities regarding promotion therein. According to that document, the criteria for promotion should be defined by the academic unit and approved by the provost. This policy serves to define the promotion criteria for full-time non-tenure track faculty librarians at the University of Missouri – Kansas City.

According to section 310.035 of the University of Missouri Collected Rules and Regulations,

> *Evaluation of the candidate's application for promotion should focus on the specific area of appointment – teaching, research, clinical/professional practice, extension or library – as well as service and professional activities related to that primary responsibility.*

Job performance is the primary criterion for promotion. Librarians are expected to demonstrate excellence in meeting their position responsibilities, as defined by the job description and annual goals. Evidence of accomplishment may be drawn from a combination of performance appraisals, discussion of individual successes, demonstration of successful administration of tasks, programs or services, and other evidence that establishes a record of a high level of achievement in meeting the responsibilities of the position.

Librarians of all ranks must hold an appropriate library or information science graduate degree relevant to the position, generally a Master's degree in library science from a program accredited by the American Library Association but also including other accredited degrees, such as those in computer science or archival management.

While evaluation of the candidate's application for promotion will focus on job-related duties and responsibilities, librarians are also evaluated on service and professional activities related to that primary responsibility.

When considering the years of professional experience, the committee is to consider only the candidate's years of experience in professional library positions subsequent to having received the graduate professional library or information science degree, and completed by the September 1st following the date on which the candidate submits the official promotion portfolio to the committee.

CRITERIA FOR APPOINTMENT AND PROMOTION BY RANK

Librarian I
The rank of Librarian I is the beginning professional rank, which requires little or no prior library experience. Librarian I is not a career rank and librarians in this rank are expected to attain promotion to Librarian II within six years of their appointment as Librarian I. Duties at this rank are performed in close consultation with one's supervisor.

To be appointed to the rank of Librarian I, an individual must possess an appropriate library or information science graduate degree relevant to the position, generally a Master's degree in library science from a program accredited by the American Library Association but also including other accredited degrees, such as those in computer science or archival management.

Librarian II
The rank of Librarian II is a career rank; an individual may remain at this rank indefinitely. Librarians at this rank may hold either administrative or non-administrative positions. Duties at this rank are performed with more independence and initiative than at the Librarian I level.

Promotion to the rank of Librarian II is contingent upon maintaining a level of performance which meets expectations in carrying out job-related duties and responsibilities as a Librarian I or an equivalent rank.

Candidates for promotion to Librarian II will have a minimum of two years of experience at the rank of Librarian I or the equivalent. When considering the number of years of professional library experience, the committee is to consider only the candidate's years of experience in professional library positions subsequent to having received the appropriate graduate / professional degree, and completed by the date upon which the candidate submits all requested information in writing to the committee. Professional experience at another institution may count toward the two-year total.

In addition, to be promoted to the rank of Librarian II, an individual will display evidence of beginning contributions in at least three of the five areas of accomplishments outlined in the section below.

Librarian III
The rank of Librarian III is a career rank; an individual may remain at this rank indefinitely. Librarians at this rank may hold either administrative or non-administrative positions. Duties at this rank are generally performed independently and with initiative. Librarian IIIs have recognized knowledge and skills, and should make contributions to the library and to the profession, which are recognized beyond the local or state level.

Promotion to the rank of Librarian III is contingent upon maintaining a high level of performance in carrying out job-related duties and responsibilities as a Librarian II or an equivalent rank.

Candidates for promotion to Librarian III will have a minimum of five years of experience at the rank of Librarian II or the equivalent. Professional experience at another institution may count toward the five-year total.

In addition, to be promoted to the rank of Librarian III, an individual will display evidence of significant contributions in at least three of the five areas of accomplishments outlined in the section below.

Librarian IV
The rank of Librarian IV is the highest career rank. This rank is awarded to individuals with outstanding leadership qualities and a high level of expertise in their assigned areas of responsibility in the library and who exhibit extraordinary achievement in their professional endeavors. Librarians at this rank may hold either administrative or non-administrative positions. They make outstanding contributions to the library and to the profession, which are recognized at national or international levels.

Promotion to the rank of Librarian IV is contingent upon maintaining a high level of performance in carrying out job-related duties and responsibilities as a Librarian III or an equivalent rank.

Candidates for promotion to Librarian IV will have a minimum of five years of experience at the rank of Librarian III or the equivalent. Professional experience at another institution may count toward the five-year total.

In addition, to be promoted to the rank of Librarian IV, an individual will display evidence of new accomplishments reflecting greater professional growth or contributions at the rank of Librarian III in at least three areas of accomplishments outlined in the section below, or sustained accomplishments in three areas and significant new achievements in a fourth area.

CATEGORIES OF ACCOMPLISHMENT FOR PROMOTION AND APPOINTMENT

The difference between a beginning and a significant accomplishment will be determined by the scope and impact of the accomplishment. Any one project might demonstrate multiple categories of accomplishment. A portfolio must demonstrate progress and growth.

Innovative contributions
This area includes contributions to library operations, procedures, and functions that exceed specific job-related work assignments. These contributions should result in significantly increased efficiency of operations, or enhanced service to clients. The focus in this category is on the individual contribution to the project. Examples might include developing innovative cataloging policies and procedures; devising innovative approaches to information literacy; initiating cooperative efforts between departments which improve workflow or communications; creating web or other electronic services. While a significant contributor might lead the development of innovation, a beginner might make an innovative change on a small scale or contribute ideas and activity that tangibly impact an innovative project.

Demonstrated leadership ability
This ability should be evidenced by successful managing of projects, task forces, and committees that produce tangible results within the library, the university, or the profession. The focus in this category is on collegiality and leadership of a group. This assumes accomplishments based on personal skills or efforts, rather than position, authority or responsibility. Examples might include gaining group and administrative buy-in for a major initiative, or leading a task force for a project with a tangible result. The difference between significant and beginner leadership is a matter of scope and impact.

Service
Service to the profession, community, library, campus, and/or university might take the form of teaching or participation on committees, councils or professional associations and organizations outside the scope of one's job responsibilities but relevant professionally. Supporting documentation must be explicit in describing what resulted from the committee's work and the impact this work had. Examples might include workshops taught or organized, programs, active committee membership, awards from a professional organization, or serving as an elected officer. In general, beginning accomplishments have less geographic reach or impact on the constituency than significant accomplishments.

Research and publications
Scholarship included as part of this category consists of published monographs and articles appearing in scholarly or professional journals or websites; presentations; published book or website reviews; scholarly exhibits; software or technology development; and other forms of professional discourse. Research and publications created within the scope of one's job responsibilities are not included in this category. Significant contributions in this category are generally indicated by a rigorous, selective screening process, original research, work done with no or few collaborators, and/or evidence of a significant impact on the profession. Examples

include peer-reviewed publications, presentations at major conferences, keynote presentations, and work with a high level of citation in other literature. Beginning contributions, by contrast, are more often indicated by less rigorous review, work completed as a member of a large group, and scholarship focused on sharing work practices. Examples of this include poster sessions, particularly at local conferences, presentations to a UMKC audience (e.g. FaCET, ITS Conference), or work completed with two or more colleagues.

Professional and educational development
These activities must go beyond training necessary to stay current for one's job and must have a demonstrable impact on the library, the university or the profession. Professional and educational development included as part of this category will primarily include formal courses, seminars, workshops, and conferences, regardless of format. The significance of a contribution is determined by the depth of expertise gained and the level of impact. Seminars, workshops, and conference attendance that serve to provide knowledge required to gain additional job skills, but not necessarily to become an expert in a new specialization, are generally beginning contributions. An educational program that allows a candidate to become generally recognized as an expert in some aspect of the Library's work could qualify as significant. Examples of such expertise might include current management theory, authority control, assessment, standards, or copyright. Completion of a certification program or an advanced degree, such as a master's or a doctorate in a relevant field, could also qualify.

RESOURCES
- University of Missouri Collected Rules and Regulations, Chapter 310.035 Non-Tenure Track Faculty http://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310/310.035_non-tenure_track_faculty.