

**UCF LIBRARIES PROMOTION CRITERIA**

**Version: February 12, 2025**

**Approved by Faculty Vote: February 21, 2025**

**Preamble**

When evaluating UCF librarians for promotion in rank, it is always important to bear two points in mind:

1. UCF librarians are non-tenure earning faculty, and
2. The vast majority of a UCF librarian's work lies in librarianship, and the largest percentage of the librarian's Annual Assignment (usually 80-90%) is in the performance of those duties, with much smaller percentages typically allocated to Service and Research/Scholarship/Creative activities.

In addition, "librarianship" at UCF (and at any other institution of higher education) varies widely, depending on the role of the individual librarian – i.e., acquiring print and electronic materials; supporting the research needs of students and faculty; providing instruction in research, copyright, and patent law; overseeing departments and units; and staffing in-person and virtual service desks; to name a few.

Similarly, the Research/Scholarship/Creative Works and Service opportunities and accomplishments of librarians will vary from individual to individual.

Thus, this document aims to provide a pathway for promotion for librarians in all roles and with varying types of achievements.

**Promotion – General Principles**

At UCF, library faculty are promoted on the basis of their professional effectiveness and their demonstrated record of achievement. As noted above, performance of Professional Responsibilities is the most important factor in promotion, as this accounts for the majority of a librarian's annual responsibilities. Achievements in Research/Scholarship/Creative Works and Service are also required, with standards delineated later in the document.

The successful candidate's dossier will demonstrate contributions that support the educational, research, and service missions of the institution. Candidates are encouraged to build the promotion dossier around their assignment expectations with a detailed explanation for reviewers who may be outside their department or university.

Evidence of an appropriate level of performance may be determined by input from library faculty, members of the academic community outside the library, or professional colleagues outside the academic institution. Expectations for performance and promotion generally increase with rank in the progression from Assistant to University Librarian. As candidates achieve higher ranks, their professional activities should take place at increasingly broader venues and demonstrate a record of sustained performance that shows increasing responsibility and continuing growth. The level of activities (whether librarianship, research/scholarship/creative works, or service) should evolve from developmental to contributing to guiding. Service to the Libraries, University, the profession, and the community is expected to be ongoing.

These criteria are in accordance with "[A Standard for the Appointment, Promotion and Tenure of Academic Librarians](#)" developed by the American Library Association (ALA) and the Association of College and Research Libraries (ACRL). These criteria are also in accordance with the requirements of the Collective Bargaining Agreement (CBA) between the Board of Trustees of the University of Central Florida and the

United Faculty of Florida, the rules and regulations of UCF and the Board of Trustees.

The promotion criteria have been developed to ensure that UCF Libraries faculty, and, therefore, the library services at UCF, are of the highest possible quality.

## **Requirements for Promotion in Rank**

### EXPERIENCE REQUIREMENTS

- For promotion to Associate Librarian: typically at least 5 years professional librarian experience or equivalent, with at least 3 years of regular full-time service at UCF as Assistant Librarian. Refer to the Promotion of Non-tenure-earning Librarians Regulation for full details.
- For promotion to University Librarian: typically at least 10 years professional librarian experience, 5 years at the rank of Associate or equivalent, with at least 3 years of regular full-time service at UCF as Associate Librarian. Refer to the Promotion of Non-tenure-earning Librarians Regulation for full details.

### EVIDENCE IN THE PROMOTION PROCESS

- Consideration shall be given to the quality and impact of the evidence contained in the candidate's dossier related to librarianship, research/scholarship/creative works, and service including, but not limited to, faculty and student support, letters, publications, grants, contracts, exhibits, scholarly presentations, professional development activities, awards, and service to the library, the university, the profession, and the community.
- Promotion decisions shall be based only on these criteria, the Promotion of Non-tenure-earning Librarians Regulation, and the materials contained or referenced in the candidate's dossier.

### LIBRARIANSHIP REQUIREMENTS

Librarianship includes all professional responsibilities described on the Annual Assignment (AA) with primary emphasis on serving the library and university. Achievement in librarianship is the most important requirement for promotion.

Areas for consideration in Performance of Professional Responsibilities in Librarianship include:

- Evidence of effective performance that shows increasing responsibility and continuing growth.
- Mastery of one or more fields of library specialization as related to the candidate's job assignment.
- Comprehensive understanding of departmental, library, and institutional goals.
- Demonstration of leadership, initiative, and maturity of judgment.
- Demonstration of good working relationships with library personnel, members of the university community, and members of the general public.
- Awareness of current developments in the library profession and appropriate subject field(s).
- A high level of performance of professional responsibilities as demonstrated by performance evaluation(s), letters, and other documentation from colleagues in the library field, or other evaluative materials.

The minimum expectations for Librarianship are based on the UCF Libraries' Annual Evaluation Standards & Procedures (AESP). Note: meeting the minimum expectations does not guarantee successful promotion. Achieving a "Satisfactory" rating or higher on annual performance evaluations does not guarantee promotion:

- For promotion to Associate Librarian: the average overall evaluation score for the five years prior to promotion application is expected to be 3.0 or higher on a 0 - 4-point scale where 0 is "Unsatisfactory", 1 is "Conditional", 2 is "Satisfactory", 3 is "Above Satisfactory", and 4 is

"Outstanding".

- For promotion to University Librarian: the average overall evaluation score for the five years prior to promotion application is expected to be 3.25 or higher on a 0 - 4-point scale where 0 is "Unsatisfactory", 1 is "Conditional", 2 is "Satisfactory", 3 is "Above Satisfactory", and 4 is "Outstanding".

#### RESEARCH, SCHOLARSHIP, AND CREATIVE WORKS REQUIREMENTS

Research, scholarship, and creative works extend professional discourse and include contributions to the discovery of new knowledge, the development of new educational techniques, and other forms of research and creative activity. Research, scholarship, and creative works in areas other than librarianship are acceptable, as they support the institution or the librarians' subject expertise.

UCF Libraries values various types and levels of activity that demonstrate the impact on the library, institution, community, and profession. Areas for consideration in performance of Research, Scholarship, and Creative Works include:

- Nature of the activity (scope, medium, time to complete the activity, etc.)
- Role in the activity (solo vs. co-author, level of involvement, etc.)
- Impact of the activity (venue, metrics, etc.)

The minimum expectations for Research, Scholarship, and Creative Works are based on the Research, Scholarship, and Creative Works Criteria chart and the three impact levels identified in that chart (see Appendix 1). Meeting the minimum expectations does not guarantee successful promotion. While these criteria help to establish quantitative minimum expectations that are typically met and exceeded for promotion, the qualitative evaluations and expert opinions of the review process are paramount. For example, it is conceivable, although perhaps rare, that a candidate's work may not meet the quantitative minimum expectations, yet the qualitative impact of the candidate's work may be so sufficiently high that it is judged by the review process to meet or exceed promotion expectations. This is stated to emphasize the importance of the review process, meeting quantitative minimum expectations, and most importantly, achieving a sufficiently high qualitative impact to the field for reviewers to deem the candidate worthy of promotion. The number of research, scholarship, and creative works activities listed below represent the expected minimum combined total for the promotion application:

- For promotion to Associate Librarian: typically, at least eight documented research/scholarship/creative activities, three of which are expected to be at Impact Level 1. See Appendix 1: Research, Scholarship, and Creative Works Criteria for examples and Impact Levels.
- For promotion to University Librarian: typically, at least twelve documented research/scholarship/creative activities from Impact Levels 1 or 2, seven of which are expected to be at Impact Level 1, are required since hire or last promotion. See Appendix 1: Research, Scholarship, and Creative Works Criteria for examples and Impact Levels.

#### SERVICE REQUIREMENTS

Service extends professional or discipline related contributions to the Libraries, University, and local, state, national, and international communities.

UCF Libraries values various types and levels of activity that demonstrate the impact on the library, institution, community, and profession. Areas for consideration in performance of Service include:

- Length of the service (short-term vs. long-term, etc.)
- How the service was attained (elected, appointed, or volunteer, etc.)
- Role in the service activity (chair, officer, member, etc.)

The minimum expectations for Service are based on the Service Criteria chart and the three impact levels

identified in that chart (see Appendix 2). Note: meeting the minimum expectations does not guarantee successful promotion. Achieving a “Satisfactory” rating or higher on annual performance evaluations does not guarantee promotion. While these criteria help to establish quantitative minimum expectations that are typically met and exceeded for promotion, the qualitative evaluations and expert opinions of the review process are paramount. For example, it is conceivable, although perhaps rare, that a candidate's work may not meet the quantitative minimum expectations, yet the qualitative impact of the candidate's work may be so sufficiently high that it is judged by the review process to meet or exceed promotion expectations. This is stated to emphasize the importance of the review process, meeting quantitative minimum expectations, and most importantly, achieving a sufficiently high qualitative impact to the field for reviewers to deem the candidate worthy of promotion. The number of service activities listed below represents the expected minimum combined total for the promotion application:

- For promotion to Associate Librarian: typically, at least five documented service activities, one of which is expected to be at Impact Level 1. See Appendix 2: Service Criteria for examples and Impact Levels.
- For promotion to University Librarian: typically, at least eight documented service activities from Impact Levels 1 or 2, two of which are expected to be at Impact Level 1, are required since hire or last promotion. See Appendix 2: Service Criteria for examples and Impact Levels.

## **Revisions**

These criteria should be periodically reviewed and updated. Changes voted on by the library faculty are forwarded for approval to the Dean of Libraries and then to Faculty Excellence. For additional information about the promotion process for UCF Libraries, see the Promotion of Non-tenure-earning Librarians Regulation.

## Appendix 1: Research, Scholarship, and Creative Works Criteria

The following charts list common examples of research, scholarship, and creative works activities. This document is not an exhaustive listing of acceptable activities. Each impact level contains an open category that allows individuals seeking promotion to make a case for inclusion of activities not listed in the charts, and reviewers are encouraged to be open to these possibilities.

It is understood that the activities listed below include: authorship, co-authorship, editor, co-editor, presenter, co-presenter, principal investigator, co-principal investigator, creator, co-creator, etc.

Candidates may count multiple activities from any category below towards the total, unless stated otherwise, respective to the rank's requirements noted in the Research, Scholarship, and Creative Works Activities Requirements.

### Level 1:

Impact Level	Category	Research/Scholarship/Creative Activities
1	Article - Peer-Reviewed	Peer-reviewed journal article.
1	Article - Peer-Reviewed	Evidence Synthesis Review.
1	Book	Monograph (e.g., book, exhibit catalog, etc.) published by a scholarly/academic or library press. A monograph published elsewhere (e.g., published by trade presses) will have to provide evidence of a rigorous editorial process or scholarly reviews of the authored work.
1	Book Chapter	Chapter contribution to an edited book.
1	Grant	Obtaining a grant from a national or international grantor.
1	Presentation – competitive selection process	Presentation, Paper, Symposium, Panel Discussion, or Demonstration at national or international professional meetings, colloquia, conference, workshop, etc. (competitive selection process or invited).
1	Editorial	Managing editor or co-editor of a peer-reviewed journal.
1	Library tool or standard	Creation of a library tool or standard that is adopted by other libraries on a national/international scale.
1	Other Scholarly Activity - Level 1	Other research, scholarly, or creative activity with level 1 impact (typically in a national/international venue/publication).

### Level 2:

Impact Level	Category	Research/Scholarship/Creative Activities
2	Article - Not Peer-Reviewed	Published article in a non-refereed journal or trade publication.
2	Article - Not Peer-Reviewed	Publishing a review of books or other media in an edited or peer-reviewed journal or online resource. *Note: no more than 3 may be counted toward promotion.
2	Article - Not Peer-Reviewed	Essay or longer opinion piece in a journal or trade publication. *Note: no more than 3 may be counted toward promotion.
2	Article - Not Peer-Reviewed	Professionally published bibliography or other substantial, special-topic user guide (regular disciplinary subject guides are considered part of librarianship). *Note: no more than 3 may be counted toward promotion.
2	Article - Not Peer-Reviewed	Publishing a bibliographic essay, review article, or composite review.
2	Article - Peer-Reviewed	Evidence Synthesis Review - as a contributor, but not named author.
2	Article - Peer-Reviewed	Paper in published selective conference proceedings.

2	Book Chapter	Publication of an encyclopedia or other reference book article or note in a scholarly journal. *Note: no more than 3 may be counted toward promotion.
2	Digital Object	Publishing an open access and/or open educational resource.
2	Digital Object	Creation of born-digital or digitally converted materials designed for dissemination via the web - as leader or project manager.
2	Digital Object	Development, preparation, and maintenance of a cataloging or metadata tool.
2	Grant	Obtaining a grant from a regional or state grantor.
2	Grant	Contributions to a national or international grant proposal through authorship or data retrieval/analysis.
2	Presentation – non-competitive selection process	Creation and curation of a major scholarly exhibition (either analog or digital).
2	Presentation – non-competitive selection process	Paper, Presentation, Symposium, Panel Discussion, or Demonstration at national or international professional meetings, colloquia, conference, workshop, etc. (non-competitive selection process, non-invited).
2	Presentation - competitive selection process	Paper, Presentation, Symposium, Panel Discussion, or Demonstration at local, state, or regional professional meetings, colloquia, conference, workshop, etc. (competitive selection process or invited).
2	Presentation	Poster or lightning talk presented at national or international professional meeting, colloquium, conference, workshop, etc.
2	Presentation	Invited professional presentation outside of a conference (e.g., a TED Talk or presentation at a historical society).
2	Editorial	Editor or co-editor of a special issue of a peer-reviewed journal.
2	Awards	Recipient of a scholarship or scholarly award or other scholarly honor selected in a highly competitive or peer-reviewed process.
2	Scholarly Activity	Development and acceptance of a for-credit UCF course where the librarian is the primary creator of the course's curriculum, assignments, and learning outcomes.
2	Advanced degree	Completion of a master's or doctorate degree since hire or last promotion.
2	Other Scholarly Activity - Level 2	Other scholarly, research, or creative activity with level 2 impact (typically in a state or regional venue/publication).

Level 3:

Impact Level	Category	Research/Scholarship/Creative Activities
3	Articles - Not Peer-Reviewed	Article in or shorter contribution to news outlets, magazines, or other popular press outlets.
3	Digital Object	Creation and continued administration of a social media outlet that is in-depth, substantive, currently relevant, and focused on issues related to the profession (i.e., archives and libraries).
3	Digital Object	Original or derivative creation of a mobile app or other software relevant to librarianship or archival work.
3	Digital Object	Creation of born-digital or digitally converted materials designed for dissemination via the web - as contributing member of team. *Note: does not include creation of webpages as part of normal duties.
3	Grants	Obtaining a grant from a library, university, or local grantor.
3	Grants	Contribution to a state or regional grant proposal through authorship or data retrieval/analysis.
3	Presentation – non-competitive	Creation, curation, and design of a smaller exhibit or display (either analog

	selection process	or digital) outside of standard job duties.
3	Presentation – non-competitive selection process	Presentation, Symposium, Panel Discussion, or Demonstration at a local, state, or regional professional meeting, colloquium, conference, workshop, etc. (non-competitive selection process, non-invited).
3	Presentation – non-competitive selection process	Paper, Poster, or lightning talk presented at a local, state, or regional professional meeting, colloquium, conference, workshop, etc. (non-competitive selection process, non-invited).
3	Presentation – non-competitive selection process	Invited speaker to a university.
3	Presentation – non-competitive selection process	Invited speaker to a local school, community organization, or on campus outside of assigned duties.
3	Report	Publication of a project-related working paper or preliminary technical/scientific paper or report.
3	Report	Contribution to the profession through development and publication of a standard, guideline, policy, training, or best practice.
3	Report	Publication of analysis of library or archival collections or services that clearly relates current problems and solutions to other scholarship informing those issues.
3	Scholarly Activity	Posting to a blog or a Listserv that is in-depth, substantive, and focused on the profession. *Note: no more than 3 may be counted toward promotion.
3	Scholarly Activity	Creation, ongoing management, and distribution/dissemination of an active dataset outside of standard job duties.
3	Scholarly Activity	Creation of an original or unique object with metadata that meets a national standard for “quality” and that enables discovery of and widely available access to rare or unique materials.
3	Scholarly Activity	Technical production services related to creation and publication of an open-access journal.
3	Scholarly Activity	Original instructional, or creative, use of technology or media.
3	Scholarly Activity	Publication, presentation, exhibition, performance, etc. of a creative work.
3	Scholarly Activity	Paper in a published non-selective conference proceedings.
3	Other Scholarly Activity - Level 3	Other scholarly, research, or creative activity with level 3 impact (typically in a local venue/publication).

## Appendix 2: Service Criteria

The following chart lists common examples of service activities. This document is not an exhaustive listing of acceptable activities. Each impact level contains an open category that allows individuals seeking promotion to make a case for inclusion of activities not listed in the charts, and reviewers are encouraged to be open to these possibilities.

Candidates may count multiple activities from any category below towards the total, unless stated otherwise, respective to the rank's requirements noted in the Service Requirements.

### Level 1:

Impact Level	Category	Service Activities
1	Committee service	Chair or officer of state, regional, national, or international professional committee, task force, board, etc.
1	Editorial	Member of editorial board for a peer-reviewed journal.
1	Awards	Recipient of state, regional, national, or international award for service contributions.
1	Moderating	Conducting, moderating, planning, or organizing national or international workshops, institutes, seminars, etc.
1	Mentoring	Mentoring a librarian/archivist or library/archivist student in a formal national or international professional program.
1	Other Service Activity - Level 1	Other service activity with level 1 impact (typically in a national/international setting).

### Level 2:

Impact Level	Category	Service Activities
2	Committee service	Member of state, regional, national, or international professional committee, task force, board, etc.
2	Committee service	Chair or officer of university or UCF Libraries committee, task force, etc.
2	University service	Faculty Senate (officer, senator, alternate).
2	Editorial	Member of editorial board for professional publication (not peer-reviewed).
2	Awards	Recipient of a university or library award for service contributions.
2	Reviewer	Reviewing presentation proposals for a scholarly or professional conference.
2	Reviewer	Serving as a peer reviewer for a book, book chapters, journal article, or other peer-reviewed products.
2	Reviewer	Serving as a peer reviewer for a program or library review.
2	Reviewer	Serving as an external reviewer for promotion.
2	Reviewer	Serving as a reviewer on a state, regional, or national accreditation or review team.
2	Service Activity	Giving an interview in the discipline published in a professional source.
2	Teaching	Teaching a credit-bearing course as the instructor of record.
2	Mentoring	Serving as a thesis/dissertation committee chair.
2	Mentoring	Mentoring a librarian/archivist or library/archivist student in a formal statewide or regional professional program.
2	Mentoring	Supervising an LIS grad student practicum/field work.

2	Moderating	Conducting, moderating, planning, or organizing a state-wide or regional workshop, institute, seminar, etc.
2	Other Service Activity - Level 2	Other service activity with level 2 impact (typically in a regional/state setting).

Level 3:

<b>Impact Level</b>	<b>Category</b>	<b>Service Activities</b>
3	Committee service	Member of a university or UCF Libraries committee, task force, etc.
3	Moderating	Conducting or moderating a university-wide workshop, institute, seminar, etc.
3	University service	Judge/adjudicator at a student event at UCF or other university.
3	Mentoring	Serving as a thesis/dissertation committee member.
3	Mentoring	Mentoring of a library faculty member.
3	University service	Sponsoring or serving as a faculty advisor to a student organization or group.
3	Community service	Consultation, volunteer activity, or other form of assistance to a community organization.
3	Community service	Participating in a community organization, taskforce, group, special project, etc.
3	Other Service Activity - Level 3	Other service activity with level 3 impact (typically in a local or university setting).