

LIBRARY FACULTY GUIDELINES: REAPPOINTMENT, PROMOTION, AND TENURE

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Prepared by the Library Faculty Policy Committee

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I. INTRODUCTION

This document is intended primarily to assist tenure-track Library faculty who are preparing for reappointment, tenure and promotion review by the eligible voting library faculty. No statement or example in this document in any way supersedes any part of PS-36, the University's *Policy Statement 36: Criteria for Evaluating Academic Performance, and Policy and Procedures on Faculty Appointment, Performance Evaluations, Reappointment/Non-reappointment, Promotion and Tenure, Appeal Procedures* (Revision 5, effective 7-1-97). Library faculty are reminded that PS-36 governs the reappointment, promotion, and tenure review process. These guidelines are supplemental to PS-36.

In Section II of PS-36, the *Criteria for Evaluating Academic Performance* are presented under the following subsections: A. General; B. Teaching; C. Research and Other Creative Activity; D. Service. For Library faculty the University substitutes "Job Performance" for "Teaching" in subsection B. When setting priorities, tenure-track Library faculty should remember that job performance **must be at least notable** in order for a candidate to achieve reappointment or promotion and tenure.

In addition to notable job performance, candidates for reappointment must demonstrate achievements in research/creativity and service activity that indicate progress toward promotion and tenure. In addition to a sustained record of **notable** job performance, candidates for promotion and tenure must demonstrate at least **notable** achievement in either the research/creativity or service components, and at least **satisfactory** achievement in the remaining area.

Note: The term, "documentation," shall be used within these guidelines to refer to "all material used in the promotion and/or tenure review process specified in Appendix B [of PS-36] as Documentation."

The term, "notable," when used in this document operates under the definition outlined in the performance evaluation document used for the annual evaluation of faculty (available on the share drive s:\departments\staff\evaluations; use the current year).

GOALS OF THIS GUIDE:

(1) To help tenure-track Library faculty understand the tenured Library faculty's expectations with regard to job performance, research/creativity and service activities:

Recommendations for reappointment, promotion and tenure are based on the tenured Library faculty members' analysis of a candidate's total record, both quantitative and qualitative, as it is documented in a candidate's dossier. The tenured Library faculty value quality of achievements more than quantity of activities. In addition, a candidate's record **must** show a

pattern of on-going professional growth, indicating the candidate is currently active and productive and will continue to be so.

(2) To help tenure-track Library faculty understand the role and importance of the annual review of tenure-track faculty vitas in reappointment, promotion and tenure:

Tenure-track faculty submit their vitas to the tenured faculty who evaluate their progress in research and service. Together with the annual evaluations performed by supervisors, these reviews provide guidance for tenure-track Library faculty in achieving a record of performance that will ensure success in attaining reappointment or promotion and tenure.

(3) To help individual candidates prepare an organized, credible, and succinct dossier:

A candidate's dossier consists of the documentation and supporting material specified in PS-36 Revision 5, p.46-49. The dossier presents information about both the quantity and quality of job performance, research/creative, and service activities. There are some headings which appear in more than one category (e.g., PUBLICATIONS appears under both Job Performance and Research and Creative Activities). The candidate must decide where each activity fits depending upon the work involved. The candidate should be sure that each specific accomplishment or activity **appears only once** in the dossier.

(4) To define the responsibilities of a reappointment or promotion review committee and the candidate in preparing the dossier:

In promotion and tenure decisions the Library faculty member's documentation is forwarded to the Provost with the Dean's recommendation. Since the documentation will then proceed to the Provost's Advisory Committee, to the Chancellor, and finally to the President of the LSU System for their recommendations, the clarity of the documentation is very important in conveying the Library faculty member's achievements. In preparing dossiers, candidates may seek advice from the Library Faculty Policy Committee, their supervisors, mentors, or any tenured Library faculty member. The review committee's responsibilities are "to evaluate the Documentation and Supporting Material and make recommendations that will provide the background for departmental discussion by the eligible voting faculty." (PS-36, V.B.2, p.25 & VI.B.3, p. 36) **Appendix A** provides a checklist for documentation and supporting materials. See **Appendix B** for sample fictional vita.

II. JOB PERFORMANCE

PS-36 details the three areas in which faculty will be judged: teaching, research and other creative achievement, and service. Since many Library faculty do not have teaching as their primary job responsibility, the University substitutes job performance for teaching in evaluating candidates for reappointment or promotion/tenure (approved in memo dated 7-31-97 from Interim Vice Chancellor for Academic Affairs and Provost, Carolyn H. Hargrave). Library faculty **must have at least notable job performance** in order to be considered for

reappointment or promotion and tenure. Annual performance evaluations are included in the dossiers of candidates for reappointment as well as for promotion/tenure. Job descriptions are also included in the dossiers. Notable job performance indicates that the individual candidate has a sustained record of surpassing the merely satisfactory level of job performance.

III. RESEARCH/CREATIVE ACTIVITY

Research that contributes new knowledge is the most difficult to produce but also the most highly valued type of contribution made by faculty. Research that contributes new knowledge to the profession of librarianship is especially valued, but Library faculty may also engage in original research in other scholarly disciplines. While the most important characteristic of an article is its quality, in general, articles in refereed journals with international or national reputations are generally considered more significant than those appearing in all other refereed journals, due to their larger audience and impact.

IV. SERVICE ACTIVITY

Three general categories of service are recognized: service to the profession through active participation in international, national, regional, and state library-related professional organizations; service to the Library exclusive of and in addition to job performance; and service to the University through the Faculty Senate, its committees, and/or other University committees. Active participation in international or national professional organizations is more important than most other categories, but extraordinary contributions at the regional, state, and local levels will be valued accordingly.

By the time of the reappointment review, the Library faculty recommend that candidates should exhibit an increasing involvement in a previously selected primary organization. (The recommendation of selecting a single primary organization recognizes the expense of attending national and regional meetings.) Activities undertaken in any appropriate organization will be considered. Membership in an organization and attendance at meetings or conferences do not of themselves constitute service. Participation in the Louisiana Library Association and other state professional organizations is important. To prepare for promotion and tenure review, candidates should also participate in a regional or national organization, preferably national.

Evidence of library service is expected, but activities that relate directly to job performance are considered not as service but as job performance.

V. REAPPOINTMENT

The successful candidate for reappointment must demonstrate progress toward meeting promotion and tenure requirements. A list of appropriate activities is included below. **The list is not intended to be comprehensive but, rather, to provide an idea of appropriate activities.** Consultation with tenured colleagues and the candidate's supervisor may also be helpful.

JOB PERFORMANCE: Library faculty must have at least notable job performance to be considered for reappointment. Notable job performance indicates that the individual candidate has a sustained record of surpassing the merely satisfactory level of job performance. A thorough knowledge and understanding of one's job responsibilities are essential. Appropriate activities may include:

1. a continued record of at least notable job performance as per supervisor's evaluations;
2. receiving complimentary, unsolicited letters or email from patrons; documentation of performance as noted by colleagues;
3. developing outstanding instructional materials to be used on the job;
4. developing expert skills and sharing the knowledge with colleagues and others,
5. creating/maintaining outstanding internal Web site(s);
6. participation in professional meetings, symposia, conferences, workshops, such as reading a paper, critiquing, organizing or chairing sections;
7. creating innovative and effective workflows;
8. evidence of continuing professional development;
9. developing superior relations with faculty and other patrons, improving communication within the university community;
10. award of grants and contracts aimed at improving individual, group, or library activities.

RESEARCH/CREATIVE ACTIVITIES: Candidates will need to demonstrate progress in the area of professional research and publication. Appropriate products and activities may include:

11. book, book chapter, or database;
12. research article in a refereed journal;
13. scholarly editorial contributions to a refereed journal;
14. electronic databases or similar information tools that are widely used and disseminated,
15. substantive, significant analytical or comparative reviews of the literature or bibliographical essays;
16. scholarly presentations before professional meetings, learned societies, or before audiences where rigorously reviewed;
17. award of grants and contracts to finance the development of research or other creative activity;
18. creative and artistic contributions.

SERVICE: Progress in this area will include developing involvement in international, national, regional, or state professional organizations. Appropriate goals may include:

19. serving as editor or member of the editorial board of a professional journal;
20. making an invited formal presentation at a professional conference or seminar;
21. holding an elected or appointed office in a professional organization;
22. chairing a committee or task force for a professional organization;
23. serving as the moderator of an electronic bulletin board or Web site manager for an

- external professional organization;
- 24. serving as editor or member of the editorial board of a newsletter or service publication,
- 25. writing reports of organizational activities as service publications;
- 26. program participation as an introducer, moderator, panelist or recorder;
- 27. program planning;
- 28. appointment to a committee or task force;
- 29. serving on the Library Faculty Policy Committee, search committees, and similar activities not mandated by job description;
- 30. serving on University committees, task forces, etc.

VI. PROMOTION AND TENURE

For promotion and tenure, activities should reflect a sustained contribution to the profession. The lists of activities and achievements given here are not intended to be comprehensive. Candidates may identify and pursue other types of activities and achievements. Consultation with tenured colleagues and the candidate's supervisor may help to guide candidates in choosing appropriate activities.

JOB PERFORMANCE: Library faculty must have at least notable job performance to be considered for promotion and tenure. Notable job performance indicates that the individual candidate has a sustained record of surpassing the merely satisfactory level of job performance. A thorough knowledge and understanding of one's job responsibilities is essential. Appropriate activities may include:

- 31. a continued record of at least notable job performance as per supervisor's evaluations;
- 32. receiving complimentary, unsolicited letters or email from patrons, documentation of performance as noted by colleagues;
- 33. developing outstanding library resources;
- 34. creating innovative and effective workflows;
- 35. developing superior relations with faculty and other patrons, improving communication within the university community;
- 36. developing expert skills and sharing the knowledge with colleagues and others;
- 37. active participation in professional meetings, symposia, conferences, workshops; such participation including reading a paper, critiquing, organizing or chairing sections;
- 38. evidence of continuing professional development;
- 39. award of grants and contracts aimed at improving individual, group, or library activities.

RESEARCH/CREATIVE ACTIVITY: Satisfactory performance will include activities or publications such as:

- 40. a publication in a refereed national journal, a book chapter, or publications in a refereed state or regional journal;
- 41. creation of a widely used and/or reviewed database, or other informational tool;

42. publication of substantive, significant analytical or comparative reviews of the literature or bibliographical essays;
43. application for research support/grants and or contracts to fund research or other scholarly endeavor.

The notable level requires a significant and sustained record of accomplishments. For promotion and tenure, notable achievement will include publications and accomplishments such as:

44. a book or chapter(s) in a book;
45. articles in refereed publications with national or international reputation;
46. articles in state and regional refereed publications;
47. creation of widely-used and reviewed databases or other informational tools;
48. participation in research-related professional meetings, symposia, workshops and conferences; such participation including reading a paper, critiquing, organizing or chairing sessions;
49. award of grants and contracts to finance the development of research or other creative activity.

SERVICE: For promotion and tenure review, performance at a satisfactory level will include examples of significant activities and substantial involvement at the national or regional level. Appropriate activities include but are not limited to:

50. serving as an appointed member of a committee or task force;
51. involvement in planning programs;
52. program participation as an introducer, panelist, or recorder;
53. writing reports of organizational activities for service publications.

At the notable level, a clear record of significant professional service with indications of continued involvement is expected. In addition to the activities specified for satisfactory performance, a notable level of performance will include examples of significant involvement at the state, regional, or national level, such as:

54. chairing a committee or task force;
55. holding an elected or appointed office;
56. making an invited or refereed formal presentation at a conference or seminar.

APPENDIX A

CHECKLIST - DOCUMENTATION AND SUPPORTING MATERIALS

CANDIDATE: _____

- CONSIDERED FOR:
- _____ Reappointment
 - _____ Tenure
 - _____ Promotion to Associate Librarian
 - _____ Promotion to Librarian

_____ History of Assignments

- _____ History of Assignments (prepared by the Dean)
- _____ Job Description (prepared by the supervisor)
- _____ Annual Evaluations including annual job performance and peer reviews (provided by the Assistant to the Dean)

_____ Job Performance

- _____ Documentation of Job Performance (prepared by Candidate)
- _____ Job related Publications
- _____ Job related publications accepted for publication
- _____ Professional Meetings, Symposia, Workshops, and conferences on job duties
- _____ Other job related activities or other contributions to the profession
- _____ Awards, honors, or prizes that show recognition of job performance
- _____ Research Support/Grant Activities (aimed at improving library service to patrons)

_____ Research and Creative Activity

- _____ Publications
- _____ Accepted for Publication
- _____ Other creative and artistic publications
- _____ Participation in other professional meetings, symposia, and conferences
- _____ Other awards, lectureships, or prizes that show recognition of scholarly or artistic achievement
- _____ Other research support/grant activities
- _____ Other research/creative activities
- _____ Major areas of research interest

_____ Service

- _____ Student organizations advised
- _____ University service
- _____ Library service
- _____ Professional service
- _____ Other external service

_____ Supporting materials

_____ Review committee chair _____ Date

_____ Candidate _____ Date

APPENDIX B

INTRODUCTION TO SAMPLE VITA

The sample vita is a fictional document intended to serve as a guide for candidates preparing their dossiers in compliance with PS-36, (Revision 5, July 1, 1997) for reappointment, promotion and tenure review. The sample vita contains examples of entries for headings provided in PS-36, Revision 5, Appendix B with consideration for the exemption allowed for library faculty (approved in memo dated 7-31-97 from Interim Vice Chancellor of Academic Affairs and Provost, Carolyn H. Hargrave). Fictional examples have been provided for most categories, but library faculty are not expected to have an entry for every subheading in the vita.

Please note the following information concerning the vita format:

1. In the vita, numbered headings are required to conform with the current PS-36. If the candidate has no items to list under a required heading, the word “None” should be inserted there.
2. Candidates are encouraged to add subheadings that contribute to clarity.
3. Text that is in italics within square brackets is not part of the required PS-36 format. It is explanatory, to help candidates understand what should be placed in each category. Other text following headings, which is not in italics or bracketed, is taken from PS-36.
4. Bibliographic citations of published works, creative activities, or anticipated publications should follow a single published style manual. The fictional vita follows MLA style. Vita entries for activities should provide the same types of details as the fictional vita examples. In some instances, you may add explanatory notes for clarity (see for example note under heading 1.2.2.4).
5. Candidates should **not** copy and paste this form as a basis for creating their vitas. They should, instead, copy the form available in PS-36 on the University’s webpages. See pages 31-34 of the pdf.

[SAMPLE]
J.J. AUDUBON
ENVIRONMENTAL STUDIES REFERENCE LIBRARIAN
LSU LIBRARIES

Present Rank: Assistant Librarian

Date Appointed: July 1, 2000

Years of Service within LSU System: 5.5

Years Service Elsewhere: 2 [*Library note: This is post MLIS service that corresponds to Professional Experience listed below.*]

EDUCATION

University of Tennessee, Knoxville, MLIS, 1998. (Beta Phi Mu)

Macalester College, St. Paul, MN, A.B., History, 1996. (Phi Beta Kappa)

PROFESSIONAL EXPERIENCE

[*Library note: List here post MLIS experience as an academic librarian*]

LSU Libraries, Assistant Librarian, July 2000-present.

UCLA Research Library, University of California, Los Angeles, CA, Reference Librarian,
July 1998-June 2000.

OTHER EXPERIENCE

[*Library note: List only employment relevant to library work or area of professional expertise.*]

University of Tennessee, Knoxville, Libraries, Graduate Assistant (.5 FTE) reporting to the Head
of Collection Development, September 1997-May 1998.

Macalester College, Asst. to Rare Book Curator (.5 FTE), Nov. 1994-June 1996.

1.1. HISTORY OF ASSIGNMENTS A report prepared by the Dean describing assignments for job performance, research and creative activities, and service.

[Library note: Report describes the history of job assignments at the LSU Libraries and includes job description. This corresponds to PS-36, Revision 5, page 46, item 1.1]

1.2 JOB PERFORMANCE

1.2.1 DOCUMENTATION OF JOB PERFORMANCE

[Library note: Summarize major accomplishments. Do not list all individual items from each year's annual performance evaluations; group them to provide an overview of your achievements.]

Selected \$35,000 worth of new materials for Zoology and Horticulture, FY2001-2005;

Participated in "weeding" project to deaccession outdated materials from the collection, making room for new acquisitions, Fall 2004

Met annually with 23 faculty in Horticulture and Zoology to discuss research needs, solicit suggestions for acquisitions, evaluate serial use, and schedule classroom teaching sessions, 2000-present

Created and taught HORT 7500, a 1-credit-hour information retrieval class for grad students in Horticulture, approved Spring 2003 and offered annually since Fall 2003;

Designed and conducted classes and special seminars in information and retrieval methods for Zoology 2001 and 4010, offered 2002-present. This has increased student contact hours from approximately 2 classroom hours per semester in 2000 to 8 classroom hours per semester;

Created two instructional handouts for reference staff on best practices for reference work in horticulture and zoology;

Facilitated the donations of papers and personal libraries of two retiring faculty members, with a combined value of \$10,000.

Instructor for one section of LIS 1001 *Library Research Methods and Materials*, taught each fall semester, 2001-present.

1.2.2 LISTING OF PUBLICATIONS CONCERNING JOB PERFORMANCE *[Library note: List here published items produced in the course of or directly related to job performance. If in doubt as to where an item belongs, list it under 1.3]*

1.2.2.1 Textbooks

None.

1.2.2.2 Shorter Works

Other publications

Audubon, J. J. "Moving Day: Relocating the LSU Ornithological Illustration Collection." *American Libraries* 28.10 (2001): 26-31.

1.2.2.3 Edited books with scholarly introductions or notes by the editor

Collections of previously unpublished material, correspondence and diaries

O'Neill, John. *Bird Man of Peru: The Collected Letters of John O'Neill*. Edited by J. J. Audubon. New York: Knopf, 2004.

1.2.2.4 Recordings

Video or audio recordings produced for public distribution.

Audubon, J. J. *Middleton Library: A Walking Tour*. Louisiana State University, Baton Rouge, 2002. Used for student orientation, January 2002-December 2003.

1.2.2.5 Instructional material - multimedia, electronic, etc

Audubon, J. J. *Subject Guide to Resources in Horticultural Research*. September 8, 2002/ rev. November 10, 2004. LSU Libraries.
<<http://www.lib.lsu.edu/subjectguides/science/hort>>.

_____. *Subject Guide to Resources in Zoological Research*. September 10, 2002/ rev. October 15, 2004. LSU Libraries.
<<http://www.lib.lsu.edu/subjectguides/science/zoo>>.

_____. *Web-based Tutorial for Research Methods in Zoology*. April 10, 2003/rev. April 14, 2004, March 12, 2006. LSU Libraries.
<<http://www.lib.lsu.edu/subjectguides/science/zoo/tutorial>>.

1.2.2.6 Miscellaneous

None.

1.2.3 JOB RELATED PUBLICATIONS ACCEPTED FOR PUBLICATION BUT NOT YET PUBLISHED [Library note: Include all available pertinent information, including submission date or anticipated publication date]

Audubon, J. J. "Electronic Resources for Environment Studies Reference Librarians." Submitted to *RQ* January 15, 2004; accepted for publication July 26, 2004; forthcoming October, 2004.

1.2.4 PARTICIPATION IN:

1.2.4.1 Professional Meetings, Symposia, Workshops, and Conferences (other than artistic performances) on job duties

Presenter, "Training for Webfeat at LSU." Louisiana Library Association Annual Conference, Natchitoches, LA, March 9, 2005.

Attendance at training workshops for LexisNexis Academic, June 13, 2002; Cambridge Scientific Abstracts, September 15, 2003; Ingenta, October 2, 2003; and CONTENTdm, October 15, 2005.

Session organizer, "Horticultural Information in the Library." 220th American Horticultural Society National Meeting, Baton Rouge, LA, August 15, 2001.

1.2.4.2 Local instructional activities (guest lectures, etc.) *[Library Note: Include here also presentations and training sessions offered to library colleagues.]*

Guest lecturer: LIS 7200, Resources for the Humanities, School of Library and Information Science, LSU, Baton Rouge, LA, March 15, 2001. Presented "Horticulture for Humanities Librarians."

Guest Lecturer: LIS 7807, Bibliographic Instruction Methods, October 28, 2001. Presented "E-struction at LSU Libraries: How It Works at LSU and How It Can Work for You."

1.2.5 OTHER JOB RELATED ACTIVITIES OR CONTRIBUTIONS TO THE PROFESSION

1.2.5.1 Membership in professional organizations *[Library Note: For organizations that may not be directly related to librarianship but aid in job performance.]*

Member, Society for the History of Science, 2000-present
Member, American Rose Society, 2000-present

1.2.5.2 Administrative duties *[Library Note: For tasks beyond ordinary job duties, such as managing a field experience]*

Field experience supervisor for a Louisiana State University School of Library Science student working in Reference Services during Spring/Summer, 2002.

1.2.5.3 New teaching methods/material developed, etc.

None.

1.2.6 AWARDS, HONORS, OR PRIZES THAT SHOW RECOGNITION OF JOB PERFORMANCE

Certificate of Appreciation from the American Zoological Illustrators Association for work in assisting their members' research, December 2001.

1.2.7 RESEARCH SUPPORT/GRANT ACTIVITIES AIMED AT IMPROVING LIBRARY SERVICES. Activities should be enumerated by clearly describing funding proposals which were submitted and projects which were funded.

Principal grant proposal author of a National Endowment for the Humanities grant to preserve recently acquired rare zoological texts. Submitted September 2005 in the amount of \$24,563. Status pending.

Principal Investigator for a Special Libraries Association Endowment Fund Grant to establish a Zoological Information Systems awareness program for the Association. Submitted September 2004. Funded, \$2,300, November 2004.

Grant manager and proposal author of a Louisiana Educational Quality Support Fund (LEQSF) Enhancement Program grant, "Creation of an Scholars Desktop for Ornithological Research." Submitted October, 2000, for \$63,000. Not funded.

1.3 RESEARCH AND CREATIVE ACTIVITY

1.3.1 LISTING OF RESEARCH PUBLICATIONS. Published items only.

1.3.1.1 Books and Monographs

Audubon, J. J. *Early Ornithologists in Tennessee: A Bibliography with Biographical Sketches*. Knoxville: University of Tennessee Press, 2004.

_____. *Providing Reference Service to Zoologists: A Workbook*. New York: Special Libraries Association, 2004.

1.3.1.2 Shorter Works

Chapters or essays in books

Audubon, J. J. "Birds of a Feather." *Flying Together: Essays on Ornithology*. Ed. Alvin Godart. Knoxville: University of Tennessee Press, 2001. 213-229.

_____. "Conrad Gesner." *The Renaissance and the Natural World, 1400-1600: A Biographical Dictionary*. Ed. Thomas Huxley. Westport, CT: Greenwood Press, 2001. 77-82.

Articles in refereed journals or bulletins: Journals of national and international reputation; all other refereed journals

Audubon, J. J. "Identifying Uniform Core Journal Titles for Ornithology Libraries: A Dissertation Citation Study." *College and Research Libraries* 60.2 (2004): 175-185.

_____. "Nature Objectified: Reception and Influence of John Gould's *Birds of Australia*," *ELH: English Literary History* 4:4 (2002): 14 pars.
<<http://muse.jhu.edu/journals/elh/v040>>.

Other publications

Audubon, J. J. "A Survey of Library Resources for Ornithologists in Louisiana," *Louisiana Ornithologists Newsletter* 5.2 (2000): 28 pars.
<<http://www.lib.lsu.edu/epubs/lon/5n2/audubon>>.

1.3.1.3 Edited books with scholarly introductions or notes by the editor

Audubon, J. J., ed. *Readings in Preservation Management*. Metuchen, NJ: Scarecrow Press, 1999.

1.3.1.4 Collections of previously unpublished items material, correspondence and diaries

Collections of scholarly essays

Audubon, J. J., ed. *History and the Void: A Festschrift for Evelyn Bartleby, on the Occasion of her Retirement*. Athens, Georgia: University of Georgia Press, 2000.

New editions of previously published works

Audubon, J. J. and Marie Curie. *The Research Process: Books and Beyond*. 2nd ed., with a new introduction and revised bibliography. Dubuque, IA: Kendall/Hunt Publishing Company, 2001.

Translations

Lelievre, Jacques. *New Louisiana Gardener*. Translated from the French by J. J. Audubon. Baton Rouge, LA: Louisiana State University Press, 2005.

1.3.1.5 Recordings

Video or audio recordings produced for presentation on radio or television.

Audubon, J. J., writer. *Whales of Tales: Stories of the Natural World for Children*, Pacifica Community Television Inc. Episodes 1-6, 1997-1998.

1.3.1.6 Miscellaneous Any pertinent item not covered above such as bibliographies, book bibliographies, book reviews, abstracts, other video or audio recordings, articles in non-refereed journals, etc.

Audubon, J. J. “[Review of] 2000 Grolier Multimedia Encyclopedia 2-CD Deluxe Ed.” *Reference & User Services Quarterly* 39.2 (2000): 393.

_____. “[Review of] *Biographies of American Naturalists*.” *Reference & User Services Quarterly* 27.2 (2000): 29.

_____. “[Review of] *The Nobel Foundation: The Official Website of the Nobel Foundation*,” *Choice* 157:5 (1999): 229.

1.3.1.7 Electronic Dissemination of Research

Audubon, J. J. *Bird Illustration Database*. January 13, 2001. LSU Museum of Natural History. <<http://www.lib.lsu.edu/special/bigbird.html>>. An electronic database of describing and indexing 462 collections of ornithological illustrations in special collections libraries of the United States.

1.3.2 LISTING OF OTHER PUBLICATIONS ACCEPTED FOR PUBLICATION BUT NOT YET PUBLISHED Include all pertinent information. [*Library note: Provide submission date and anticipated publication date.*]

Audubon, J. J. *The Golden Years of Ornithological Illustration*. Forthcoming from University of California Press, 2006.

1.3.3 OTHER CREATIVE AND ARTISTIC CONTRIBUTIONS Those faculty members whose job expectations consist of creative activities (e.g., creation of works of art; participation in dramatic productions; presentation of recitals; performances; exhibits; etc.) should provide evidence of these activities and their significance. Dates and places should be designated.

Creative activities should be listed in order of importance as follows:

1.3.3.1 Original works presented: plays, poetry, musical compositions, art, designs, completed projects (interior design, architecture, landscape architecture, etc.)

None.

1.3.3.2 Other creative activities; contributions to theatrical productions, guest artist in solo or collaborative presentations in juried competitions.

Audubon, J. J., guest curator. "An Ornithological History of City Park: An Exhibition." Howard-Tilton Library, Tulane University, New Orleans, June-October, 2001.

1.3.4 PARTICIPATION IN OTHER PROFESSIONAL MEETINGS, SYMPOSIA, AND CONFERENCES (other than artistic performances). List the meetings, date, and location and indicate the nature of the participation, e.g. reading a paper, critiquing, organizing, or chairing sections.

Audubon, J. J. "A Natural History of the Civil War: Birds & Battles." Paper presented at *The Civil War in Appalachia: Old Controversies, New Insights*, a symposium sponsored by Roanoke College and the Virginia Foundation for the Humanities, Roanoke, Virginia, February 22, 1997.

1.3.5 OTHER SCHOLARLY OR CREATIVE ACTIVITIES OR OTHER CONTRIBUTIONS TO THE PROFESSION. [*Library note: List here activities that are research-related. Service to professional organizations should be listed under 1.4.4. See PS-36, Section II. Criteria for Evaluating Academic Performance, D. Service.*]

1.3.5.1 Membership in professional organizations;

American Library Association, 1998-present.

Library Instruction Round Table, 1998-present.

Reference and User Services Association, 1998-present .

Association of College & Research Libraries, 1998-present.

Bibliographic Instruction Section, 1998-present.

Rare Books and Manuscript Section, 2001-present.

UCLA Student Chapter, 1997-1998.

American Society of Ornithology, 1999-present.

Association of College & Research Libraries/Louisiana Chapter, 2001- present

California Library Association, 1998-2000.

Louisiana Library Association, 2000-present.

Society of Southwest Archivists, 1998-present.

1.3.5.2 Administrative duties;

None.

1.3.5.3 New standard testing methods, new design of equipment, etc.

None.

1.3.6 OTHER AWARDS, LECTURESHIPS, OR PRIZES THAT SHOW RECOGNITION OF SCHOLARLY OR ARTISTIC ACHIEVEMENT.

Recipient of the 2004 Elsevier Fellowship for Academic Science Librarianship, awarded by the Association of College and Research Libraries, a division of the American Library Association.

Friends of the LSU Libraries Library Faculty Research Award, Spring 2002.

1.3.7 OTHER RESEARCH SUPPORT/GRANT ACTIVITIES. Activities should be enumerated by clearly describing funding proposals which were submitted, and projects that were funded.

Principal author of grant proposal and project director for an exhibition and symposium observing the 25th anniversary of the E.A. McIlhenny Natural History Collection in the LSU Libraries, funded in the amount of \$8,200 by the McIlhenny Company, Avery Island, Louisiana, October 2003. This grant provided for extensive research into the history of the collection at LSU.

Principal author of grant proposal to study patron use of special collections, submitted to the Friends of American Special Collections, requesting \$4,000, December 1998. Not funded.

1.3.8 THESES/DISSERTATIONS DIRECTED: (Numbers only): None.

1.3.9 MAJOR AREAS OF RESEARCH INTEREST. (This item submitted to LSU System for informational purposes ONLY.)

Current research centers on two topics: 1) the development of natural history book illustration techniques following the invention of lithography (1790); 2) the influence of widely disseminated 19th century popular natural history books on the perception and use of natural resources.

1.4 SERVICE

1.4.1 STUDENT ORGANIZATIONS ADVISED [*Library note: Unless otherwise noted, Louisiana State University will be considered the institution in question, and need not be listed.*]

Wildlife Illustrators Students Association, School of Art, 2001-2003.
Martin Luther King Commemorative Committee, 2000/2001.

1.4.2 RECRUITMENT OF STUDENTS AND FACULTY

Academic Affairs Search Committee for Assistant to the Provost, 2006.
Office of Multicultural Affairs, Assistant Director Search Committee, 2005.
Student Recruiting & Retention Committee, 2001-2004.
Reference Department Business Librarian Screening Committee, 2001.
Chair, Serials Cataloger Search Committee, 2001.

1.4.3 UNIVERSITY SERVICE

[*Library Note: List here service on university and Faculty Senate committees. Under University Service, list courses taught that fall outside the scope of job performance.*]

University Service

Advisory Council for the Division of Instructional Support, 2001-2005; Secretary, 2004-2005.

Faculty Senate, 2002-2005.

GED Adult Learning Committee, 2001-2002.

BIOL 2055, Research Methods in History of Science, Spring 2001, 3 hour credit course, Department of Biological Sciences, Louisiana State University, Baton Rouge.

LIS 7606, Science Reference, Fall 2003, 3 hour graduate credit course, School of Library and Information Science, Louisiana State University, Baton Rouge.

Library Service [*Library note: Include here only committees that are not job-related, such as Review Committees, Staff Council, Staff Association, Library Faculty Policy Committee. List screening committee service under 1.4.2.*]

Library Faculty Policy Committee, 2002-2004.

Staff Association: Chair, Membership Committee, 2001. Member, Service Committee, 2000-2001.

1.4.4 PROFESSIONAL SERVICE

[Library note: List professional memberships under 1.3.5.1. List here participation in professional meetings (give the meeting dates and indicate the nature of the participation). Also list here service as an officer or as a program or committee chair in a professional organization; participation as an invited speaker or moderator. If the participation involves presenting a scholarly paper or research results, list under Research and Creative Activity, Section 1.3.4.]

National Service

Attended American Library Association Annual Conference, 1998-2006.

Attended American Library Association Midwinter Conference, 1998-2006.

ACRL Rare Books and Manuscripts Section

Executive Committee Member-at-Large (elected office), 2000-2003.

Chair, Exhibition Awards Committee, 1998-2000.

Library Instruction Round Table

Organized and moderated break-out session, "Using the Internet for Instruction: Pluses and Pitfalls," Atlanta, Georgia. June, 1999.

Regional Service

Attended Society of Southwest Archivists (SSA) Annual Conference, 1998-2006.

SSA Secretary (elected office), 1998-2000.

State Service

Association of College & Research Libraries/Louisiana Chapter, 2001- present; Business Manager, 2003-2005; Secretary/Treasurer, 2001-2003.

Attended Louisiana Library Association Annual Conference, 2000-2006.

Invited speaker, "Disaster Preparedness 101," Alexandria, La., March 2002.

Attended California Library Association Annual Conference, 1998-1999.

Local Service

Member, Purchase Committee, Friends of the LSU Library, 2001.

Member, Publicity Committee, Friends of the LSU Department of English, 2000-present

Other

Discussion leader for round table on "Electronic Imaging of Early Ornithological Works," at the Annual Meeting of the American Society for Ornithological Studies, Los Angeles, CA, November 13, 1999.

1.4.4.1 Advisory boards, commissions, or agencies

Advisory Council for the Louisiana State University School of Library and Information Science, 2004-2006.

1.4.4.2 Journals edited, manuscripts refereed, books and proposals reviewed

Member, Editorial Board, *College & Research Libraries*, the official journal of the Association of College and Research Libraries, a division of the American Library Association. 2004-present .

LLA Bulletin. Programs Column Editor. Fall, 2000-2001.

1.4.5 OTHER EXTERNAL SERVICE

“Treasures in Your Attic? Evaluating and Caring for Your Old Books,” invited presentations to the Baton Rouge Book Club, November 5, 2001, and to the Baton Rouge Women’s Club, March 3, 2002.

Roundtable discussion host for presentation on job skills, for graduate students from the LSU School of Library and Information Science, June 19, 2001.

Served on the Christian Education Committee at the University Presbyterian Church, Baton Rouge, LA, 2000-present.

1.4.5.1 Art shows/science fairs judged

Louisiana History Day 2003, Judge for Senior High finalists. May 22, 2003.