

Unsatisfactory: Candidates will be rated unsatisfactory who do not meet the minimum requirements of the satisfactory category.

Satisfactory: Candidates will be rated satisfactory if the duties described in their position

PPM 8-11. A copy of the Peer Review Committee's report will be added to the candidate's professional file before the review process begins. It is important to note that the Library Peer Review Committee gathers evidence in all three categories of formal review as defined below and not just teaching.

Definitions of Categories and Criteria

Category I: Teaching

Librarianship is a teaching profession that provides access to information and teaches people how to find and effectively use that information. Several activities within this category may not be recognized as formal teaching, but are nevertheless integral aspects of the educational role of librarianship. For the purposes of tenure review, teaching is divided into two areas: 1) Classroom/Online Instruction, and 2) Other Instructional Activities. The specific division of duties among these areas for each library faculty member is defined in their position description, which is included in the Professional File and should be consulted by evaluators during the review process. Some library faculty positions involve significant administrative duties. Evaluators should take this into account when reviewing the candidate's performance in this category.

1. Classroom/Online Instruction: Library faculty may be assigned to teach one or more sections of for-credit Library Science courses during each semester of their contract. They may also be assigned to provide general instruction sessions for students in ENG 2010, UNIV 1105 and other general courses. Evidence of performance in this area includes:
 - a. A teaching portfolio, including but not limited to a statement of their teaching philosophy and a collection of sample course syllabi,

f.

- i. Involvement on relevant library teams and committees.
- j. Attendance at relevant workshops, seminars, etc.
- k. Receipt of relevant certificates, awards, etc.
- l. Other activities appropriate to this area.

Clarification of Ratings for Teaching: Candidates shall be rated good (minimum rating in Channels B, D and E) in this category if they are consistently rated good by peers in instruction and good by peers in their primary area(s) of responsibility as defined in their position description. Candidates must also provide evidence of significant additional activities/accomplishments in at least one of the areas of Teaching listed above, including what changes were made in response to feedback from student evaluations.

Category II: Scholarship

Scholarship is defined as those activities that contribute to the profession and increase the candidate's effectiveness as a professor. Candidates are responsible for providing evidence of successful scholarly activities, which may include interdisciplinary scholarship. They are not expected to be equally active in all areas listed below; however, candidates must submit evidence of significant scholarship since arriving at Weber State University. Evidence of performance in scholarship includes:

- a. Refereed publications.
- b. Non-refereed publications.
- c. Papers or poster sessions presented at professional conferences and workshops.
- d. Professional improvement, such as graduate education beyond the terminal degree, development of new areas of expertise, additional training in existing areas of expertise, or attendance at professional conferences and workshops.
- e. Projects such as group or individual grants and submission of reports as required.
- f. Curated exhibits, shows, or significant displays, which may or may not be refereed, juried, or judged.
- g. Other activities appropriate to this category.

Clarification of Ratings for Scholarship:

Candidates shall be rated satisfactory in this category (minimum rating in channels C and E) if they demonstrate a pattern of scholarly work which includes activities from a minimum of three of the areas of scholarship listed above. To receive a rating of good for the final tenure review, a

candidate must provide evidence of at least one refereed publication and evidence of ongoing dedication to scholarly activity. In some cases, the candidate and Library can elect to substitute an equivalent activity in lieu of a refereed publication. However, in the cases of equivalent activities, it will be the responsibility of the candidate and Library to provide evidence that the particular activity is equivalent to a refereed publication.

Category III: Administrative and/or Professionally Related Service

Administrative and/or professionally related service is defined as those activities which provide professionally related value to the community, the institution, or professional organizations. It is the candidate's responsibility to provide evidence of productive service, including evidence for the quality and impact of their committee service regardless of the level of that committee, be it library, university, regional, or national. Candidates are not expected to be equally active in all areas listed below. Evidence of performance in service includes:

- a. Committee assignments at the university or library level. Leadership positions on committees are weighted more heavily than membership only.
- b. Administrative responsibilities within the Library or University above and beyond the duties described in the candidate's position description.
- c. Leadership positions and/or active participation in professional organizations and similar activities that enhance the reputation of the candidate, the Library, and/or the University.
- d. Involvement in the planning and organization of professional workshops, meetings, conferences, symposia, etc., that benefit the Library, the University, and/or the library profession.
- e. Participation in projects that benefit the Library, the University, and/or the library profession.
- f. Professionally-related community activities.
- g. Consulting or otherwise providing professional expertise.
- h. Student advisement activities or serving as an advisor to a student organization.
- i. Performance as a department head/chair or coordinator of a major library function.

D) if they accept and perform in a professional manner duties in at least three areas of service listed above. Candidates shall be rated good in Professionally Related Service if their contributions to and/or leadership within the Library, University, or profession is recognized as stronger than average or if their influence in the development and/or implementation of new curricula, new programs, improved operations or organizational changes is recognized as considerably above average.

Candidates shall be rated satisfactory in Administrative Service if they set ambitious goals, achieve some of them, and are consistently rated as satisfactory by their immediate supervisors and supervisees in stimulating a collegial and positive climate and procuring and allocating resources competently. Candidates shall be rated good in Administrative Service if they set ambitious goals and achieve most of them, and if they are consistently rated as good by their immediate supervisors and supervisees in improving environmental conditions, stimulating a collegial and positive climate and procuring and allocating resources competently.