

Stony Brook University Libraries Criteria for Promotion and Tenure
Revised and Approved by the
Arts and Sciences Senate Faculty Rights and Responsibilities Policy Committee
(October 2020)

Promotion and Tenure Criteria Stony Brook University Libraries

The Stony Brook University Libraries will adhere to the Arts and Sciences Senate Promotion and Tenure Committee Guidelines and Procedures, as revised by the Arts and Sciences Senate, February 1999, and in accordance with any subsequent revisions approved by the Arts and Sciences Senate.

Successful candidates for tenure and promotion in the Stony Brook University Libraries will be evaluated according to the Guidelines set below. Successful candidates will be expected to demonstrate that they are capable professional librarians, based on the standards and criteria adopted by the University Libraries faculty, and that they will have satisfactorily performed their obligations as professional librarians.

Candidates will be judged according to their demonstrated performance in six areas:

- A) Mastery of Subject Matter
- B) Effectiveness as a Librarian
- C) Scholarly Ability
- D) University and Community Service
- E) Continuing Growth and Development
- F) Enriching Diversity in University Life

A) Mastery of Subject Matter

The basic credential is a Master's Degree in Library or Information Science from an American Library Association-accredited program. Appropriate supplementary evidence might include additional earned degrees, certificates of advanced and/or specialized training, and subject expertise in the field of library science. Honors or awards should be considered evidence of an individual's reputation in the library field.

B) Effectiveness as a Librarian

The range of activities demonstrated by each librarian will vary based on an individual's functional responsibilities. Librarians are responsible for the collection, organization, and delivery of information relevant to the university's mission and goals. This information falls under a vast array of subjects, comes in many formats, and is accessed through the library's search tools. Effectiveness in performing the many tasks which make this information accessible to the university community includes: a) collecting and organizing information so that it is readily findable by diverse information-seekers; b) instruction in how to use search tools and how to evaluate different kinds of information; and c) creating programs which publicize the value of information in the scholarly work of the university. The effectiveness of each librarian is measured by their contributions to one or more of these broad categories of library work.

C) Scholarly Ability

The scholarly ability of librarians includes professional communication ranging from formal peer-reviewed works to non-reviewed publications. At the peer-reviewed end of the spectrum, all librarians are expected to publish three-peer reviewed works. Non-peer-reviewed works will be measured by their contribution to the university community and library profession. Significant works-in-progress may be submitted for consideration, but these will carry less weight than published works.

D) Effectiveness of University and Community Service

Effectiveness of university and community service may be demonstrated by activities such as campus or community committee work; special university administrative assignments and tasks; involvement with campus groups; work with students or community beyond the formal librarian-patron relationships; and other activities that contribute to the intellectual, social, and cultural life of the university and the broader community.

E) Continuing Growth

Continuing growth may be demonstrated by such activities as attendance at continuing education courses, professional or scholarly meetings, workshops, institutes, training programs and other activities intended to keep librarians current in their field; in-depth analyses of other libraries; development of professionally related skills; formal or informal course work; adaptation to new research fields and opportunities; and/or increased responsibilities within the Libraries and the University.

F) Enriching Diversity in University Life

Contributions to enriching the life of the University by correcting discrimination and encouraging diversity can be demonstrated by teaching, University service, or scholarship concerning women and minorities. Besides reports from professionals within a field, colleagues, and students, a candidate's effectiveness may be assessed by accepting a diverse range of publications and modes of service that address the contributions, interests and special needs of minorities or women and promote efforts to achieve equal opportunity. For librarians the establishment or identification of appropriate materials or collections helpful in attaining diversity would also be relevant.

Document Revision History

Adopted by the Arts & Sciences Senate Faculty, Rights, Responsibilities & Policies Committee: 2013; revision March 2020

Adopted by the Arts & Sciences Senate Promotion & Tenure Committees (J & S): 2013; revision October 2020.

Reviewed & Adopted by the Faculty Review Committee: March 2020

Reviewed & Adopted by the Dean of Libraries Office: N/A

Reviewed & Adopted by the University Libraries Faculty: March 2020