

# Appointment and Promotion Guidelines for Medical Librarians

---

**Approved by Faculty in Department of Medical Education 3/4/15**

***Approved by Office of Faculty Excellence 8/12/15***

## Table of Contents

COLLEGE OF MEDICINE GENERAL REQUIREMENTS .....	3
Scholarship and Scholarly Activity .....	3
General Qualifications for Appointment to the Rank of Medical Assistant Librarian .....	4
General Qualifications for Promotion to the Rank of Medical Associate Librarian.....	4
General Qualifications for Promotion to the Rank of Medical Librarian .....	4
NON-TENURE-TRACK LIBRARY FACULTY .....	6
General Considerations.....	6
Founding Faculty effort with Curriculum Development, Creation of Health Sciences Library, and Achievement of Full Accreditation.....	7
Criteria for Promotion to Non-Tenure-Track Medical Assistant Librarian.....	8
Criteria for Promotion to Non-Tenure-Track Medical Associate Librarian.....	9
Criteria for Promotion to Non-Tenure-Track Medical Librarian .....	10
APPENDIX I .....	11
UCF College of Medicine Examples of Evidence of Scholarship, Instructional and Service Activities for Medical Librarian Faculty.....	11
APPENDIX II .....	15
Founding Faculty Activities in establishing foundation of a new medical school .....	15

## COLLEGE OF MEDICINE GENERAL REQUIREMENTS

### Scholarship and Scholarly Activity

The academic mission of the College of Medicine requires all faculty members to engage in scholarship and scholarly activity. Faculty efforts in these areas are reported and assessed during the annual evaluation process and are considered pivotal when a faculty member is considered for promotion.

Scholarship, marked by the methodical accumulation and acquisition of knowledge leads to expert mastery in one or more areas of academic study. The generation and dissemination of new knowledge demonstrates proficiency in a field of study and sets the pace for future generations of professionals and researchers. Scholarship is demonstrated by scientific investigation and publication, and may be accompanied by funded research.

Scholarly activity draws from the current literature and, when appropriate, "best practices" in one's field to create new knowledge.

Scholarship and scholarly activity requires the dissemination and acceptance of new knowledge by one's peers. Evidence of this can include creative works in teaching, research, academic leadership, library services, and/or other activities in which the College of Medicine faculty might be engaged. In all cases, the faculty member assumes primary responsibility for dissemination of new knowledge and submission for peer review.

### **General Qualifications for Appointment to the Rank of Medical Instructor Librarian**

Candidates must have a master's degree in library science from an ALA-accredited institution. No experience is required, but academic transcripts and documented recommendations should indicate potential for successful performance as an academic librarian. This rank should be considered an initial rank. Individuals are expected to seek promotion after serving as a Medical Instructor Librarian for at least two years.

### **General Qualifications for Promotion to the Rank of Medical Assistant Librarian**

Candidates must have a master's degree in library science from an ALA-accredited institution and at least two years of experience as a professional librarian or equivalent after completing the master's degree.

The usual time in rank as Medical Instructor Librarian is at least two years. Therefore, requests for promotion to Medical Assistant Librarian normally will not be considered until two years at the Medical Instructor Librarian rank has been served. Early consideration for promotion to Medical Assistant Librarian is not appropriate. All candidates for promotion to Medical Assistant Librarian must demonstrate a record of productive scholarship and scholarly activity demonstrating university or local prominence, e.g., participation in peer-reviewed publications, presenting at meetings, service on committees.

### **General Qualifications for Promotion to the Rank of Medical Associate Librarian**

Candidates must have a master's degree in library science from an ALA-accredited institution and at least five years of experience as a professional librarian or equivalent after completing the master's degree. The usual time in rank as Medical Assistant Librarian is 5 years.

Therefore, requests for promotion to Medical Associate Librarian normally will not be considered until a full five years in the Medical Assistant Librarian rank has been served. Early consideration for promotion to Medical Associate Librarian is appropriate when all of the criteria that would have been evaluated after a five-year interval are clearly fulfilled in fewer than five years. Years in the equivalent rank at one or more other institutions prior to beginning employment at UCF may be counted when calculating the total number of years in rank. All candidates for promotion to Medical Associate Librarian must demonstrate a sustained record of productive scholarship, scholarly activity and service demonstrating state-wide or regional prominence, e.g., participation in peer-reviewed publications, invitations to present at meetings, service on committees, mastery of one or more fields of library specialization.

### **General Qualifications for Promotion to the Rank of Medical Librarian**

The title of Medical Librarian represents the highest academic award within the Librarian track and holds special recognition in the College and academic community. Not all Medical Associate Librarians will reach the rank of Medical Librarian. Promotion to Medical Librarian is not awarded based on longevity, but rather because of superior achievement at the national level with the promise of continued contribution. The usual minimum time in rank as Medical Associate Librarian is five years. There is no limit to the maximum years for consideration. Early consideration for promotion to Medical

Librarian is appropriate when all of the criteria that would have been evaluated after a five-year interval are all clearly fulfilled in fewer than five years. Years served in the equivalent rank at one or more institutions prior to beginning employment at UCF may be counted when calculating the number of years in rank. However, there is no maximum number; more than five years might be required to establish acceptable credentials. All candidates for promotion to Medical Librarian must demonstrate a sustained record of productive scholarly activity, scholarship, and service demonstrating national prominence e.g., participation in grants, peer-reviewed publications, mastery and recognized leadership in one or more fields of library specialization, invited presentations.

## **NON-TENURE-TRACK LIBRARY FACULTY**

### **General Considerations**

Non-tenure-track faculty members in the Health Sciences Library typically concentrate on administrative service, teaching and scholarly activity involving research. To qualify for promotion to a higher rank, non-tenure-track medical library faculty members in the department must both demonstrate excellence in library and information sciences and teaching and have a sustained, productive record of scholarship and scholarly activity. Additionally, medical library faculty must also participate in service activities appropriate to their rank (national, regional, university, college or departmental). Service activities typically represent a relatively small proportion of any faculty member's assignment; yet, significant contributions in this area should also be recognized when considering a faculty member's qualifications for promotion.

The College of Medicine has identified examples of evidence (Appendix I) that may be used to demonstrate excellence in library and information sciences, teaching, scholarship, leadership, and other activities when a faculty member is considered for promotion to a higher rank. This list of examples is intended to cover the wide range of activities and products that might be associated with a diverse group of faculty. Therefore, a faculty member is not expected to demonstrate every example of evidence listed. The actual mix of examples included as evidence of excellence and achievement in a promotion portfolio may vary from one individual to another.

## **Founding Faculty effort with Curriculum Development, Creation of Health Sciences Library, and Achievement of Full Accreditation**

Faculty hired by the College between 2007 and 2013 are designated Founding Faculty. Specific activities of these individuals that differ from other library faculty are outlined in Appendix II. The founding faculty, in varying degrees, has devoted their efforts to developing the infrastructure and educational program for the MD degree at the expense of having protected time to produce individual scholarly works. This process of continual quality improvement has been exercised since day one and the result is a dynamic and highly integrated educational program developed and approved by faculty and recognized by the Liaison Committee on Medical Education (LCME).

National data is available on the performance of the students within the program attesting to the excellence faculty have exhibited in their founding efforts in these initial years. The library was a key component to the success of the curriculum developed. Founding library faculty who were involved in the creation of the Health Sciences Library should therefore be given recognition for their activities during this time.

Founding faculty who demonstrate significant involvement in the examples of founding activities which are found in Appendix II may use these activities as evidence of one component of accomplishment for one step in the promotion process from Medical Assistant to Medical Associate or from Medical Associate to Medical Librarian. It is expected that the founding faculty will also be involved in other activities demonstrating scholarship.

## **Criteria for Promotion to Non-Tenure-Track Medical Assistant Librarian**

To receive appointment to non-tenure-track Medical Assistant Librarian, a candidate must demonstrate: (1) Academy of Health Information Professions (AHIP) certification (2) progress towards mastery of one or more fields of library specialization (3) interest in making scholarly contributions including abstracts, posters and presentations at local or regional meetings (4) instructional contributions, and (5) substantial service contributions. Examples of achievement of these criteria include the following: (Additional examples are located in Appendix I.)

### *Library and Information Sciences*

It is expected that candidates will demonstrate expertise and accomplishments related to one or more fields of specialization. These could include: reference services, electronic resources, technology services, public services, or other specialties relevant to the candidate's position. Additionally, the non-tenure-track Medical Assistant Librarian must exhibit autonomy in supporting assigned faculty and student groups through the Personal Librarian and Medical Library Liaison programs.

### *Scholarship in Research*

Promotion to non-tenure-track Medical Assistant Librarian in some cases requires the candidate to have established a local or university-based reputation for scholarship in his/her area(s) of concentration. Submission of educational or other materials in peer-reviewed repositories or refereed journals, presenting at local or regional meetings, service as an ad hoc reviewer, service on local or regional committees or review panels, and other lines of evidence can indicate that a candidate has established a local or regional reputation for scholarship in research.

### *Instructional Contributions*

Instructional contributions are an important component of promotion to non-tenure-track Medical Assistant Librarian. Examples of achievement in this area include but are not limited to participating in didactic courses; one-on-one and small group interactions with faculty and/or students; and planning or teaching faculty development or continuous professional development training programs.

### *Service Activities and Academic Leadership*

Can include:

- Service to local, state, or regional library associations.
- Membership on departmental, college, and/or university committees.

- Participation in activities such as accreditation, assessment, or institutional effectiveness programs.

## **Criteria for Promotion to Non-Tenure-Track Medical Associate Librarian**

To receive appointment to non-tenure-track Medical Associate Librarian, a candidate must demonstrate: (1) AHIP certification (2) mastery of one or more fields of library specialization (3) a productive record of peer-reviewed scholarship and/or research in his/her area(s) of concentration with regional or national reputation, (4) instructional contributions, and (5) substantial service contributions. Examples of achievement of these criteria include the following: (Additional examples are located in Appendix I.)

### *Library Service*

It is expected that candidates will demonstrate expertise and accomplishments related to one or more fields of specialization. These could include: reference services, electronic resources, technology services, public services, or other specialties relevant to the candidate's position. Evidence of excellence in this area may include: recognition by peers for subject or professional expertise, invitations to serve on regional or national library-related associations or committees and presentations at regional or national meetings. Additionally, the non-tenure-track Medical Associate Librarian must exhibit autonomy in supporting and leading the Personal Librarian and Medical Library Liaison programs.

### *Scholarship in Research*

Promotion to non-tenure-track Medical Associate Librarian in some cases requires the candidate to have established a strong regional or national reputation for scholarship in his/her area(s) of concentration. Examples include but are not limited to acceptance of educational or other materials in peer-reviewed repositories, acceptance of articles or reports for publication in refereed journals, book chapters, books, invited reviews, funded grant submissions, papers and/or presentations at professional associations, speaking at regional or national meetings, service as an ad hoc reviewer or on editorial boards, service on regional or national committees or review panels.

### *Instructional Contributions*

Instructional contributions are an important component of promotion to non-tenure-track Medical Assistant Librarian. Examples of achievement in this area include but are not limited to participating in didactic courses; one-on-one and small group interactions with faculty and/or

students; and planning or leading faculty development or continuous professional development training programs.

#### *Service Activities and Academic Leadership*

Can include:

- Service to regional or national library associations.
- Membership on committees of affiliated associations including AAMC, AAHSL, HIMSS.
- Membership on departmental, college, and/or university committees.
- Participation in activities such as accreditation, assessment, or institutional effectiveness programs.

#### **Criteria for Promotion to Non-Tenure-Track Medical Librarian**

Promotion is not based solely on performance at another university; one must demonstrate productivity at UCF. Early consideration for promotion to Medical Librarian is appropriate when all of the criteria that would have been evaluated after a five-year interval are all clearly fulfilled in fewer than five years. Years served in the equivalent rank at one or more institutions prior to beginning employment at UCF may be counted when calculating the number of years in rank. However, there is no maximum number; more than five years might be required to establish acceptable credentials. All candidates for promotion to Medical Librarian must demonstrate: a sustained record of productive scholarly activity and scholarship demonstrating national prominence. To receive appointment to non-tenure-track Medical Librarian, a candidate must demonstrate: (1) evidence of continued mastery of one or more fields of library specialization (2) leadership in library and information science (3) a sustained and productive record of peer-reviewed scholarship demonstrating a national or international reputation, (4) continued instructional contributions, and (5) continued significant service contributions. Examples of the lines of evidence that may be used to demonstrate achievement of these criteria besides those listed above can be found in Appendix I.

## APPENDIX I

### UCF College of Medicine Examples of Evidence of Scholarship, Instructional and Service Activities for Medical Librarian Faculty

NOTE: The examples of scholarship, instruction, and service listed at each rank below are not exclusive to that rank. In particular, those examples of excellence in scholarly activity and instruction listed under Medical Associate Librarian, if sustained, would provide evidence for promotion to the rank of Medical Librarian.

Area	<ul style="list-style-type: none"> <li>• Medical Assistant Librarian</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Associate Librarian (In addition to examples for Medical Assistant Librarian)</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Librarian (In addition to examples for Medical Associate Librarian)</li> </ul>
Scholarship in Research	<ul style="list-style-type: none"> <li>• Founding faculty activities in development of curriculum and library infrastructure</li> <li>• Submission and/or publication and/or presentation of abstracts, posters, reports and/or workshops/presentations at regional, local, university or college events</li> <li>• Contributions to grant proposal development</li> <li>• Program evaluation-based research</li> </ul>	<ul style="list-style-type: none"> <li>• Peer reviewed articles, invited reviews, reports</li> <li>• Papers presented at professional associations</li> <li>• Presentations and workshops for external audiences</li> <li>• College or university-based competitive grant recipient</li> <li>• Publication of materials in peer-reviewed depositories such as MedEdPORTAL</li> <li>• Presentations at regional and/or national meetings (with refereed published abstracts)</li> <li>• Invited seminars/lectures at other institutions</li> <li>• Peer review of manuscripts for major journals</li> <li>• Adoption of innovative educational materials by other institutions</li> <li>• Major contributions to grant proposal development</li> </ul>	<ul style="list-style-type: none"> <li>• Citations in peer-reviewed journals</li> <li>• Publication of invited review articles</li> <li>• Procurement (as PI or Co-Investigator) of competitive grant funding for research, curriculum development, or other scholarly activities</li> <li>• Authoring chapters in textbook or other books</li> <li>• Invited presentations at national meetings</li> <li>• Editor of text, research, or other types of books</li> <li>• Editor or member of editorial board of journals</li> <li>• Awards or other recognition for excellence in librarianship</li> </ul>

		<ul style="list-style-type: none"> <li>• Co-investigator on funded grants</li> <li>• Invitations to serve ad-hoc reviewer for journals or grant proposals</li> <li>• Contribution to the development or enhancement of a model program that is integral to the success of one's own department or other departments or programs within University of Central Florida College of Medicine</li> <li>• Contribution to the development of a program that expands the services, productivity, revenue, and reputation of the University of Central Florida College of Medicine</li> </ul>	
Teaching and Educational Leadership	<ul style="list-style-type: none"> <li>• Founding faculty activities in development of curriculum and library infrastructure</li> <li>• Participation in didactic courses, faculty development and continuous professional development training programs</li> <li>• Mentorship of medical students, graduate students and/or postdoctoral fellows</li> <li>• Development of novel materials</li> <li>• Creation of in-house publications, presentations, LibGuides,</li> </ul>	<ul style="list-style-type: none"> <li>• Leading or participating in didactic courses, faculty development and continuous professional development training programs</li> <li>• Mentorship of medical students, graduate students and/or postdoctoral fellows</li> <li>• Participation in consulting activities related to areas of expertise</li> <li>• Success and accomplishments of students</li> <li>• Development of educational technology</li> </ul>	<ul style="list-style-type: none"> <li>• Mentorship of medical students, graduate students and/or postdoctoral fellows</li> <li>• Lead consulting activities related to areas of expertise</li> </ul>

	<p>reports, papers for courses and websites</p> <ul style="list-style-type: none"> <li>• Instruct students through Personal Librarian Program</li> </ul>	<ul style="list-style-type: none"> <li>• Contribution to the development or enhancement of a model program that is integral to the success of one's own department or other departments or programs within the College of Medicine</li> <li>• Contribution to the development of a program that expands the services, productivity, revenue, and reputation of the College of Medicine</li> </ul>	
Library Service	<ul style="list-style-type: none"> <li>• Founding faculty activities in development curriculum and library infrastructure</li> <li>• Demonstrate expertise and accomplishments related to one or more fields of specialization</li> <li>• Exhibit autonomy in supporting assigned faculty and student groups through the Personal Librarian Program.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognition by peers for subject or professional expertise</li> <li>• Liaison with vendors and partners to establish innovative programs</li> <li>• Host state-wide, regional or national conferences, meetings and/or workshops</li> <li>• Invitations to serve on local, or regional library-related associations, committees or task forces</li> <li>• Invitations to present at state-wide and/or regional meetings</li> <li>• Exhibit autonomy in supporting the Personal Librarian Program and new library initiatives</li> <li>• Contribution to the development or enhancement of a model program that is integral to the success of one's</li> </ul>	<ul style="list-style-type: none"> <li>• Recognition by national peers for subject or professional expertise</li> <li>• Invitations to serve on national library-related associations, committees or task forces</li> <li>• Invitations to present at national meetings.</li> <li>• Lead in the development of new library programs and initiatives</li> <li>• National recognition for library innovations</li> <li>• Serve as a consultant for other libraries</li> </ul>

		<p>own department or other departments or programs within the College of Medicine</p> <ul style="list-style-type: none"> <li>• Contribution to the development of a program that expands the services, productivity, revenue, and reputation of the College of Medicine</li> </ul>	
Service Activities and Academic Leadership	<ul style="list-style-type: none"> <li>• Membership on departmental, college, and/or university committees</li> <li>• Participation in activities such as accreditation, strategic planning, assessment, or institutional effectiveness programs</li> <li>• Interviewing prospective students for COM admissions</li> </ul>	<ul style="list-style-type: none"> <li>• Membership on committees of affiliated institutions</li> <li>• Provision of continuing education programs for community and/or university</li> <li>• Recognition from regional or national medical education or library societies</li> <li>• Service to local community organizations</li> <li>• Development of programs that promote diversity</li> <li>• Unpaid ad hoc reviewing of journal articles and/or grant proposals</li> <li>• Demonstration of attainment of benchmarks for successful change (i.e., AAMC graduation questions)</li> </ul>	<ul style="list-style-type: none"> <li>• Membership on national academic, medical, or research committees</li> <li>• Chair of departmental, college, and/or university committees</li> <li>• Officer/leadership of national academic, medical, or research organizations</li> <li>• Recognition from national service societies</li> <li>• Organization of teaching workshops, seminars, and/or professional meetings</li> <li>• Unpaid service as journal editor, book editor, or member of journal editorial board</li> <li>• Service as director, or associate director in established units/departments</li> <li>• Representation of COM in official activities</li> </ul>

## APPENDIX II

### Founding Faculty Activities in establishing foundation of a new medical school

Planning and arranging for interim facilities to support medical library services at a new medical school

Travel to other institutions to observe systems in place for educational and library programs

Conceptualization, operation and actual design of library facilities in Education Building at Lake Nona from working with architects to contractors

Creating underlying policies and procedures for faculty and students for a new medical school in all aspects

Create, design and deliver orientation sessions for core faculty, volunteer/affiliated faculty, and medical students

Search committee responsibilities as faculty were recruited for establishing foundation of a new medical school

Participating in the preparation of support materials for the LCME site visits required for the stages leading to full accreditation of the college of medicine

Fulfilling criteria for 135 LCME standards to achieve preliminary, provisional and full accreditation

Participation in marketing activities for the health sciences library

Planning, designing, implementing and evaluating an integrated medical curriculum

Exploring and implementing mobile technologies for the educational experiences in the new and evolving medical curriculum

Acquiring and cataloging of opening day physical and electronic collections

Develop and implementation of the health science library website

Creation and implementation of the Medical Informatics longitudinal curricular theme

Negotiate subscription costs and license agreements for health sciences library electronic resources

Develop library public services for staff, faculty and medical students

Establish consumer health services collection

Facilitate tours and deliver presentations regarding the new health sciences library