

Auraria Library Clinical Teaching Track

Appointment, Reappointment and Promotion Criteria

Preamble

The following guidelines are intended to facilitate the appointment, reappointment and promotion of Clinical Teaching Track (CTT) faculty at the Auraria Library (AL). They are issued pursuant to the following principles:

1. That the Laws and Policies of the Regents (Article 5) of the University of Colorado allow for such faculty categories.
2. That University of Colorado Regent Laws and Policies, Administrative Policy Statements and campus policies on the matter contain specific provisions regarding Instructional, Research and Clinical (IRC) or Non-Tenure Track (NTT) faculty classifications, appointments and promotions. This document is intended to supplement and provide administrative guidance to those provisions.
3. The Provost, as the Chief Academic Officer of the university, is responsible for leading, managing and administering all academic programs at the university.
4. That appointment, reappointment and promotion decisions are among the most important processes that shape and define the work of all faculty. The criteria outlined below form the basis for appointment, reappointment and promotion reviews for IRC faculty within the Auraria Library. As the relevant committees review candidates for appointment, reappointment and/or promotion, they will consider the criteria contained herein and use collegial and professional judgment in arriving at evaluations of prior work and estimates of potential contributions.
5. The review process for appointment, reappointment and promotion is designed to align the work of the faculty with the mission of the University and AL and to promote and ensure excellence as a standard for that work. The purpose of this document is to articulate the criteria for AL to guide clinical teaching faculty in terms of their own career advancement and as the basis for the review of their peers. The goal is to provide clear criteria, and examples of ways that individual faculty can document evidence in the form of activities, outcomes, and products that address the criteria.

6. Reflected in the AL criteria for clinical teaching faculty promotion is our commitment to provide exemplary leadership in the development of programs, pedagogies, services, and resources; the continued development of librarians; work in the service of the profession; and scholarship in all of these domains. These criteria for clinical teaching faculty promotion reflect our commitment to the ongoing professional development of library faculty and recognition of their scholarship.
7. While these AL criteria and rubrics include the traditional dossier categories of librarianship, scholarly/creative work, and leadership and service, the faculty in an academic library like ours often work at the intersections of these areas. These intersections are critical given our mission to foster intellectual growth, academic success, and lifelong learning.
8. Overall, it is the responsibility of each candidate to provide the context for their work in a clear narrative and presentation of data. This documentation is critical to the process so that each reviewer at every level will understand the candidate's work and provide a thorough and fair evaluation.

See the AL "Appointment and Promotion Procedures" document for more information about processes.

A. Definitions

1. The word "teaching," herein, shall be understood to refer to the practice of librarianship. In keeping with the multifaceted nature of their discipline, Auraria Library faculty engage in a broad spectrum of activities. Library faculty are specialists in providing access to credible/scholarly information. This can involve selection, management, and evaluation of knowledge resources, learning collections, and discovery systems, bibliographic control and information organization, instruction, research and consultation services, and administrative leadership and project planning. The practice of librarianship takes place in a variety of settings.
2. Faculty in CTT hold positions through which they contribute to advancing teaching and service at the University of Colorado Denver (CU Denver) Auraria Library. They may hold faculty ranks, Assistant Professor, Clinical Teaching Track; Associate Professor, Clinical Teaching Track; or Professor, Clinical Teaching Track.
3. Faculty on the clinical teaching track engage in teaching, leadership and service and

scholarship/creative work with a negotiable assignment of 80-90% teaching, 0-10% service, and 10% scholarship/creative work. Any changes in the initial time/effort distribution beyond these parameters, as described in the letter of offer, require approval by the Director and the Provost.

4. Primary teaching responsibilities for faculty on this track are focused on collaboratively building and/or maintaining programs within the AL that provide quality service regarding local, state, and national needs in alignment with the mission and strategic plan of the Library. Service responsibilities include those in accordance with the Library's leadership and service evaluation criteria. Scholarship/creative work responsibilities align with the clinical teaching faculty role within the Library.
5. Faculty members in the clinical teaching track participate in the faculty governance process as defined by AL and CU Faculty Senate, receive University faculty benefits in accord with their rank, and undergo annual merit reviews of their performance. They are not eligible for tenure and serve at-will in accordance with Colorado law.

B. Faculty Titles and Ranks in the Track

Assistant Professor, Clinical Teaching Track

Regents' definition: Assistant Professors in the clinical teaching track are expected to have the terminal degree and have some successful teaching experience. They are expected to teach and/or provide clinical care.

Auraria Library's definition: Assistant Professors, clinical teaching track hold a Master's degree from an ALA-Accredited library school or program, the terminal degree for librarianship, and have deep experience in the area in which they will focus their practice of librarianship. There must be evidence of successful experience in librarianship at the baccalaureate level as well as potential for service and scholarship/creative work that supports AL.

Associate Professor, Clinical Teaching Track

Regents' definition: Associate Professors in the clinical teaching track must have the terminal degree, be well qualified to teach and/or provide clinical care with considerable demonstrated evidence of successful teaching and demonstrated leadership and service.

Auraria Library's definition: In addition to the qualifications of an Assistant Professor, clinical teaching track, an Associate Professor, clinical teaching track is expected to have had substantial relevant and successful professional experience in librarianship. In addition, they must demonstrate the potential to meet the service and scholarship/creative work criteria for Associate Professor, clinical teaching track in AL.

Professor, Clinical Teaching Track

Regents' definition: Professors in the clinical teaching track must have the terminal degree, outstanding accomplishments in teaching, and/or provide clinical care, a record of leadership in the school, and a meritorious leadership and service record.

Auraria Library's definition: In addition to the qualifications of an Associate Professor, clinical teaching track, a Professor, clinical teaching track, is expected to have a record of excellence in librarianship and in service, including evidence of leadership and service, and meet the scholarship/creative work criteria for professor, clinical teaching track in AL.

C. Criteria for Appointment and Promotion

As part of the general faculty, library faculty members' achievement will be evaluated annually by their supervisor. Library faculty members may also demonstrate excellence in job duties through the receipt of honors and awards from the library, university, or a professional organization.

Eligible faculty will provide application materials that demonstrate meeting the qualifications for Assistant Professor, Clinical Teaching Track. Senior Instructors or Instructors with the requisite years of 1 FTE relevant experience may apply to be promoted directly to Associate Professor, CTT or Professor, CTT. To be successfully promoted faculty must meet the appointment and promotion criteria for the desired rank. Application materials include:

- Brief cover letter from applicant, including the rank desired with an explanation (no more than one paragraph)
- Completed AL Research Statement Template (Appendix B)
- Current CV
- Dossier completed in accordance with Dossier Checklist (Appendix C)

All evaluation for promotion and appointment will be in accordance with University-wide criteria in three broad areas:

1. Teaching (Librarianship):

Librarianship responsibilities are regarded as primary responsibilities of all library faculty. Broadly defined, librarianship involves activities related to information access. Specialists with a variety of skills and experience collectively contribute to the goals of the library. These skills, proficiencies and responsibilities in support of the University's mission may include, but are not limited to:

- dedication to meeting the information needs of and saving the time of library users;
- selection, growth, and management of the library's collection;
- expertise in the application or design of technologies for information access and delivery;
- systematic organization of library materials through the use of metadata;
- effective administration of library personnel, services, spaces, and resources;
- collaboration with other members of the University community in support of the University's educational, research and institutional goals;
- effective teaching at the undergraduate and graduate level, including curriculum development and assessment of learning;
- provision of timely and competent research help to the campus community;

2. Scholarly/Creative Work:

These activities are outlined in the AL Scholarly/Creative Work Template (Appendix B)

3. Leadership and Service:

Performance of service may relate to the library, university, community and the profession, and includes:

- service on library or University committees;
- active membership in professional associations;
- planning or organizing meetings or events that benefit the profession;
- receipt of honors or awards from library, university, professional organizations, or community groups;
- promotion of diversity, equity, and inclusion.

Appointment or Promotion to Associate Professor, CTT:

Mandatory Criteria encompassing librarianship, scholarly activity, leadership, and service:

1. Superior performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in Section C: Criteria for Promotion, under category 1: Librarianship) and written recommendations of professional colleagues or library users. This should include a demonstrated mastery of a complex field of specialization, such as acquisitions, audiovisuals, cataloging, database services, information education, information literacy, information storage and retrieval, management, reference services, resource development and sharing, and serials.
2. Fulfillment of required years of experience as outlined in the *Auraria Library Clinical Teaching Track Appointment and Promotion Procedures* document.
3. Significant contributions to the study of librarianship, informatics or other related disciplines through publications, successful grants, funded research, conference papers, or other creative work. (Refer to Appendix A: *Appointment and Promotion Criteria for Scholarly/Creative Work*.)

Address at least one of the following criteria:

4. Superior supervisory ability or contribution to human resource management as indicated by revamping a department, successfully resolving major personnel or other operational difficulties, or improving library-wide staff effectiveness.
5. Evidence of continuing education directly related to primary job responsibilities that is demonstrated by documented efforts to support users of the AL.
6. Significant contributions to professional organizations at the state, regional or national level as indicated by holding an office, chairing committees, teaching workshops, etc.
7. Substantial contribution to the University through service on library committees, campus committees or significant participation in other campus-wide activities.

Appointment or Promotion to Professor, CTT:

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Approved by AL Faculty on July 11, 2019

Approved by AL Director on July 12, 2019

Approved by CU Denver Legal Office on August 28, 2019

Approved by Provost on February 10, 2020

Mandatory Criteria encompassing librarianship, scholarly activity, leadership, and service:

1. Excellent performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in Section C: Criteria for Promotion, under category 1: Librarianship) and written recommendations of professional colleagues or library users. This should include a demonstrated mastery of a complex field of specialization, such as acquisitions, audiovisuals, cataloging, database services, information education, information literacy, information storage and retrieval, management, reference services, resource development and sharing, and serials.
2. Fulfillment of required years of experience as outlined in the *Auraria Library Clinical Teaching Track Appointment and Promotion Procedures* document.
3. Highly Significant contributions to the study of librarianship, informatics or other related disciplines through a consistent, substantive record of publications, successful grants, funded research, conference papers, or other creative work. (Refer to the *Appointment and Promotion Criteria for Scholarship/creative work* beginning on page 7.)

Address at least one of the following criteria:

4. Superior performance in administration of a complex unit within the library or in overall administration as indicated by revamping a department, successfully resolving major personnel or other operational difficulties, or improving library-wide staff effectiveness.
5. National professional recognition or honors.
6. Significant contributions to professional organizations at the regional or national level as indicated by holding an office, chairing committees, teaching workshops, etc.
7. Substantial and recognized contribution to the University through service on library committees, campus committees or significant participation in other campus/system-wide activities.
8. Substantial and successful university teaching experience along with some record of

activities such as student advising/mentoring, teaching or co-teaching and design of classes and curriculum, serving on student's thesis or dissertation committee, record of positive teaching evaluations from students/peers, etc.

APPENDIX A: APPOINTMENT AND PROMOTION CRITERIA FOR SCHOLARLY/CREATIVE WORK

Definitions

*Assistant Professor, Clinical Teaching Track
Criteria for Promotion*

*Associate Professor, Clinical Teaching Track
Criteria for Promotion*

*Full Professor, Clinical Teaching Track
Criteria for Promotion*

Note: To be excellent in research for promotion to Full Professor goes beyond successful research and scholarly activities in the number of the ways described below. The candidate's dossier is evaluated as a body of the whole; it is not additive of all of the ways a candidate demonstrates excellence for promotion review as Associate.

1	Candidate demonstrates the ability to engage in, collaborate on or initiate inquiry and scholarship on teaching, programs and practice.	Candidate provides evidence of... The ability to engage in, collaborate on or initiate programmatic inquiry and scholarship that demonstrates a commitment to the Library's and/or CU Denver's mission and vision.	Candidate provides evidence of... An emergent, clear, sustained, and focused programmatic record of engaging in, collaborating on, or initiating programmatic inquiry and scholarship on teaching, program and practice which demonstrates a commitment to the Library's and/or CU Denver's mission and vision.	Candidate provides evidence of... A clear, in-depth, sustained and impactful programmatic record of engaging in, collaborating on, or initiating programmatic scholarship on teaching, program and practice which demonstrates a commitment to the Library's and/or CU Denver's mission and vision.
2	Candidate has constructed a record of high-quality scholarly products.	Candidate provides evidence of... A record of scholarly products; could include local, state, and national level outlets.	Candidate provides evidence of... A record of scholarly products that build over time and extend to broader and more diverse audiences; includes state and national level outlets.	Candidate provides evidence of... A record of scholarly products that illustrate a clear and ongoing presence and a state or national reputation demonstrating significant impact.
3	Candidate has a record of leadership and/or independence in constructing scholarly products.	Candidate provides evidence of... Scholarly products that reflect an ability to work independently and/or collaboratively; in collaboration, faculty member assumes leadership.	Candidate provides evidence of... Scholarly products reflect an ability to work independently and/or collaboratively; in collaboration, there is an emerging body of work with leadership as an author for a greater proportion of products.	Candidate provides evidence of... Scholarly products that reflect an ability to work independently and/or collaboratively; in collaboration, there is an established record of leadership as an author. Products are created or published with students, new faculty, and/or community partners. Candidate provides evidence of... An <i>established</i> record of scholarship that shows leadership and influence, and contributes to the advancement of knowledge to the discipline, field and/or practice.
4	Candidate's record of scholarship has influence on knowledge and/or practice in the field.	Candidate provides evidence of... A record of scholarship that shows <i>emergent</i> influence and contributes to the advancement of knowledge to the discipline, field, and/or practice.	Candidate provides evidence of... A record of scholarship that shows <i>significant</i> influence and contributes to the advancement of knowledge to the discipline, field, and/or practice.	

RESEARCH CRITERIA AND EXAMPLES

	<i>Definitions</i>	<i>Assistant Professor, Clinical Teaching Track, Examples for meeting the Criteria for Promotion</i>	<i>Associate Professor, Clinical Teaching Track, Examples for meeting the Criteria for Promotion</i>	<i>Full Professor, Clinical Teaching Track, Examples for meeting the Criteria for Promotion</i>
1	Candidate demonstrates the ability to engage in, collaborate on or initiate inquiry and scholarship on teaching, program, and practice.	Evidence (vita and application letter) upon appointment or description of scholarly activity that addresses significant issues relevant to the department and/or Auraria Library and/or CU Denver mission and vision, or promotes the mission and vision of previous organization(s); and, a scholarship plan for the future consistent with 10% workload weighting.	Annual research/scholarship plan and accomplishments provide solid evidence of participation in scholarly activity that addresses significant issues relevant to the department and/or Auraria Library and/or CU Denver mission and vision; and a record of scholarly products consistent with 10% workload weighting.	Annual research/scholarship plan and accomplishments provide consistent evidence of participation in scholarly activity that addresses significant issues relevant to the department and/or Auraria Library and/or CU Denver mission, and an uninterrupted record of scholarly products consistent with 10% workload weighted.
2	Candidate has constructed a record of high quality scholarly products.	Candidate is present in, local, state, and national level outlets. Potential products include books, articles chapters, technical/research/ policy reports, papers published in conference proceedings, presentations at, professional conferences, workshop papers, manuals, guidebooks, or handbooks, research data, websites and blog sites.	Candidate is present in, local, state, and national level outlets. Potential products include books, articles, chapters, technical/research/policy reports, papers published in conference proceedings, presentations at professional conferences, workshop papers, manuals, guidebooks or handbooks, research data, websites and blog sites. Scholarly products build over time and extend to broader and more diverse audiences.	Candidate is present in national level outlets. Potential products include books, articles, chapters, technical/research/policy reports, papers published in conference proceedings, presentations at professional conferences, workshop papers, manuals, guidebooks or handbooks, research data, websites and blog sites. Record of scholarly products demonstrates a significant influence at local, state and/or national level.
3	Candidate has a record of leadership and/or independence in scholarly products.	Collaborates with faculty and/or colleagues to develop scholarly products.	When collaborating with faculty and/or colleagues to develop scholarly products, at times takes the role of lead author.	Shows leadership in scholarship by collaborating with students, new faculty and/or colleagues. Shows evidence of a clear program of inquiry and scholarship that is identified with his/her leadership
4	Candidate's record of scholarship has influence on knowledge and/or practice in the field.	Invitations from peers or educational leaders to present at conferences, meetings and other organizational activities. Professional accolades, honors and awards.	Invitations from state or national organizations for organizing or presenting at conferences. Invitations to participate in material development including curriculum/professional development manuals or policies and procedures guidebooks. Professional accolades, honors, and awards. Awards from local, state, or national organizations for intellectual contributions to the field. Publications chosen for recognition.	Ongoing evidence of positive recognition at the state or national level. Professional accolades, honors, and awards. Awards from local, state, or national organizations for intellectual contributions to the field. Recognition for influence on practice (e.g., contributions to the field of librarianship and/or empirical findings that are directly attributed to the individual's work). Publications chosen for recognition.

Approved by AL Faculty on July 11, 2019

Approved by AL Director on July 12, 2019

Approved by CU Denver Legal Office on XXXX

Approved by Provost on XXXX

Auraria Library
Clinical Teaching Track
Appendix B: Research Statement Template

I. Introduction

II. Demonstrate the ability to engage in, collaborate on, or initiate inquiry and scholarship on teaching, programs, and practice (*refer to Standard 1 in Auraria Library CTT Criteria*)

A. To Date

B. Future Plans for Research

III. Record of high-quality scholarly products (*refer to Standard 2 in Auraria Library CTT Criteria—please remove the items below that do not apply to your scholarship*)

A. Overall Summary

B. *Refereed Articles* - annotate

D. *Refereed Books and Book Chapters* - annotate

E. *Non-Refereed Publications* (Meeting abstracts, proceedings, technical reports, popular articles, websites and blog sites) – annotate

F. *Non-Refereed Books and Book Chapters* - annotate

G. *Non-Refereed Book Reviews* – annotate

H. *Publications in Preparation* (in press, under revision, under review, or being written). Annotate and cite journal when appropriate.

I. *Refereed Presentations at Meetings* – provide citation including co-presenters, name of conference, date, city, etc.

J. *Non-refereed Presentations at Meetings* (invited) – provide citation including co-presenters, name of conference, date, city, etc.

K. *Other* (manuals, guidebooks, handbooks, research data, grants, etc.)

IV. Record of leadership and/or independence in scholarly products (*refer to Standard 3 in Auraria Library CTT criteria*)

A. Describe collaborations with faculty and/or colleagues to develop scholarly products.

a. For Promotion to Associate Professor, include description as your role as lead author where applicable

b. For Promotion to Professor, include description of leadership roles within these collaborations where applicable

Approved by AL Faculty on July 11, 2019

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Approved by CU Denver Legal Office on XXXX

Approved by Provost on XXXX

V. Scholarship influence on knowledge and/or practice in the field (*refer to Standard 4 in Auraria Library CTT criteria*)

- A. Describe overall influence of your body of work on the field
- B. Review of your invitations from peers or leaders to present at conferences, meetings, and other organization activities and the local, state, national, or international level
- C. Review professional accolades, honors, awards from local, state, or national organizations
- D. Review publications chosen for recognition

University of Colorado Denver – Auraria Library
Appendix C: Dossier Checklist for Clinical Teaching Track
Appointment, Reappointment and Promotion

Candidate's Name: _____

School/College: Auraria Library

Department: _____

Action (check one):

Appointment to Assistant Professor

Appointment to Associate Professor

Reappointment

Promotion to Associate Professor

Promotion to Professor

Primary unit criteria included in dossier

Previous Reappointment, Tenure & Promotion (RTP), Promotion, and personnel actions, if any

Primary unit committee recommendation

Approved by AL Faculty on July 11, 2019

Approved by AL Director on July 12, 2019

Approved by CU Denver Legal Office on XXXX

Approved by Provost on XXXX

- if vote not unanimous, explanation and minority report
- Department Head/Supervisor's letter
- Library Director/University Librarian's recommendation
- Summary statement by candidate (please enumerate the corresponding promotion criteria you are emphasizing in your dossier)
- Candidate's current vita
- Recommendation letters (optional, no more than three)
- Teaching (Librarianship)
 - Candidate statement
 - Supporting materials
- Research/Creative Scholarly Activities
 - Candidate's statement
 - Supporting materials
- Service
 - Candidate's statement
 - Supporting materials
- ALL signatures (Candidate, Supervisor/Department Head, Library Director/University Librarian, Provost)

University Librarian/Director's Signature

Date