APPENDIX P-5

CRITERIA FOR PROMOTION

ASSOCIATE LIBRARIAN TO LIBRARIAN

<table>
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<th>Personnel Decision</th>
<th>Professional Activities &amp; Academic Support</th>
<th>Scholarship &amp; Creative Projects</th>
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<td>Promotion to Librarian</td>
<td>Distinguished in at least one category and at least Excellent in the other two categories</td>
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For a favorable personnel decision the weight of evidence must show sustained performance at these levels.

The following criteria listed under "A. Required Criteria for Promotion," must be met by librarians seeking promotion from Associate Librarian to Librarian. In addition, the candidate should provide written evidence of substantial professions contributions to the Library, the profession and/or the University during required time in rank by satisfying no fewer than seven of the criteria listed below under "B. Additional Criteria for Promotion." Although a candidate may satisfy the same additional criteria more than once as he/she moves up the promotional ladder, the same course, workshop, degree, etc. may not be used more than once unless it represents a continuing effort/performance.

A. Required Criteria for Promotion

1. Master's degree in library science from an American Library Association accredited institution.

2. Minimum of seven years of full-time responsible professional library experience, including three at the Associate Librarian level subsequent to the receipt of an ALA-accredited master's degree, including two years in rank at the University of West Florida as a professional librarian. (If necessary, a candidate's folder should include a statement from the Office of the Dean of Libraries detailing the amount of professional experience credited at the time of the candidate's initial appointment at the University of West Florida Libraries.)


4. Demonstrated ability to work effectively with patrons, faculty, colleagues, and subordinates.

5. Demonstrated ability to act independently and creatively in the assigned position.
6. Awareness of current trends and developments in the library profession and related subject fields.

B. Additional Criteria for Promotion

1. Evidence of additional relevant academic coursework not included in satisfying (2) below.

2. Second master's degree/doctoral degree in progress or achieved.

3. Active membership and participation in professional library organizations including attendance at conventions, workshops, conferences, and committees.

4. Participation in other learned and non-library professional societies as member, officer, committee member, or committee chairperson.

5. Participate in a major service technology project such as implementing a new library management system, Kindle checkout, ALEPH, ILLIAD, SFX or Metalib.

6. Effectiveness in coordinating and administering a unit or department.

7. Documented contributions to the educational function of the University, such as teaching and on- or off-campus instruction; organization of workshops, institutes or similar professional meetings; public appearances in the interest of librarianship, and other related activities.

8. Service as a consultant or as a leading member of a team of experts, task force, review committee, or similar body.

9. Completion of Professional Development Leave, or receipt of grants, awards, special honors, and recognition by the University and/or community.

10. Publication of books, articles in professional journals, reviews, bibliographies, and other works of a scholarly or creative nature.

11. Creative professional endeavors such as development of library instructional media programs, online tutorials, web sites, brochures, or guides for external distribution; initiating or revising internal professional practices; or innovative Library related projects either assigned or self initiated.

12. Evidence of research in progress.
13. Service on University-wide and Library committees.

14. Other services to the University and the community.

15. Evidence of additional relevant skills and competencies, such as languages, computer technology, graphic arts, etc.