**Library Assembly**

**Fixed-Term Promotion Criteria**

**Research Professor**

**Approved by ASU Library Assembly 5/18/2017**

**Introduction**

These criteria and standards apply to personnel actions for promotion at every level of review and recommendation. In addressing each of the three criteria Research Professor is expected to clearly demonstrate and explain the nature of her/his contributions and the significance of each activity or achievement for the benefit of any evaluator or review body. The Research Professor should assume that the reviewing bodies will not have any foreknowledge of the activities referenced in the packet. The required standard under each criterion for promotion is qualitative rather than quantitative.

Promotion is contingent upon the Research Professor’s ongoing growth and development. A higher level of achievement is expected at each successive step. A level of performance that satisfies a criterion at one step will not continue to be adequate at the next. Appropriate balance among the criteria may vary over the course of a fixed-term Research Professor member’s career as negotiated with the primary evaluator in response to changing circumstances in the Library, the University, and the profession. A description of the character and level of performance and achievement appropriate at each stage of a Research Professor member’s career will be found in the definitions of ranks found on the Library Assembly website.

Fixed-term Research Professors seeking promotion to the Associate level must have a minimum of five years at Assistant rank and must demonstrate excellence in research effectiveness, continued research contributions, and growth and involvement in institutional, professional, or community service. Candidates must have attained considerable expertise in the areas of competence required of her/his position. Evidence will vary considerably depending on the candidate’s position description but the fulfillment of the agreed-upon workload and responsibilities is expected to be a major factor in decisions relating to promotion.

Research Professors seeking promotion to the Full rank must have a substantial and sustained record of excellent performance since the previous promotion. The majority of that service will normally be at the ASU Library and must demonstrate excellence in research effectiveness, continued research contributions, and growth and involvement in institutional, professional, or community service. Candidates should be considered experts in their chosen fields. When a candidate seeks promotion from Associate Research Professor to Full Research Professor, there should be demonstrated growth in the research contributions. Types of evidence may be similar to those provided for promotion to Associate Research Professor, but should demonstrate that accomplishments exceed the expectations for an Associate Research Professor.

Though research responsibilities vary among different Research Professor, excellence in research effectiveness is the paramount criterion for research professors. Promotion criteria should be applied in the context of and as appropriate to the position description. There should be sustained evidence of excellence in the candidate’s contribution to the Library mission as well as evidence that the candidate leads efforts in that regard. Research contribution and service activities demonstrate a commitment to the profession or to the discipline beyond the daily duties of the position.

The case must be made that the candidate is doing more than performing a set of assigned tasks. Rather, the candidate is expected to demonstrate initiative in integrating new avenues of professional activity.

**CRITERIA**

The three criteria considered in evaluating a Research Professors for personnel action are research effectiveness, research contributions, and institutional, professional, and community service. Wide variation is possible in the appropriate combination of the criteria as written, but the central concept in these personnel actions is always the significance of the Research Professor’s achievements taken as a whole. Candidates must provide qualitative and quantitative evidence in the following criteria:

**Research Effectiveness**

Research effectiveness is performance in the candidate’s assigned responsibilities as described in the position description. The candidate’s area of research will be relevant to some aspect of library and information science. At the same time, we encourage research professionals to develop new and interdisciplinary areas of research. Excellence in research effectiveness is the paramount criterion in personnel actions leading to promotion. For all personnel actions, assessment of research effectiveness is provided by the cover letter and CV from the candidate, as well as a cover letter by the primary evaluator, and any other appropriate documentation.

Standards for research effectiveness include:

* Procurement of external funding related to the mission of the University and the Library with clear evidence of leadership
* Effective management of research projects
* Effective accommodation of change in the position or environment in which the individual worked during the period under review
* Contributions to organizational goals and objectives
* Innovation and creativity in professional practices
* Professional development, that is, continuing growth in one's position and professional expertise
* Effective interaction and communication with others

See Appendix A for examples of evidence that address these standards.

**Research Contributions**

For Research Professors, research contributions consist of activities that impact and advance position-related knowledge or practice. The scope of activities delineated is diverse because each job affords different opportunities.

Standards for research contributions include one or more of the following:

PROFESSIONAL PARTICIPATION

* Active participation in any appropriate professional, or scholarly organizations

RESEARCH AND DISSEMINATION

* Programmatic research resulting in the publication of peer-reviewed journal articles
* Presentation of original work to an external audience
* Dissemination of systematic inquiry or critical examination to establish facts or principles in a field of knowledge through publication (including digital) or other mediums
* Contributions to or authorship of unpublished professional or scholarly works that are broadly distributed
* Scholarly/creative works in progress
* Efforts to transfer techniques and practices resulting from creative activity at the university to other institutions
* Appropriate publication of research accorded national and international recognition congruent to that of tenure-line faculty in the parallel ranks

TEACHING

* Design, development, and presentation of lectures or other instructional activities beyond the scope of Library programming in the Research Professor's area of expertise

CONSULTING

* External consultations and evaluations drawing on the Research Professor’s expertise

See Appendix B for examples of evidence that address these standards.

**Institutional, Professional, and Community Service**

Service is characterized by activities that contribute to the advancement of the institution, profession, or community.

Standards for institutional, professional, and community service include one or more of the following:

* Active participation in groups, other than professional organizations, that serve the community
* Activities in support of the Library Assembly, including sub-committees and elected or appointed offices
* Advising or participating in mentoring programs recognized by the Library or the University
* Elected or appointed positions to university committees generally not related to one’s primary responsibilities, including service on selection committees
* Public relations activities that enhance the image and reputation of the university such as giving talks, tours, special presentations to community groups
* Volunteer service in another department, library, or similar institution
* Volunteering professional knowledge or subject expertise to individuals or groups to benefit the institution, profession, or community

See Appendix C for examples of evidence that address these standards.

Library Assembly:

Ranks - Fixed-term Research Professor

This document supplements:

ACD Manual 505-03: Academic Professional Status, Ranks, Titles, and Appointment Categories ACD Manual 507-05: Probationary Appointment and Review

**Introduction**

All members of the research faculty of the Arizona State University (ASU) Library hold one of three ranks. Faculty are designated as Assistant Research Professor, Associate Research Professor or Full Research Professor. The rank system is intended to indicate professional standing and to provide a qualitative rationale for promotion.

The Review Committee makes a recommendation to the University Librarian regarding the appropriate rank to offer a prospective appointee. The recommendation is based on academic training, comparable library and/or related professional experience, and demonstrated professional achievement at a level consistent with the ranks as defined.

Promotion in rank serves the double purpose of acknowledging accomplishments and of encouraging further progress toward the next level. Research Professors apply for promotion when they think they have met the obligations imposed by the rank held and believe they are capable of the level of achievement that the next rank demands. Granting of a promotion signifies that the peers and administrators involved in evaluating the promotion request concur with that assessment.

The minimum requirement for appointment as Research Professor is a Ph.D.

**Ranks**

*Assistant*

Assistant Research Professor is a commencing rank, encompassing faculty experienced with research funding, having held a similar position at another university and/or has operated with significant autonomy on a research project. To be appointed at the Assistant rank, in addition to the degree, the individual must possess the potential to:

* Engage in, be responsible for, or oversee a significant area of research serving as principal, multiple principal, or co-investigators on grants or contracts administered by the university or take on other appropriate responsibilities. (from description of Research Professor)
* Engage in the generation and dissemination of new knowledge
* Participate in and contribute to research dissemination and contribute to regional or national professional organizations focused on research
* Establish collegial and collaborative relationships
* Meet service responsibilities primarily within, but not limited to, the ASU Library.

Fixed-term Research Professors at this level are expected to:

* Spend a large portion of their time learning to fulfill their responsibilities effectively and efficiently
* Engage in activities related to improving research effectiveness and general understanding of their field
* Take progressively more responsibility for their own day-to-day assignments
* Engage in position-related professional activities
* Take advantage of increasing opportunities for service

As fixed-term Research Professors move closer to promotion in rank, they are expected to:

* Demonstrate research effectiveness
* Take full responsibility for their own day-to-day assignments as detailed in position description
* Continue developing new capabilities, methods, procedures, and knowledge in areas of responsibility.
* Contribute position-related knowledge and expertise to the profession
* Engage in service activities that serve the interests of ASU Library and/or the University

*Associate*

When candidates seek promotion from Assistant Research Professor to the Associate Research Professor level there should be clear evidence that a candidate has successfully launched his/her own research program as demonstrated through projects and impact. To be appointed or promoted to Associate rank, the individual must exhibit evidence of a substantial extension of the record on which the award of Assistant was based and/or have sustained a record of performance and achievement as follows:

* Proficiency in one’s position including impacts that align with new metrics that encourage public-facing and use-inspired work. (data-sets, grants submitted and won, and data curation)
* Research contributions, completed or in progress, demonstrating impact on position related areas
* Service involvement within the ASU Library, university, profession or community

Research Professors at this level are expected to:

* Research success as demonstrated by external grant funding and scholarly publications
* Research contributions demonstrating excellence, impact, originality and reputable publication in both print and digital work.
* Participate in the extramural research community
* Demonstrate greater capacity for diverse service activities

As Research Professors move closer to promotion in rank, they are expected to:

* Demonstrate excellence in research effectiveness
* Collaborate with colleagues in implementing innovative practices
* Increasingly engage in mentoring activities of post-doctoral, doctoral, and undergraduate students including participation on Honors, Master’s and Ph.D. committees.
* Pursue activities that contribute to the betterment of their profession
* Give time and expertise to appropriate committees or organizations within the ASU Library, university, profession or community

*Full*

Fixed-term research Research Professors appointed to or functioning at this rank have had substantial professional experience. To be appointed or promoted to Full rank, the individual must exhibit evidence of a substantial extension of the record on which the award of Associate was based, exhibit high quality and visible work and/or have sustained a record of performance and achievement as follows:

* Established grant and research expertise as demonstrated by the capacity to be a principal investigator or multiple principal investigator
* Continuous and current record of scholarly productivity
* Professional maturity demonstrated by activities such as review articles, books, invited chapters, special journal editions, invited symposia, distinguished presentation, special awards, consultation, editorial board memberships, external funding review committees, chair committees of professional organizations, and fostering collegial relationships with less senior faculty.
* Give time and expertise to appropriate committees or organizations within the ASU Library, university, profession or community
* Established reputation in service activities

Research Professors at this level are expected to:

* Sustain excellence in research effectiveness
* Demonstrate success in grant procurement
* Effectively collaborate with colleagues in implementing library initiatives and innovative practices
* Pursue research contributions that are recognized as substantive contributions to position-related areas
* Offer leadership or expertise to appropriate committees or organizations in areas of their professional competence
* Give time and expertise to appropriate committees or organizations within the ASU Library, university, profession or community