Suggested Standards for Evaluating ULC Librarians
(Based upon the document adopted by IUPUI Librarians February 13, 2008)

General Notes

• Professional service activities (including administrative responsibilities) prescribed by the candidate’s position description are NOT considered Librarian Service, but rather Librarian Performance.
• Any scholarship related to performance or service is considered Librarian Professional Development, Research and/or Creativity.
• Librarian Professional Development includes all scholarship, including scholarship of performance, research and/or creativity, and service.

Librarian Performance

Unsatisfactory
A librarian who fails to meet the criteria outlined under satisfactory. Examples of unsatisfactory performance include but are not limited to:

• Lack of continued contributions toward the library’s mission and/or goals
• Lack of meaningful documentation of the contributions of the individual librarian
• Lack of meaningful documentation of impact made by the librarians’ contributions
• Lack of evidence of effective accomplishment of professional responsibilities outlined in the individual librarian’s position description

Satisfactory (Not sufficient for promotion beyond the Assistant Rank or for tenure)
A librarian must consistently make meaningful contributions toward the library’s mission and/or goals and must document those contributions, including their impact.
A librarian must also provide evidence of effective accomplishment of professional responsibilities outlined in her/his position description.

Excellent (Required for Associate Rank and tenure)
Meets and exceeds the criteria for satisfactory by consistently making significant contributions toward the library’s mission and/or goals.
Examples of significant contributions include, but are not limited to:

• Increasing either the quality or efficiency of a library service, program, product or project
• Implementing a new service, program, product, or project (with supervisory approval)
• Mastering important new responsibilities (beyond those assigned at time of appointment)

Exceptional Achievement (Required for Librarian Rank)
Exceeds the criteria for excellent by demonstrating recognition or exceptional impact outside the library. Examples of exceptional impact outside the library include, but are not limited to:

• Alteration of school, campus, or university practices
• Adoption of a service, program, or product by other libraries
  ▪ Acknowledgment of a service, program, or product in the professional literature
  ▪ Receipt of an award at the school, campus, community, or professional level
Librarian Professional Development, Research, and/or Creativity:

Unsatisfactory
- A librarian who fails to meet the criteria outlined under satisfactory.

Satisfactory
A librarian must regularly engage in activities that advance the education or knowledge of the candidate as a professional AND engage in at least three activities that disseminate research or expertise, at least one of which must have passed a formal professional evaluation process.

Examples of activities that advance the education or knowledge of the candidate include, but are not limited to:
- Attend a professional conference, meeting, or institute, or continuing education workshop
- Take a for-credit academic course relevant to the librarian’s professional responsibilities

Examples of activities that disseminate research or expertise and have passed a formal professional evaluation process include, but are not limited to:
- Peer reviewed article, book chapter, or book review essay
- Invited book chapter or encyclopedia article
- Invited/peer reviewed presentation at a professional conference
- Favorably reviewed research grant or project grant
- For-credit course development

Examples of activities that share research and/or expertise and have not passed a formal professional evaluation process include, but are not limited to:
- Newsletter article
- A review of a book, database, or exhibit
- Panel discussion at a conference
- Course presentation development
- Exhibit preparation and mounting

Excellent
To show excellence, a librarian must have a significant role in the completion of three products of research or expertise which have passed a formal professional evaluation process, at least one of which must have a significant impact, in most cases beyond the state level, on the profession or discipline. Examples of indicators of significant impact include, but are not limited to:
- Products of expertise or research recognized by a regional or national professional organization -- such as an award, invitation to give the keynote address, invitation to develop a CE course for the organization
- Products of expertise or research cited or acknowledged by others in their scholarly and/or professional activity
- Book that is well received (in reviews or by placement in collections)
- Original methodology adopted by others
**Librarian Service**

**Unsatisfactory**
- A librarian who fails to meet the criteria outlined under satisfactory.

**Satisfactory**
A librarian must regularly engage in activities outside the normal realm of the person’s responsibilities that serve the library, school, campus, or the university, AND activities that serve the discipline and/or profession. One comparable community service activity may be substituted for service to the discipline and/or profession if there is an application of professional expertise.

Service to the University must normally consist of three documented contributions tied to the institution’s mission. Each year of a multiple year commitment counts as an independent contribution.

Service to the discipline and/or profession must normally consist of three documented contributions. Each year of a multiple year commitment counts as an independent contribution.

Examples of Librarian service to the University include, but are not limited to:
- Serve on a faculty governance organization at the library, campus, or university level
- Serve on an administrative search and screen committee or system-wide task force.
- Serve as student organization sponsor
- Serve as academic adviser, internship supervisor, thesis/dissertation committee member, or student mentor

Examples of service to the discipline or profession include, but are not limited to:
- Active membership in one or more professional organizations as an officer, candidate for office, committee member, electronic mailing list moderator, mentor in a formal mentoring program, webmaster or some other role that requires professional expertise

Examples of community service include, but are not limited to:
- Providing a library-related service to community organization
- Service on board of library-related and/or discipline-related community organization

**Excellent**
A librarian must demonstrate an ongoing program of service as outlined under satisfactory. The service must have significant impact on the profession of librarianship or on an academic discipline, OR the impact of the service must result in significant recognition by the librarian’s peers beyond the university.

Examples of activities which have significant impact include but are not limited to:
- Influence the adoption/modification of standards of a profession or discipline
- Develop an instrument/methodology which changes professional practice
- Create or revitalize a significant professional organization
- Influence the passage of legislation related to the profession or discipline
Examples of significant recognition include but are not limited to:

- Awards and/or prizes that reflect on the significance and impact of the librarian’s service
- Appointment as editor of a selective peer-reviewed publication
- Election as an officer or board member of a professional organization of at least 500 members, or the leading organization for a library specialty

Examples of activities which demonstrate impact include, but are not limited to:

- Consulting that produces beneficial change in the organization for which the consultation was done