

Approved by Library Faculty: June 3, 2010

University Library Mission and Vision

The University Library at California State University, Long Beach was established to provide direct support for the educational mission of the University through selecting, organizing, preserving, and disseminating recorded knowledge in all its formats and manifestations. The organization also provides the human, print, and digital resources necessary for the campus community to locate, retrieve, and evaluate information effectively. The Library maintains collections that promote free inquiry and intellectual development, provides instruction in the information gathering and evaluation process, and thus has a lasting and beneficial impact on the lives of CSULB students.

Librarianship Philosophy

The Library faculty is committed to providing high quality information resources, teaching and information literacy activities, and other related research services to the constituents of California State University, Long Beach. The Library faculty is also actively engaged in research, scholarship and creative activities (RSCA), and professional, university, and community service that bring distinction to the University and the Library.² The Library faculty is further committed to provide services and access fairly and appropriately with respect to all library users.

Guiding Principles of Reappointment, Tenure, and Promotion (RTP)

The Library Reappointment, Tenure, and Promotion (RTP) Committee criteria for evaluation will be the same as those stated in the University Reappointment, Tenure and Promotion (RTP) policy (). Effectiveness in Library Assignment, as articulated in the annual assignment letter provided by the Dean, will be the umbrella term that is used for the three areas of

Candidates for reappointment, tenure, and promotion will be

Instruction and Instructionally Related Activities are necessary components of performance in support of reappointment, tenure, and promotion. Teaching effectiveness shall be evaluated in lectures, workshops, orientations, and other instructionally related activities such as Collection Management and Professional Development. Methods of evaluation may include but are not limited to, documented peer observation and written faculty and/or student evaluations. The Committee will consider achievements in subject areas outside of the library and information fields when such expertise supports the candidate's primary assignment. Evaluation will be linked to the candidate's documented evidence in this area.

Examples of areas of effectiveness for Instruction and Instructionally Related Activities shall include but are not limited to:

- Instruction services, e.g., instructional lectures or workshops, identification of core classes and implementation of instruction to all sections of a targeted research class in assigned discipline(s); development of pedagogical improvements as demonstrated by a unique or new approach to instruction; curriculum development with faculty and/or departments
- Development and maintenance of instructional resources, e.g., discipline research guides, instructional handouts; tutorials
- Reference, e.g., interactions with patrons; knowledge and use of print and electronic sources and search techniques
- Research consultations with students or research support for discipline faculty
- Selection and acquisition of resources, e.g., curricular support, funds management, liaison with subject departments
- Outreach to special populations, e.g., campus orientations to parents, students in special programs, high school students, visiting scholars
- Technology responsibilities, e.g., troubleshooting integrated library systems, databases, networks
- Continuing study or formal course of study; attendance at professional conferences and workshops
- Applications for grants for professional activities

Research, Scholarly, and Creative Activities (RSCA)

Research, Scholarly, and Creative Activities are necessary components of performance in support of reappointment, tenure, and promotion. Librarians are expected to demonstrate engagement with scholarly issues.

Candidates are responsible to make the case for any review processes outside of typical peer review.

Research and Publication

Works that are complete and available carry greater weight than works in progress; works accepted or submitted for publication, are indications of professional contribution and should be included in the candidate's file.

Examples of areas of effectiveness for Research and Publication shall include but are not limited to:

- Articles or chapters in journals, books, or proceedings
- Book length treatises, bibliographies, or reference works
- Digital projects
- Peer reviewing, editorial or indexing for a journal or publisher
- Curating an exhibit or other public project
- Reviews
- Creative work
- Applications for grants for individual research, or for the Library

Presentations

Conferences, workshops, and professional meetings are important scholarly communication forums within the library and information fields. Evaluation criteria for poster sessions or presentations are based on a variety of factors, including but not limited to, the selection process, the audience addressed, and the impact of the contribution ~~limited~~

- Poster session or presentation
- Keynote address
- Developing or leading a workshop

Service

Service is a necessary component of performance in support of reappointment, tenure, and promotion. The Committee will consider a broad range of professional and community contributions. Direct relationship to the library and information field is not essential, as long as the service is such as to engage the professional and/or leadership skills of the candidate.

The following categories are the most common forms of service contribution. At all levels, quality and degree of participation in service will be weighted more heavily than the sheer number of activities.

Contributions to the Library

Librarians are expected to provide service to the Library. Evaluation criteria for this area are

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Examples of areas of effectiveness for Contributions to the University shall include but are not limited to:

- Direct and active participation in shared governance
- Contributions or leadership activities on University committees
- Conducting information workshops, educational or promotional activities
- Authorship of reports or other material pertinent to the University
- Participation on a graduate thesis or project committee

Professional Service

Librarians are also expected to provide service to professional organizations. Evaluation criteria for this area are based on quality and degree of participation of service including the level of commitment, leadership, and the impact of the contribution. The Committee will consider whether the service was for an international, national, state, or local organization or project. In addition, professional leadership in library and information associations at all levels is based on the development and implementation of policies, procedures, standards, and guidelines and in disseminating best practices.

Examples of areas of effectiveness for Professional Service shall include but are not limited to:

- Contributions or leadership activities for professional organizations
- Organizing a conference, workshop, panel, or symposium

Contributions to the Community

Evaluation criteria for this area are based on quality and degree of participation of service. Contributions to the Community have the highest value when combined with an individual's expertise and when it furthers the educational mission of the Library or University.

Examples of areas of effectiveness for Contributions to the Community shall include but are not limited to:

- Consulting in public school, local government, and community organizations
- Conducting external evaluations

Changes and Amendments to the Library RTP Policy

Changes to the RTP policy may occur as a result of changes to the CSU CFA Collective Bargaining Agreement (CBA) and University policies. In general, changes to procedures do not require a vote of the faculty.

Amendment(s) to the Library RTP policy may be proposed to the Chair of the Library Faculty by petition of at least twenty (20) percent of the tenured and probationary faculty.

The proposed amendment(s) will be distributed in writing to the faculty. A meeting of the faculty will be called for discussion of these proposals at least seven (7) calendar days, but no later than thirty (30) calendar days after the distribution of the proposed amendment(s). This meeting could be part of a regularly scheduled Library faculty meeting.

Amendment(s) to this policy will become effective upon receipt of the favorable vote of a majority of the tenured and probationary faculty in a secret ballot distributed within thirty (30) calendar days of the designated meeting and upon approval of the Dean of Library Services and of the Provost.