The IUPUC University Library of Columbus adopts the following IUPUI standards

IUPUI Library Faculty Standards for Evaluating Librarians

Preamble
The quality and integrity of IUPUI libraries depend upon the performance of individual librarians. IUPUI and its librarians have a mutual and reciprocal commitment to ensuring the ongoing success of IUPUI as a whole and librarians as individuals. We as librarians strive for excellence, promote and represent IUPUI in a positive manner, and support the university, campus, unit, and library missions through our performance, professional development, research, or creative activity, and service.

The purpose of this document is to convey our values as academic librarians on the IUPUI campus and to provide context for the evaluative criteria below. The standards should be applied in the context of librarians contributing to the missions of Indiana University, IUPUI, their school, and their individual library unit.

These standards are used by individual librarians in shaping their career path as well as by the committees evaluating a librarian's work.

Guiding Principles
Building on the principles described in the campus guidelines, we affirm that:
- IUPUI librarians promote the teaching, learning, research, and community outreach of IUPUI and its constituents.
- IUPUI librarians contribute to the IUPUI community by fostering equity, diversity, and inclusion.

IUPUI librarians, as stated in the IUPUI Library Faculty bylaws, are governed by the American Library Association's Code of Ethics.

What work is valued?
Librarian practice touches many areas of the campus, the university, and the scholarly ecosystem. The scholarly products created by librarians are many and varied, including research articles, books and book chapters, informational resources, code and software, data, and new forms that may emerge. The evidence used to demonstrate the significance of these diverse products may differ from more traditional forms of scholarship. All evidence and dissemination outlets should be considered based on the candidate's case.

Though typically thought of as a performance activity, the development of skilled professionals in a variety of fields may occur as part of the candidate's professional development, research, or creative activity or service. This work should be considered based on the candidate's case.

A librarian's research and creative activity are part of professional development, research, or creative activity. However, a librarian may choose to use specific products as evidence in support of their performance and service. Librarians doing so should ensure that they still meet the required criteria for professional development, research, or creative activity. Though a project may result in multiple products, each product can only be used as evidence in one area.

How is work evaluated?
It is the responsibility of the candidate to present the best case possible for tenure and/or promotion through their statements and supporting evidence. Significance and impact may be demonstrated by articulating goal(s) related to the unit and campus mission and providing sufficient evidence that the goal(s)

was achieved. Evidence may include, but is not limited to, program evaluation data, citation metrics and alternative metrics, and qualitative evidence such as testimonials and communications indicating use or adoption.

When assessing librarian work, we believe that evaluators should consider the value and impact of all outputs (including datasets, software, digital collections, professional standards, committee reports, etc.) in addition to publications, and consider a broad range of impact measures including qualitative indicators of impact, such as influence on policy and practice. Evaluators should also assess a candidate, in part, on the content of outputs rather than relying solely on journal metrics.

Promotion & Tenure Standards & Dossier
These standards are aligned with The Guidelines for Preparing and Reviewing Promotion and Tenure Dossiers, IU Policy ACA-37, and IU Policy ACA-38.

These standards are cumulative for the probationary period in rank until a librarian has been granted tenure and/or promotion. Once a librarian has been promoted to Associate, they must meet the criteria for Librarian while in-rank as an Associate Librarian. Seeking promotion to Librarian is not a requirement.

Because these standards are cumulative, they should not be used for annual review purposes. However, annual review criteria should align with these standards in a way that helps librarians achieve promotion and tenure.

Table 1: The requirements for achieving tenure and levels of promotion.

	Tenure	**Promotion to Associate Librarian**	**Promotion to Librarian**
Performance	Excellent	Excellent	Excellent
Secondary Area (Professional Development, Research, or Creative Activity or Service)	Satisfactory	Beyond Satisfactory	Excellent
Tertiary Area (Professional Development, Research, or Creative Activity or Service)	Satisfactory	Satisfactory	Satisfactory

A balanced case raises the bar for librarians in that it requires the same level of achievement in both Professional Development, Research, or Creative Activity and Service in addition to the highest level of Performance. For example, a candidate seeking promotion to Librarian with a balanced case would be required to demonstrate Exceptional Achievement in Performance and Excellent in both Professional Development, Research, or Creative Activity and Service. For this reason, the use of a balanced case by librarians is not recommended.

Performance
- Professional service activities (including administrative responsibilities) prescribed by the candidate's position description are NOT considered Service, but rather Performance.
- Any scholarship related to Performance is typically considered Professional Development, Research, or Creative Activity, NOT Performance. However, a librarian may choose to use specific products as evidence in support of their Performance and/or Service. Librarians doing so should ensure that they still meet the required criteria for Professional Development, Research, or Creative Activity.

For Promotion to Associate Librarian

Type	Unsatisfactory	Satisfactory	Excellent (Associate Librarian)
Performance	Unsatisfactory performance is the failure to meet the standards for Satisfactory performance.	Consistently makes contributions toward the library and/or unit's mission and/or goals. Satisfactory performance includes: • Documentation of the contributions of the individual librarian; and • Evidence of effective accomplishment of professional responsibilities outlined in the individual librarian's position description Examples of documentation may include, but are not limited to: • Instruction evaluations; • Letters from faculty indicating impact on a course; or • Statistics related to the provision of service	Meets the criteria for satisfactory and demonstrates impact or recognition within the library and/or unit. Examples of contributions that could have documented impact may include, but are not limited to: • Increasing either the quality or efficiency of a library service, program, product or project; • Implementing a new service, program, product, or project; or • Mastering important new responsibilities (beyond those assigned at time of appointment)

For Promotion to Librarian

Type	Unsatisfactory	Satisfactory	Excellent (Librarian)
Performance	Unsatisfactory performance is the failure to meet the standards for Satisfactory performance.	Consistently makes contributions toward the library and/or unit's mission and/or goals. Satisfactory performance includes: • Documentation of the contributions of the individual librarian; and • Evidence of effective accomplishment of professional responsibilities outlined in the individual librarian's position description	Meets the criteria for excellent and demonstrates impact outside the library and/or unit or recognition at the state, regional, or national level. Examples of contributions that could have documented impact outside the library and/or unit may include, but are not limited to: • Alteration of school, campus, or university practices; or

Type	Unsatisfactory	Satisfactory	Excellent (Librarian)
		Examples of documentation may include, but are not limited to: • Instruction evaluations; • Letters from faculty indicating impact on a course; or • Statistics related to the provision of service	• Adoption of a service, program, or product by another library, library consortium, or professional organization. Examples of recognition at the state, regional, or national level may include, but are not limited to: • Acknowledgement of the impact of a service, program, or product in the professional literature; or • Awards and/or prizes that reflect on the significance and impact of the librarian's performance

Professional Development, Research, or Creative Activity

- Professional Development, Research, or Creative Activity includes research and creative activity. However, a librarian may choose to use specific products as evidence in support of their Performance and/or Service. Librarians doing so should ensure that they still meet the required criteria for Professional Development.

Type	Unsatisfactory	Satisfactory	Beyond Satisfactory	Excellent
Professional Development	A librarian who fails to meet the criteria outlined under satisfactory.	A librarian must regularly engage in activities that advance the education or knowledge of the candidate as a professional AND engage in at least three activities that disseminate research or expertise, at least two of which must be peer reviewed or appear in a law review.	To show continued improvement beyond the satisfactory level, a librarian must regularly engage in activities that advance the education or knowledge of the candidate as a professional AND demonstrate a significant role in the completion of at least four activities that disseminate research or expertise, at least three of which must be peer reviewed or appear in a law review.	To show excellence, a librarian must have a significant role in the completion of five activities that disseminate research or expertise, at least four of which must be peer reviewed or appear in a law review, and at least one of which must have significant scholarly, professional, or societal impact, in most cases beyond the state level. It is not necessarily required that the significant impact activity be peer reviewed or appear in a law review.
		Examples of activities that advance the education or knowledge of the candidate include, but are not limited to: - Attend a professional conference, meeting, institute, continuing education workshop, or training program; or - Take for-credit academic courses relevant to the librarian's professional responsibilities; or - Complete a professionally recognized certification Examples of activities that disseminate research or expertise and are typically peer reviewed include, but are not limited to:	For examples of activities that advance the education or knowledge of the candidate, see the Satisfactory criteria. For examples of activities that disseminate research and/or expertise and are typically peer reviewed, see the Satisfactory criteria.	For examples of activities that disseminate research and/or expertise and are typically peer reviewed, see the Satisfactory criteria. Examples of indicators of significant impact include, but are not limited to: - Recognition of a particular product or project by a regional or national professional organization; or - Recognition of a Librarian's reputation in the form of an invitation to give a keynote address or develop a continuing education course for the organization; or - Engagement with, use, or adaptation of a particular product, project, or method as reflected by citation, post-publication review, or adaptation and reuse in other

Type	Unsatisfactory	Satisfactory	Beyond Satisfactory	Excellent
		- Peer reviewed article, book chapter, or book review essay; - Law review article; - Invited book chapter or encyclopedia article; - Invited/peer reviewed presentation at a professional conference; - Favorably reviewed research grant or project grant; or - Co-authorship on a systematic review publication Examples of activities that share research and/or expertise and are not typically peer reviewed include, but are not limited to: - Newsletter article; - A review of a book, database, or exhibit; - Course presentation development; - For credit course development; - Exhibit preparation and mounting; - Substantial contribution to professional discourse regardless of media; - Co-production of a digital project		organizations or other professional fields; or Wide popular awareness and engagement (within and outside of librarianship) with a new service, tool, training program, or concept.

Service

- Professional service activities (including administrative responsibilities) prescribed by the candidate's position description are NOT considered Service, but rather as Performance.
- Any scholarship related to Service is typically considered Professional Development, Research, or Creative Activity, NOT Service. However, a librarian may choose to use specific products as evidence in support of their Performance and/or Service. Librarians doing so should ensure that they still meet the required criteria for Professional Development, Research, or Creative Activity.

Type	Unsatisfactory	Satisfactory	Beyond Satisfactory	Excellent
Service	A librarian who fails to meet the criteria outlined under satisfactory.	A librarian must regularly engage in activities outside the normal realm of the person's responsibilities that serve the University (library, school, campus, or university), AND activities that serve the Discipline and/or Profession. One comparable community service activity may be substituted for service to the discipline and/or profession if there is an application of professional expertise. Service to the University (see below for examples) must normally consist of three documented contributions tied to the institution's mission. Each year of a multiple year commitment counts as an independent contribution. Service to the Discipline and/or Profession (see below for examples) must normally consist of three documented contributions. Each year of a multiple year commitment counts as an independent contribution.	A librarian must meet the criteria as outlined under satisfactory. In addition, at least two of these six activities must have documented impact, one of which must be service to the Discipline and/or Profession. In order to have documented impact, service to the University must affect faculty, staff, and/or students beyond the IUPUI libraries. In order to have documented impact, service to the Discipline and/or Profession must be at the state level or higher.	A librarian must demonstrate a consistent pattern of service as outlined under beyond satisfactory. The service to the Discipline and/or Profession must have significant impact (see below for examples) on the profession of librarianship or an academic discipline beyond the state level in most cases. Significant impact may also be demonstrated by significant recognition (see below for examples) from outside the university.

Type	Unsatisfactory	Satisfactory	Beyond Satisfactory	Excellent
Service to the University (library, school, campus, or university)		Examples of Librarian service to the University include, but are not limited to: • Serve on a faculty governance organization at the library, campus, or university level; • Serve on a search and screen committee or system-wide task force; • Serve as student organization sponsor; or • Serve as academic adviser, internship supervisor, or thesis/dissertation committee member.	Examples of activities which demonstrate impact include, but are not limited to: • Create or revitalize a student organization; • Teach a college-level credit- bearing course outside of the librarian's duties with demonstrated positive impact upon the students; • Serve on university-wide library committee with impact on user services; or • Serve as a vital member (not necessarily an officer) of a campus committee that makes an important contribution.	A librarian must demonstrate a consistent pattern of service to the University as outlined under Satisfactory.
Service to the Discipline or Profession		Examples of service to the Discipline or Profession include, but are not limited to: • active membership in one or more professional organizations as an officer, candidate for office, committee member, electronic mailing list moderator, mentor in a formal mentoring program, webmaster or some other role that requires professional expertise.	Examples of activities which demonstrate impact include, but are not limited to: • Serve as a vital member (not necessarily an officer) of a professional committee that makes an important contribution;	Examples of activities which have significant impact include but are not limited to: • Influence the adoption/modification of standards of a profession or discipline; • Develop an instrument/method which changes professional practice; • Create or revitalize a significant professional organization; or • Influence the passage of legislation related to the profession or discipline

Type	Unsatisfactory	Satisfactory	Beyond Satisfactory	Excellent
			- Make an important contribution to a professional organization while in a leadership role; or - Serve as a peer reviewer or editorial board member for a journal, conference, or other scholarly output.	Examples of significant recognition include but are not limited to: - Awards and/or prizes that reflect on the significance and impact of the librarian's service; - Appointment as editor of a selective scholarly peer- reviewed publication or law review; or - Election as an officer or board member of a professional organization of at least 500 members, or the leading organization for a library specialty
Librarian Service to the Community (city, state, nation, or the world) [NOT required for IUPUI librarians]		One community service contribution where there is an application of professional expertise may be substituted for a contribution to the discipline or profession as determined by individual units. Examples of community service include, but are not limited to: - providing a library-related service to community organization; or - service on board of library-related and/or discipline-related community organization.	An example of an activity which demonstrates impact includes, but is not limited to: consulting that produces beneficial change in the organization for which the consultation was done.	An example of an activity which demonstrates impact includes, but is not limited to: establishing a new library at a community organization