

July 2, 1996
C. Duke

PERSONNEL POLICIES AND PROCEDURES FOR LIBRARY FACULTY

The terminal degree for library faculty at Grinnell College shall be the Master's degree in library and information science from an American Library Association-accredited graduate school. To provide an alternative in library faculty appointments for individuals not eligible for tenure, long-term renewable contracts will be offered. The usual pattern is an initial two-year contract, followed by a second two-year contract, followed by a three-year contract with a promotion review in the second year of that term. Subsequent contracts will normally be for five years. All contract reviews follow the guidelines of The Faculty Handbook.

1. Concerning Assistant Professors:
 - a. Initial appointment shall be made at this rank for persons who have attained the terminal degree.
 - b. Initial contracts at this rank will normally be for two years, the second contract for two years, and the third contract for three years with promotion review in the second year of that term. Subsequent contracts will normally be for five years.
2. Concerning Associate Professors:
 - a. Initial appointment at this rank will normally be for persons who have at least six years of relevant experience or tenure conferred at another institution and who have exhibited superior professional performance, scholarship, and service.
 - b. Initial contracts at this rank will be for two years, the second contract for three years. Subsequent contracts will normally be for five years.
3. Concerning Professors:

Promotions to the rank of professor confer tenure. Promotion considerations to this rank will follow the criteria and guidelines stated in Section III of The Faculty Handbook. Initial appointments to this rank follow the statements in Section III. A.5 of The Faculty Handbook.

CRITERIA FOR PROMOTION AND CONTRACT RENEWAL OF LIBRARY FACULTY

Promotion in academic rank requires evidence of the ability to perform at a high professional level in areas which contribute to the educational mission of the institution. Such work requires evidence of continued professional and intellectual growth through activities related to service and to inquiry and research. These criteria which must be addressed in promotion and contract reviews are further explained in the following sections.

1. Contributions to the Educational Mission of the College
The basic quality which must be evident for promotion in academic rank is the ability to perform at a high professional level in areas which contribute to the educational mission of the institution such as reference service, collection development, bibliographic organization and control. This may include teaching, not necessarily in a classroom situation; organization of workshops, institutes, or similar meetings; public appearances in the interest of librarianship or information transfer. Evidence of this level of performance may be adduced from the judgments of colleagues on the library faculty and staff, from members of our academic community outside the library, from the judgment of those who are instructed, and from professional colleagues outside the academic institution.

2. Service to the College and the Profession
Service to the College includes active involvement on departmental, college-wide, and faculty committees and task forces. Entry into the professional community of librarianship is normally through service in state and national library associations. Such activity is important for the professional development of library faculty and service to the profession of librarianship is normally expected for promotion. Contributions to the advancement of the profession may occur through such activities as active participation in professional and learned societies as a member, as an officer, as a committee member or as a committee chair, as well as conference presentations, workshops, poster sessions, public appearances in the interest of librarianship or information transfer at the regional, state, or national level, and other collegial activities at the local, state, regional, and national levels. Such activities shall be judged by professional colleagues on and/or off the campus on the basis of their contributions to librarianship and/or the college.

3. Scholarship
Evidence of continued professional and intellectual growth may be provided through activities related to inquiry and research: for example, publications in professional and scholarly journals; presentation of papers; exhibitions; performances; work toward or

achievement of an advanced certification in librarianship or an additional graduate degree; reviews of books and other literature; grants; consulting; service as a member of a team-of-experts task force, review committee, or similar body. Because library faculty are generalists and members of a liberal-arts community, scholarly activities may extend beyond areas of librarianship. Such activities shall be judged by professional colleagues on and, where appropriate, off the campus.

4. Desire to Retain

A statement of the desire of colleagues both within and outside the department to promote or keep the individual on the faculty must be included in the review packet. This statement should include a general appraisal of the individual's present and prospective qualifications and usefulness as a member of the Grinnell College faculty.