

# Utah Tech University Policy Addenda

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## # 641h: Faculty Review Criteria for Academic Librarians

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### I. Purpose

- 1.1 To define librarianship specific competencies in student learning and success, scholarship and creative activities, and service, as well as, mapping the librarianship specific competencies to librarian workload to meet the requirements of university policies 631: Faculty Categories, 635: Faculty Workload, 635a: Workload Model, 641: Faculty Retention, Tenure, and Promotion, and 641a: Faculty Performance Standards.

### II. Scope

- 2.1 All full-time tenure track librarians who submit retention, tenure, or promotion reviews.

### III. Definitions

- 3.1 **Mandatory:** A common element of librarianship each faculty librarian should demonstrate in their work and portfolio.
- 3.2 **Required:** An element of librarianship which should be demonstrated in their work and portfolio if it falls within their role and job duties as agreed upon in Librarian Annual Faculty Activity Plans (AFAP).
- 3.3 **Optional:** An optional element of librarianship that further promotes the institutional or library mission and may be demonstrated in their work and portfolio.
- 3.4 **Workload Equivalency:** Maps librarian workload from percentage of annual work time to credit hours. Tenure-track librarians tend to work 40 hours per week on a 12-month contract, although specifics can vary. Workload equivalency is necessary to equate workload to the more common credit hour workload of teaching faculty.

- 3.5 ***Student Learning and Success in Librarianship***: Library faculty engage in a broad spectrum of activities related to Student Learning and Success. Library faculty are specialists in providing access to information and are involved in development of resources, collections and information systems; bibliographic access and control; and instruction, reference and advisory services. The practice of Student Learning and Success in librarianship takes place in a variety of settings.

## IV. Policy

### 4.1 Workload Equivalency

- 4.1.1 Librarians workload may vary depending on position, but should fall within the specified ranges.
- 4.1.1.1 36 credit hours equals 100% of in-load librarian annual workload.
  - 4.1.1.2 Librarian workload for Student Learning and Success should equal no less than 24 credit hours or 67% of annual workload and no more than 30 credit hours or 83% of annual workload.
  - 4.1.1.3 Librarian workload for Scholarly and Creative Activity should equal no less than 3 credit hours or 8% of annual workload and no more than 6 credit hours or 17% of annual workload.
  - 4.1.1.4 Librarian workload for Service should equal 6 credit hours or 17% of annual workload.
- 4.1.2 Equivalency rates are based on the following:
- 4.1.2.1 1 credit hour equates to 2.8% of annual workload or 48 hours of annual work.
  - 4.1.2.2 Paid time off is accounted for in the 36 credit hours and 100% of in-load librarian workload.
  - 4.1.2.3 Equivalency rates are subject to change in alignment with faculty policies.
- 4.1.3 Librarian Annual Faculty Activity Plans (AFAP) include a workload equivalency chart. Please see Librarian Workload Template and AFAP Template in References.

### 4.2 Assistant Student Learning and Success

#### **4.2.1 Collection Development**

- 4.2.1.1 Assist with the development and review of library collections in support of the curriculum and scholarly research in assigned liaison areas; MANDATORY
- 4.2.1.2 Assess and evaluate gift materials that support student learning and scholarly success; REQUIRED
- 4.2.1.3 Maintain vendor purchases and licenses to physical and electronic library materials and services supporting student learning and scholarly success across campus; REQUIRED
- 4.2.1.4 Maintain preservation and utility initiatives on all library materials to extend the life and usefulness of materials for current and future student use; REQUIRED/OPTIONAL
- 4.2.1.5 Consult with Utah Tech University faculty and work collaboratively with Utah Academic Library Consortium to develop library collections; REQUIRED

#### **4.2.2 Bibliographic Access and Control**

- 4.2.2.1 Copy catalog, create basic metadata, and / or develop finding guides to access library collections and information resources according to best practices; REQUIRED
- 4.2.2.2 Manage locally relevant access and retrieval tools as well as systems to facilitate access to collections in support of curriculum, student learning, and information literacy; REQUIRED
- 4.2.2.3 Build familiarity with authority files, special classifications systems, indexes, controlled vocabularies, and holding records; REQUIRED
- 4.2.2.4 Effectively process Interlibrary Loan or resource sharing to provide access to materials outside of Utah Tech University Library's collection to empower student success; REQUIRED

#### **4.2.3 Reference**

- 4.2.3.1 Participate in the delivery of general reference services as assigned in order to guide students in research and curricular activities in support of and aligned with appropriate course

learning outcomes and library program learning outcomes;  
MANDATORY

4.2.3.2 Build familiarity with classification, arrangement, scope, and character of the Utah Tech University library collection, in order to apply basic information retrieval skills to enable successful individualized research and student learning;  
MANDATORY

4.2.3.3 Build current knowledge and understanding of issues affecting information access, such as copyright and privacy;  
REQUIRED/OPTIONAL

4.2.3.4 Build familiarity with common style guides and bibliographic citation systems (American Psychological Association (APA), Modern Language Association (MLA)); MANDATORY

4.2.3.5 Hold individual research instruction sessions through scheduled appointments for general research needs. Build relationships with liaison areas to determine discipline and curriculum needs of students and faculty to gain familiarity with the discipline's research needs and Course Learning Outcomes (CLOs) / Program Learning Outcomes (PLOs) of assigned areas; MANDATORY

#### 4.2.4 Instruction

4.2.4.1 Develop appropriate outcomes-based learning resources that meet Library & Learning Services CLOs and / or PLOs and / or other CLOs as appropriate; MANDATORY

4.2.4.2 Provide information literacy and research instruction to distance and residential classes to meet General Education courses, and Library & Learning Services CLOs and PLOs;  
MANDATORY

4.2.4.3 Show improvement in response to peer and student evaluations in assigned courses; MANDATORY

4.2.4.4 Develop collegial relationships with instructors and establish credibility in information literacy and research skills;  
MANDATORY

4.2.4.5 Build familiarity with assessment and learning outcomes;  
REQUIRED

## **4.3 Associate Student Learning and Success**

### **4.3.1 Collection Development**

- 4.3.1.1 Develop, review, and manage library collections that effectively support the curriculum and scholarly success; MANDATORY
- 4.3.1.2 Assess, evaluate, and solicit gift materials that support student learning and scholarly success; REQUIRED
- 4.3.1.3 Negotiate and maintain vendor purchases and licenses to physical and electronic library materials and services supporting student learning and scholarly success across campus; REQUIRED
- 4.3.1.4 Evaluate and implement preservation and utility initiatives on all library materials to extend the life and usefulness of materials for current and future student use; REQUIRED/OPTIONAL
- 4.3.1.5 Conduct in-depth collaboration(s) with faculty to develop specialized subject area collections; REQUIRED

### **4.3.2 Bibliographic Access and Control**

- 4.3.2.1 Perform basic original cataloging, create basic original metadata and / or complex finding guides to provide effective bibliographic access to library collections and information resources; REQUIRED
- 4.3.2.2 Assess accessible and effective retrieval tools as well as systems that enhance access to collections in support of curriculum, student learning, and information literacy; REQUIRED
- 4.3.2.3 Manage authority files, special classifications systems, indexes, controlled vocabularies and holding records; REQUIRED
- 4.3.2.4 Manage Interlibrary Loan or resource sharing to provide access to materials outside of Utah Tech University Library's collection to empower student success in accordance with copyright and intellectual property laws; REQUIRED

- 4.3.2.5 Provide management of library and / or learning services access and control systems and / or services; REQUIRED

#### **4.3.3 Reference**

- 4.3.3.1 Demonstrate competence in the delivery of general reference services and build competency in subject area reference services, guiding students in research and curricular activities. This individualized instruction is done in support of and aligned with appropriate course learning outcomes and library program learning outcomes; MANDATORY
- 4.3.3.2 Demonstrate depth of knowledge related to classification, arrangement, scope, and character of the Utah Tech University library collection as well as alternate sources of information beyond the Utah Tech University Library, in order to apply advanced information retrieval skills to enable successful individualized research and student learning; MANDATORY
- 4.3.3.3 Maintain current knowledge and understanding of issues affecting information access, such as copyright and privacy; REQUIRED/OPTIONAL
- 4.3.3.4 Maintain and build knowledge in liaison discipline specific style guides and bibliographic citation systems (Chicago, CSE, IEEE, etc.); MANDATORY
- 4.3.3.5 Demonstrate competence in individualized research instruction through scheduled appointments with students in assigned liaison areas to assist students in attaining the CLOs related to information literacy; MANDATORY
- 4.3.3.6 Provide management of user-facing services within the library and / or learning services; REQUIRED

#### **4.3.4 Instruction**

- 4.3.4.1 Develop significant, relevant outcomes-based learning resources and instruction that meet Library & Learning Services CLOs and / or PLOs and / or other CLOs as appropriate; MANDATORY

- 4.3.4.2 Collaborate with faculty from assigned liaison areas to provide information literacy instruction at all levels of study in distance and residential classes; MANDATORY
- 4.3.4.3 Refine and improve practices based on self-reflection, assessment and peer or student evaluations and supervisor evaluations or dean's letters in assigned courses; MANDATORY
- 4.3.4.4 Work with instructors to integrate information literacy and research skills into general education or subject specific curriculum; MANDATORY
- 4.3.4.5 Use assessment results to analyze impact in meeting CLOs and PLOs; REQUIRED

#### **4.4 Academic (Full) Student Learning and Success**

##### **4.4.1 Collection Development**

- 4.4.1.1 Develop, review, manage and assess library collections that contribute significantly to student learning and scholarly success; MANDATORY
- 4.4.1.2 Create appropriate standards, selection criteria, evaluation guidelines, and documentation for gift materials that support student learning and scholarly success; REQUIRED
- 4.4.1.3 Evaluate, assess, and develop reports on the use of existing materials and services and present documentation for decision making to liaisons and dean; REQUIRED
- 4.4.1.4 Lead preparedness for emergency or natural disasters, and conserve rare and fragile materials through appropriate strategies; REQUIRED/OPTIONAL
- 4.4.1.5 Consult with Utah Tech University faculty to develop collections as part of the accreditation process, and in the development of new programs and degrees; REQUIRED

##### **4.4.2 Bibliographic Access and Control**

- 4.4.2.1 Perform complex original cataloging, create complex original metadata, and / or complex finding guides for obscure and / or rare library collections and information resources; Add to scholarly body of knowledge through creation of new

records; Map and transform records to create new access;  
REQUIRED

4.4.2.2 Develop innovative tools and systems that facilitate the effectiveness of the collections in support of Utah Tech University curriculum, student learning, and information literacy; REQUIRED

4.4.2.3 Plan, create, and maintain with authority files, special Classifications systems, indexes, controlled vocabularies and holding records; REQUIRED

4.4.2.4 Maintain and plan for future development in Interlibrary Loan or resource sharing to provide access to materials outside of Utah Tech University Library's collection to empower student success and monitor changes in copyright and intellectual property laws; REQUIRED

4.4.2.5 Provide leadership of library and / or learning services access and control systems and / or services; REQUIRED

#### **4.4.3 Reference**

4.4.3.1 Demonstrate competence at all levels of reference services in support of and aligned with appropriate course learning outcomes and library program learning outcomes. Develop guidelines and / or training materials in the delivery of reference services, guiding students in research and curricular activities; MANDATORY

4.4.3.2 Demonstrate proficiency of knowledge related to classification, arrangement, scope, and character in subject specific area sources of information in order to apply advanced information retrieval skills to enable successful individualized research and student learning. Demonstrate effective matching of research queries to sources of information and related research skills to meet student learning outcomes; MANDATORY

4.4.3.3 Instruct faculty on accepted practices in classroom management and use relating to current knowledge and understanding of issues affecting information access, such as copyright and privacy; REQUIRED/OPTIONAL



- 4.4.3.4 Create instructional materials for general and subject specific style guides and bibliographic citation systems; MANDATORY
- 4.4.3.5 Consult with faculty and students in individualized research instruction through scheduled appointments for upper division level research (i.e., capstone, senior projects, externships, internships, undergraduate research, etc.) in assigned subject liaison areas; MANDATORY
- 4.4.3.6 Provide leadership of user-facing services within the library and / or learning services; REQUIRED

#### **4.4.4 Instruction**

- 4.4.4.1 Design exemplary outcomes-based learning resources and instruction around Library & Learning Services CLOs and / or PLOs and / or other CLOs as appropriate; MANDATORY
- 4.4.4.2 Demonstrate sustained competence in instruction classes and assessment at all levels of study; MANDATORY
- 4.4.4.3 Continue improvement and maintain excellence in practices based on self-reflection, assessment, peer or student evaluations, supervisor evaluations, and dean's letters; MANDATORY
- 4.4.4.4 Become tightly integrated with instructors in information literacy and research skills in individual classes or the curriculum; MANDATORY
- 4.4.4.5 Develop and analyze assessment projects for CLOs and PLOs and create an action plan; REQUIRED

### **4.5 University Student Learning and Success**

#### **4.5.1 Collection Development**

- 4.5.1.1 Serve as the content expert across campus, instruct faculty on how to develop, manage, and assess library collections that contribute to student learning and scholarly success. Collaborate with faculty to create local content (i.e., institutional repository, digital collections and exhibits, scholarly publications, etc.); MANDATORY

- 4.5.1.2 Serve as the content expert across campus, and instruct faculty and staff members in correct policies, guidelines, and procedures in professional library standards for gift acquisitions; REQUIRED
- 4.5.1.3 Serve as the content expert across campus, and instruct Library & Learning Services faculty in the criteria, negotiation practices, assessment tools, purchases and licenses to library materials supporting student learning and scholarly success across campus; REQUIRED
- 4.5.1.4 Instruct other faculty and staff in preservation, emergency planning, and conservation techniques; REQUIRED
- 4.5.1.5 Serve as collection development or a specialized content expert across campus, instruct in collection development; REQUIRED

#### **4.5.2 Bibliographic Access and Control**

- 4.5.2.1 Perform complex original cataloging in all formats and / or esoteric complex finding guides for any identifiable resource. Serve as the content expert locally, regionally, or nationally; REQUIRED
- 4.5.2.2 Collaborate regionally and / or nationally on innovative tools and systems that facilitate the effectiveness of the collections in support of curriculum, student learning, and information literacy; REQUIRED
- 4.5.2.3 Contribute to the standards and best practices of authority files, special Classifications systems, indexes, controlled vocabularies and holding records; REQUIRED
- 4.5.2.4 Contribute to the standards and best practices of Interlibrary Loan or resource sharing, and institutional Copyright policy and procedures; REQUIRED
- 4.5.2.5 Provide strategic leadership of library and / or learning services access and control systems and / or services in partnership with other campus, professional organizations, or community entities; REQUIRED

#### **4.5.3 Reference**

- 4.5.3.1 Implement new technology solutions or methods for the successful delivery of reference services, guiding students in research and curricular activities. This individualized instruction is done in support of and aligned with appropriate course learning outcomes and library program learning outcomes; MANDATORY
- 4.5.3.2 Demonstrate effective instruction of the skills required to effectively match research queries to sources of information and related research skills to meet student learning outcomes; MANDATORY
- 4.5.3.3 Develop policies, guidelines, and procedures to guide use of current knowledge and understanding of issues affecting information access; REQUIRED/OPTIONAL
- 4.5.3.4 Serve as content expert for subject specific or general style guides at Utah Tech University; MANDATORY
- 4.5.3.5 Work with faculty and graduate students during individualized research instruction through scheduled appointments on in-depth research in assigned subject liaison areas; MANDATORY
- 4.5.3.6 Provide strategic leadership of user-facing services within the library and / or learning services in partnership with other campus, professional organizations, or community entities; REQUIRED

#### 4.5.4 Instruction

- 4.5.4.1 Add to campus or professional knowledge on information literacy and / or library related outcomes-based learning resources; Build proposals for Library & Learning Services degree programs or certificates; MANDATORY
- 4.5.4.2 Provide leadership for Utah Tech University and / or other institutions in information literacy instruction, or assist in shaping leadership in information literacy instruction and assessment on national, regional, and state levels; MANDATORY
- 4.5.4.3 Develop, provide leadership and lead by example through sharing innovative solutions and teaching methods based on

refinements from self-reflection, assessment and peer or student evaluations and supervisor evaluations or dean's letter; MANDATORY

4.5.4.4 Lead efforts to integrate and advance information literacy; MANDATORY

4.5.4.5 Create innovative assessment solutions, and lead in the creation or adoption of CLOs and PLOs; REQUIRED

4.5.4.6 Build proposals for Library & Learning Services degree programs or certificates; MANDATORY

## **4.6 Assistant Service**

### **4.6.1 University Service**

4.6.1.1 Participate in the shared governance of the university, including contributions to university-wide committees; REQUIRED

4.6.1.2 Support and / or attend student mentoring activities (i.e., student clubs, undergraduate research students, internship, student worker supervision, etc.); MANDATORY

4.6.1.3 Build familiarity with university policies; MANDATORY

4.6.1.4 Build familiarity with entrepreneurial or applied research activities that show promise of benefiting the university and community; OPTIONAL

4.6.1.5 Build familiarity with university's services and events for a diverse student body and employees; REQUIRED

4.6.1.6 Build familiarity with accreditation standards and academic program reports; REQUIRED

### **4.6.2 Library Departmental Service**

4.6.2.1 Serve on library committees, sub-committees, working groups, ad hoc groups; MANDATORY

4.6.2.2 Support donor connections as relevant to liaison subject areas; OPTIONAL

4.6.2.3 Build relationships with colleagues within the Library and across campus for activities beyond instruction; MANDATORY

4.6.2.4 Build familiarity with library policies, library guidelines, best practices and procedures; MANDATORY

4.6.2.5 Build familiarity with community and campus groups; MANDATORY

#### **4.6.3 Professional Service**

4.6.3.1 Participate actively in a professional capacity in discipline specific or community organizations (including consortia) at the local or regional level; REQUIRED

#### **4.6.4 Community Service**

4.6.4.1 Participate in local and regional libraries, schools, community organizations, or industries in a service capacity; OPTIONAL

#### **4.6.5 Administration**

4.6.5.1 Develop management skills of human resources; REQUIRED

4.6.5.2 Successfully purchase resources in areas of responsibility according to library and university policies; REQUIRED

4.6.5.3 Build familiarity with library services, programs, and activities; REQUIRED

### **4.7 Associate Service**

#### **4.7.1 University Service**

4.7.1.1 Effectively participate in university shared governance, including contributions to university-wide committees, task forces, advisory bodies; MANDATORY

4.7.1.2 Mentor students (i.e., student clubs, undergraduate research students, internship, student worker supervision, etc.); MANDATORY

4.7.1.3 Participate in review of university policies and offer comments as appropriate during review periods; REQUIRED

- 4.7.1.4 Support entrepreneurial or applied research activities that show promise of benefiting the university and community; OPTIONAL
- 4.7.1.5 Support in the university's services / events to a diverse student body and employees; REQUIRED
- 4.7.1.6 Provide data for accreditation and academic program reports; REQUIRED

#### **4.7.2 Library Departmental Service**

- 4.7.2.1 Actively participate in library committees, sub-committees, working groups, ad hoc groups; MANDATORY
- 4.7.2.2 Build donor connections as relevant to liaison subject areas; OPTIONAL
- 4.7.2.3 Collaborate on existing projects with colleagues within the Library and across campus for activities beyond instruction; MANDATORY
- 4.7.2.4 Contribute to library guidelines, best practices and procedures; MANDATORY
- 4.7.2.5 Collaborate or liaise with community and campus groups; MANDATORY

#### **4.7.3 Professional Service**

- 4.7.3.1 Participate in and contribute in a professional capacity in discipline specific or community organizations (including consortia) at the state or regional level; Provide leadership at the local level; REQUIRED

#### **4.7.4 Community Service**

- 4.7.4.1 Participate in developing and offering training or professional development workshops, programs, activities, or professional consulting to collaborative partnerships with local and regional libraries, schools, community organizations, or industries; OPTIONAL

#### **4.7.5 Administration**

- 4.7.5.1 Demonstrate supervisory and management skills of human resources. Develop effective training materials and practices for faculty and / or staff; REQUIRED
- 4.7.5.2 Evaluate areas of need to allocate material and financial resources in areas of responsibility; REQUIRED
- 4.7.5.3 Effectively coordinate and / or supervise library services, programs and activities; REQUIRED

#### **4.8 Academic Service**

##### **4.8.1 University Service**

- 4.8.1.1 Contribute substantially or play a leadership role in university shared governance, including contributions to university-wide committees, task forces, or advisory bodies, or serving on faculty senate; MANDATORY
- 4.8.1.2 Provide leadership to and assess student mentoring (i.e., student clubs, undergraduate research students, internship, student worker supervision, etc.); MANDATORY
- 4.8.1.3 Contribute to drafting or revising university policies; REQUIRED
- 4.8.1.4 Participate in and assess entrepreneurial or applied research activities that show promise of benefiting the university and community; OPTIONAL
- 4.8.1.5 Collaborate in and assess the university's services / events to a diverse student body and employees; REQUIRED
- 4.8.1.6 Contribute sections of accreditation and academic program reports as appropriate; REQUIRED

##### **4.8.2 Library Departmental Service**

- 4.8.2.1 Contribute substantially or play a leadership role in the library committees, sub-committees, working groups, ad hoc groups; MANDATORY
- 4.8.2.2 Actively solicit donor relationships as relevant to liaison subject areas or the library as a whole in collaboration with the development office; OPTIONAL

4.8.2.3 Collaborate extensively on existing projects and assess projects with colleagues from other departments or colleges; MANDATORY

4.8.2.4 Research, adapt, or draft national or peer library policies to library guidelines, best practices and procedures; MANDATORY

4.8.2.5 Provide outreach to community and campus groups; MANDATORY

#### **4.8.3 Professional Service**

4.8.3.1 Participate in and contribute regularly to professional or community organizations (including consortia) at the state, regional, or national level; REQUIRED

#### **4.8.4 Community Service**

4.8.4.1 Develop and offer recurring training or professional development workshops, programs, activities, or professional consulting to local and regional libraries, schools, community organizations, or industries, and assess as needed; OPTIONAL

#### **4.8.5 Administration**

4.8.5.1 Demonstrate sustained effective supervisory and management skills of human resources. Develop effective training, development materials, and practices for faculty and / or staff; REQUIRED

4.8.5.2 Manage material and financial resources according to library and university policies, including forecasting future needs; REQUIRED

4.8.5.3 Develop or demonstrate outstanding management and / or supervision of library services, programs, and activities; REQUIRED

### **4.9 University Service**

#### **4.9.1 University Service**

4.9.1.1 Play a leadership role in university shared governance, including contributions to university-wide committees, task



forces, or advisory bodies, or demonstrate a willingness to serve on faculty senate executive committee; MANDATORY

4.9.1.2 Provide leadership and mentoring in the development of new student activities or programs; MANDATORY

4.9.1.3 Recognize deficiencies in the current policy library and draft new policies as needed; REQUIRED

4.9.1.4 Develop and / or conduct entrepreneurial or applied research activities that benefit the university and community; OPTIONAL

4.9.1.5 Develop university's services / events to a diverse student body and employees; REQUIRED

4.9.1.6 Serve on steering committee(s) for accreditation and academic programs reports; REQUIRED

#### **4.9.2 Library Departmental Service**

4.9.2.1 Serves as interim or acting dean in the absence of Dean; REQUIRED

4.9.2.2 Build a donor campaign in collaboration with the development office; OPTIONAL

4.9.2.3 Develop new projects with colleagues from other departments or colleges; MANDATORY

4.9.2.4 Provide leadership and mentorship of librarians in establishing library guidelines, best practices, and procedures; MANDATORY

4.9.2.5 Develop strategic public relations and outreach plans; REQUIRED

#### **4.9.3 Professional Service**

4.9.3.1 Provide leadership to professional organizations (including consortia) at the local, state, regional, or national level as appropriate; REQUIRED

#### **4.9.4 Community Service**

- 4.9.4.1 Take a leadership role in developing, coordinating, and / or offering training, guidance, professional development workshops, programs, activities, or professional consulting for local and regional libraries, schools, community organizations, or industries; OPTIONAL

#### **4.9.5 Administration**

- 4.9.5.1 Provide leadership in and serve as a model for others in the management of human resources, developing and training effective faculty and staff; Mentoring, guiding, and providing feedback on areas of strength and weakness for other faculty; REQUIRED
- 4.9.5.2 Provide leadership in and serve as a model for others in the management of material and financial resources; REQUIRED
- 4.9.5.3 Lead efforts to document and improve library services, programs and activities, including assessment; REQUIRED

#### **4.10 Scholarly & Creative Activities**

##### **4.10.1 Professional Development**

- 4.10.1.1 Be a member of professional organizations at the regional, state, national, or international level as appropriate and recommended by the dean that relate to librarianship, assigned liaison areas, and / or areas of scholarship / creative activity; MANDATORY
- 4.10.1.2 Monitor research and publishing trends in librarianship, assigned liaison areas, and / or areas of scholarship / creative activity; MANDATORY
- 4.10.1.3 Participate in continuing educational or professional training opportunities in librarianship, assigned liaison areas, and / or areas of scholarship / creative activity; REQUIRED
- 4.10.1.4 Obtain or work in process to obtain professional certification; OPTIONAL
- 4.10.1.5 Demonstrate progress towards or completion of an additional advanced degree and / or relevant coursework in related area; OPTIONAL

4.10.1.6 Provide professional consulting, paid or unpaid, to external entities that relate to professional librarianship, assigned liaison areas, and / or areas of scholarship / creative activity. Consulting includes those activities related to the faculty members discipline, contributes significantly to the public welfare, and offers opportunities for professional challenges and growth which enhances the effectiveness of a faculty member; OPTIONAL

#### 4.10.2 Scholarship & Creative Activity

4.10.2.1 Consistent with Boyer's scholarship categories, LOLS faculty should exhibit the following seven critical features of scholarship:

4.10.2.1.1 Insatiable intellectual curiosity;

4.10.2.1.2 In-depth knowledge or expertise in a well-defined area of inquiry;

4.10.2.1.3 Sustained, systematic, intentional efforts;

4.10.2.1.4 Clear patterns, programs, or trajectories of work over time;

4.10.2.1.5 Generation of new ideas and applications;

4.10.2.1.6 Value or significance to field and / or society; and

4.10.2.1.7 Public scrutiny.

4.10.2.2 Pick a combination to achieve three (3) workload points in a six (6) year review period (list is not intended to be all inclusive); MANDATORY

4.10.2.2.1 Must be able to connect a result to the type of scholarship and provide evidence to document the activity;

4.10.2.2.2 Scholarship and Creative Activities projects and weight assignments are agreed upon by the Dean and faculty member in the annual AFAP and Self-Evaluations;

4.10.2.2.3 High, medium, and low scholarship and creative activities workload weights can be adjusted with the

Dean's written approval in the annual AFAP and / or Self-Evaluations.

4.10.2.2.4 High Workload = three (3) points

- 4.10.2.2.4.1 Contribute as an author or co-author to a commercially or open access published regional, state, national, or international professional or scholarly article and / or chapter;
- 4.10.2.2.4.2 Contribute as an author or co-author to a commercially or open access published regional, state, national, or international book or dissertation (not self-published);
- 4.10.2.2.4.3 Write and submit applications / proposals for externally or internally funded national grants;
- 4.10.2.2.4.4 Accepted to present or co-present at state, regional, national, or international professional or scholarly conferences where papers are published as conference proceedings.

4.10.2.2.5 Medium Workload = two (2) points

- 4.10.2.2.5.1 Create innovative resources that enhance access to information or enhance library services or collections;
- 4.10.2.2.5.2 Serve as an editor or co-editor of regional, state, national, or international professional or scholarly publications;
- 4.10.2.2.5.3 Author or co-author a report / analysis / white paper outside of regular job responsibilities with review and made available publicly;
- 4.10.2.2.5.4 Write and submit applications / proposals for externally or internally funded regional grants;
- 4.10.2.2.5.5 Accepted to present or co-present at local, state, regional, national, or international professional or scholarly conferences;
- 4.10.2.2.5.6 Author a published book review.

4.10.2.2.6 Low Workload = one (1) point

- 4.10.2.2.6.1 Accepted to present or co-present poster or panel discussion at local, state, regional, national, or international professional or scholarly conferences;
- 4.10.2.2.6.2 Write and submit applications / proposals for externally or internally funded local grants;
- 4.10.2.2.6.3 Review books, media, peer-review journals, grant proposals, fellowship applications, or other awards.

V. Addenda

- 5.1 Librarian AFAP Template can be found at <https://library.utahtech.edu/pub/AFAP-template-LOLS-2021.docx>
- 5.2 Librarian Workload Template can be found at <https://library.utahtech.edu/pub/workload-template-LOLS-2021.xlsx>

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Policy Owner: VP Academics/Provost

Policy Steward: Dean, Library and Open Learning Services

History:

Approved 03/11/22

Editorial 07/01/2022