

SAMPLE

Faculty Development Plan

Curator of Audiovisual Materials and Media Arts History
Harold B. Lee Library
June 2019

1 Part 1: Faculty Development Plan

New faculty should meet with their department chair during their first year to develop a faculty development plan for the period of employment through their final continuing faculty status review. The faculty development plan should describe the faculty member's proposed activities in the areas of citizenship, teaching, and scholarship (or citizenship and professional service, for professional faculty). The faculty development plan should include a statement of:

1.1 Self-Assessment

The faculty member's self-assessment of his or her strengths, skills, competencies, interests, opportunities, and areas in which the faculty member wishes to develop. The faculty member's professional strengths, skills, competencies and scholarship (or citizenship and professional service, for professional faculty) and the plan to accomplish these goals.

Academic Background:

- Master of Arts in Moving Image Archive Studies; University of California, Los Angeles, California. 2006.
- Master of Arts in Germanic Studies; University of Minnesota, Minneapolis, Minnesota. 2004.
- Bachelor of Arts in Media Arts Studies, German Studies; Brigham Young University, Provo, Utah. 2002.
- Associate of Arts in General Studies; Brigham Young University-Idaho, Rexburg, Idaho. 2001.
- Library and Archive Experience:
 - HBLL: Curator of Audiovisual Materials and Media Arts History; 2018-
 - Church History Library: Senior Collection Care Technician; 2015-2018
 - Library of Congress: Audio Transfer Engineer; 2009-2015
 - National Baseball Hall of Fame: Recorded Media Archivist; 2006-2009

Strengths, Skills, Competencies:

- Extensive experience with audiovisual media: recorded sound, video recordings, audio and video digital file formats, and motion picture film materials. The conservation, identification, description, arrangement, digitization, repair, and storage of these materials.
- Scholarly background in the development of media in a historical, technological, cultural, artistic, and economic production.

- Development and implementation of best practices for the workflows and processes necessary to digitize audiovisual materials
- Experience in the selection, management, and evaluation of interns or other temporary staff
- A grounded, developing knowledge of Western American, Utah, and LDS Church history
- I am a thoughtful, capable teacher both in a classroom setting and in one-on-one situations.
- Beginning familiarity with Encoded Archival Description (EAD)
- I am eager to improve at creating finding aids that allow me to maintain intellectual control over my collections while at the same time providing researchers with needed access points to their subject material
- An adept mentor, teacher, and trainer in the development of skills and practices
- I have a strong desire to provide excellent service to my patrons and possess the ability to find and communicate the information they are looking for in an effective and efficient manner
- Responsible and invested committee member for the duration of all assignments
- Ability to work well and communicate well with others: particularly in fostering relationships that pertain to the donation of materials to Special Collections
- Positive attitude and enthusiasm for taking on new challenges, becoming a valuable part of the team
- Ability to work productively and self-sufficiently
- Ability to manage difficult working relationships
- Eager to more fully and professionally integrate the policies and procedures of the L. Tom Perry Special Collections into my actions and interactions
- Eager to further refine my presentational style and public speaking
- Enthusiastic and proactive participant in professional development
- Possess a strong desire to improve management and effective work skills.
- Desire to define and establish my role and the role of my collections in the mission of the university, the library, and within Special Collections

1.1.2 Research Interests

- Development of Media in History and Current Trends in this topic
- Archival preservation of audiovisual materials from legacy analog formats
- Developing Primary Source Literacy
- Archival description and preservation of born-digital materials

1.1.3 Citizenship Opportunities

- Devotionals, forums, library meetings
- HBLL Library Committees
 - Digital Preservation Committee Chair (since March 2018)
 - Special Collections Finance Committee
 - Special Collections Coordinating Committee
- Society of American Archivists (SAA)
 - Current member of association
 - Working towards Digital Archives Specialist Certification

- Utah Library Association (ULA)
 - Current member of association
 - Vice Chair for Archives, Manuscripts, and Special Collections Roundtable
- Conference of Intermountain Archivists (CIMA)
 - Current member of association
 - Active member of Audiovisual Interest Group
 - Attended conference in May 2018
- Association of Moving Image Archivists (AMIA)
 - Moving Image Related Materials Committee member (2018-)
 - Presented poster on conducting AV audits in manuscripts collections at annual conference in 2018

1.1.4 Areas to Develop

- Learn research methods and gain experience doing original research
- Begin a regular program of productive scholarship and contribute to the library and archives communities
- Immerse myself in the archival community in order to effectively blend my archival roles with my audiovisual materials role
- Improve my archival and manuscripts materials processing skills
- Increase my ability to plan and work efficiently on archival projects

1.2 Professional Goals

The faculty member's professional goals in citizenship, teaching, and scholarship (or citizenship and professional service, for professional faculty) and the plan to accomplish these goals.

1.2.1 Citizenship Goals & Plan

Goal: *Contribute to the HBLL and to the University as a whole.*

Plan: I will accept assignments to serve on library and university communities as these opportunities arise. I will also put my name forward when something is available that lines up with my career goals and interests or allows me to collaborate with other faculty in ways that put my unique combination of skills to good service. I will also attend lectures and other events sponsored by faculty from within the library as well as across campus which broaden my understanding of the scholarship and teaching activities going on at BYU and introduce me to other areas where I may be able to contribute.

I will continue to reach out to national and international community associations to improve best practices, represent BYU, and help address issues of importance to the field.

Accomplishments So Far: I have accepted the invitation to serve as chair on the library Digital Preservation Committee. In this role I will facilitate the coordination and direction of the committee to meet the needs of the library and the students.

I serve actively on a number of different committees and task forces with my department in the library, including initiatives that were recommended through our most recent internal study.

Goal: *Participate in citizenship activities in the broader library and archives communities.*

Plan: I will seek to always be serving in library or archives committees on both the local and national levels. When one commitment is finishing up, I will be actively seeking out my next service opportunity. I will also attend and actively participate in round tables and working groups. Monitoring relevant listservs related to audiovisual archiving, archival description, and student outreach will also provide opportunities to contribute what I have learned with the broader community.

Accomplishments So Far: I have been named vice-chair of the AMSC Roundtable in the Utah Library Association. I have been active in the Council of Intermountain Archivists, especially in regards to audiovisual archiving. I am active in the AMIA community, on list-serves and as a member of the Moving Image Related Materials Committee

1.2.2 Professional Assignment (Librarianship) Goals & Plans

Goal: *Become the department expert on audiovisual archiving, advancing policies and procedures that will support the responsible stewardship of these items in Special Collections.*

Plan: I will identify the professional development activities that will assist me in learning what is already known in the audiovisual archive world traditionally and in this digital era, including workshops, conferences, and reading what is in the professional literature on this topic. I have determined that the Society of American Archivists' Digital Archives Specialist (DAS) Certificate Program is a well-established training program that will allow me to gain skills through hands-on workshops, webinars, and supplemental readings. The certificate can be earned over the course of 24 months and concludes with a comprehensive exam. The certificate is then valid for five years and can be renewed by taking additional DAS courses during that time period. I will also read literature on this topic in relevant library journals. I will participate in listservs, professional development, and other opportunities that focus on digital and audiovisual archiving. I will research what other manuscript archives have done to support their audiovisual materials, and seek to improve and adapt upon these for our needs.

Accomplishments So Far: I have began implementing archival best practices towards the storage and conservation of our audiovisual materials. I have explored our AV lab procedures and sought funding for increased capability. I have attended some DAS workshops, presented on my findings and plans for addressing audiovisual materials in manuscript collections at the AMIA conference, and am currently composing a journal article on these efforts. I have also presented training sessions to fellow curators to explain audiovisual preservation issues.

Goal: *Become an adept at processing manuscript materials.*

Plan:

- Keep up with processing manuscript collections, not allowing a backlog to build up.
- Systematically plan and implement strategies to improve my collection descriptions and process the immense backlog I have inherited in my position.

Accomplishments So Far: I have invested time in learning our processing procedures and departmental philosophies regarding archival materials. I have attended some workshops dealing with these topics. I have also completed a list of collections I oversee.

Goal: *Gain a thorough understanding of motion picture projection so that I might continue cinematic presentations for both classroom and event application.*

Plan: I will seek out training and practice opportunities to increase my ability and comfort with 16mm film projection, as well as participate in training and pursue learning opportunities.

Accomplishments So Far: I have taken one-on-one training lessons from our current projectionist, performed my own presentations for classes, and participated in a workshop at the last AMIA conference. I have created best practice instructions that document and explain how to perform these functions.

Goal: *Become expert in providing access to audiovisual materials housed in Special Collections.*

Plan: I will seek out literature and performs tests to provide responsible access to patrons wishing to explore audiovisual items from our collections. I will work collaboratively with library resources already established to advance the improved access to these materials.

Accomplishments So Far: I have been developing and improving our in-house digitization approaches and technologies, documenting current procedures and analyzing options to create viable improvements to our practices.

Goal: *To curate collections of manuscripts, audiovisual recordings, and film music materials that will support student and visiting patron research.*

Plan: I will carefully create collection development policies that will allow for sustained and valuable development of our collections in my areas of assignment. These will enrich the experience of students, the community, and outside researchers.

Accomplishments So Far: I have completed a polished and approved collection development policy for Media Arts History manuscript collections. I am still looking to complete similar documents for the Motion Picture Archive, and for the Film Music Archive.

1.2.3 Scholarship Goals & Plans

Goal: *Conduct research, invent or implement library procedures, tools, techniques, processes, or systems in the fields of audiovisual conservation, preservation, and access.*

Plan: I will regularly read literature in my specific areas of responsibility and interest (the complete stewardship cycle of archival audiovisual actions), take notes of thoughts and ideas as I read, and look for holes in the academic landscape in these topical areas that I can then develop into active research projects. I will seek for appropriate collaborators both here at BYU and at other institutions for my project ideas as they are formed. I will take advantage of campus research development and funding resources to make my projects as meaningful and relevant as they can be.

Accomplishments So Far: I have begun to identify the best journals to read and topics to conduct literature reviews on. I am now starting a regular program of daily reading that I will track to help me form a solid habit, as well as chair our department reading group to promote discussion and critical reception of literature.

Goal: *Present research or innovative/unique information at conferences, workshops, seminars, and/or other professional meetings.*

Plan: I will submit proposals for at least one local and one national conference each year, with the goal to present at one or two conferences each year. When I attend professional meetings and conferences, I will actively seek out presenters whose area of research I am interested in and engage in conversation with them, also attending round table meetings and other committee meetings, with the goal of finding potential collaborators for both future presentations of my own as well as written publication, where appropriate. I will try to end each conference with a new idea to propose for the next year's conference so I can start trying to put it together and get collaborators lined up, long before the submission deadlines.

Accomplishments So Far: I have presented a poster at the annual AMIA conference in November, presented at a Digital Preservation Symposium at UVU, and at the Film Librarians Conference this year. I will continue to seek opportunities to present my work.

Goal: *Publish significant and original contributions relevant to media arts history, audiovisual archiving, and processing related to audiovisual materials in manuscript collections.*

Plan: I will aim to publish articles on my own and with collaborators. By committing to always having an article that I am working on, and giving myself submission deadlines as part of the annual stewardship review.

Accomplishments So Far: I have written multiple sections of a paper on *Conducting an AV Audit in Manuscript Collections* and plan to have the article ready to submit by the end of July 2019.

1.3 Relationship to Dept./Univ. Needs

My goals outlined above are all outgrowths of the position description that I was hired to fulfill, so I believe they will meet department needs directly. As time passes and needs of the department change, I expect my department chair will communicate any new or changing needs that will directly impact my role and I will adjust my goals as needed, especially through the annual review process. I believe my stated goals also reflect “a commitment to excellence” and the pursuit of “the full realization of human potential” (from “The Mission of Brigham Young University”, p. 1), as I seek to exemplify a professional who performs my assigned responsibilities to the highest standards and does meaningful research, presenting and publishing in these areas of academic pursuit, while maintaining a well-rounded commitment to mentoring my fellow colleagues and the students I will have the occasion to work with. Working toward achieving my goals will help me personally to continually serve and seek learning, which will be an example to those I work with and to students.

1.4 Necessary Resources

I will need support from my department chair and AUL to accomplish my goals, in the form of travel funds and registration fees for conferences as well as the workshops that I will need to attend for directed training and certificates. I also need the support that my mentor and my department chair can provide in consulting with me on my progress toward meeting my goals and helping me to refine the direction of my efforts when new opportunities arise and when projects take an unexpected turn, as I recognize their experience and insight will be invaluable in mentoring my growth.

1.5 Activities/Accomplishments So Far

I have addressed my activities and accomplishments so far in achieving the goals directly below each goal and plan identified in section 1.2 above.

2 Part 2: FDS Project Proposals

During the Spring Seminar, all participants review their professional goals for the coming year and propose a Course Development Project, a Scholarship Project, and a Citizenship Project for the remainder of the BYU Faculty Development Series (non-teaching or non-researching faculty may propose alternative projects). These projects are designed to provide additional structure and resources for faculty to accomplish their own goals.

2.1 Professional Assignment Project

For my professional assignment project, I will be proposing an archival screening series for the materials in the BYU Motion Picture Archive. It has been a challenge thus far for me in finding relevant and impactful ways to promote interaction between students and the films in our collections. This would be the proposal for a project that would allow me to meet the following objectives:

- Foster experiential and inspiring learning opportunities to students, inviting and requiring their participation in cinematic archival screening programs.
- Follow established best practices for motion picture film archives through regular inspection and exercising of film prints to promote plasticity, and identify vinegar degradation.
- Increase my familiarity with our film collections, fostering insight for curatorial practices regarding the identity and ongoing viability of the MPA as an important component of Special Collections, the HBLL, and BYU as a whole. Allowing me to consider and reconsider these texts in the ever-changing light of history and society.
- Develop my skill as a projectionist for the long-term viability of celluloid projection activities.
- To promote special collections resources to students and faculty.

Goals:

- Hold weekly archival screening activities.
- Invite discussion, participation, and interaction from students.
- Work with faculty to promote and educate regarding the value of special collections on campus.

Ways to Accomplish my Goals:

- Communicate with faculty about how best to create a flexible yet structured program.
- Use the projection slides before and following screenings to promote special collections.
- Explore course offerings to know which faculty and courses might be interested in my collections.
- Communicate clearly my screening schedule and intended goals.

How to Evaluate my Goals:

- I will evaluate my goals by taking a count of spectator attendance.
- I will seek student feedback by presenting a survey.
- I will also seek feedback from all faculty I can connect with the project.
- I will monitor activity by students with my collections to gauge if there is increased use.

2.2 Scholarship Strategies Project

2.2.1 Organizing Framework

I want to establish a regular output of scholarly works by keeping one or two projects always part of my daily/weekly work routine. Though my personal niche has not yet been fully carved out, I believe that fully engaging with the greater community in relation to the day-to-day responsibilities of my position is the best way to develop meaningful research ideas, presentations and publications. The best way for me to make sure I will be productive in the area of scholarship is to work on both research and writing every week. I have begun with projects surrounding the presence and assessment of audiovisual materials in manuscript collections, but will actively seek out a new research idea to begin working on when this paper is written by doing extensive reading of the literature in my areas of interest. I will seek for collaborators by reaching out to those working in the same areas.

2.2.2 Scholarly Goals to complete by end of 2019 Goal: *Prepare my audiovisual manuscript audit*

article for publication, begin the film guide for archivists.

I am working on an article about conducting an audit survey regarding audiovisual materials in manuscript collections. Much of the research has been done, but the organization and writing of the paper is still in middle stages. I will further develop my project of creating a film guide resource for archivists, and poise myself for the next chapter of my publishing career.

Goal: *I will complete a complete draft of the article in June 2019.*

So that I might solicit feedback from subject experts (I've identified four names of colleagues at various institutions that might be good to approach), revise, and submit the article for publication by the end of August 2019.

Goal: *I will complete a complete my film materials survey by end of 2019.*

I have begun the outline of a film materials guide for archivists without extensive knowledge or experience with the photochemical process of filmmaking to support decisions of assessment. I will complete my survey, consult resources, and put together at minimum a poster presentation to present at the AMIA annual conference in November on this project. This will allow me to gain feedback and perspective as I continue to compile the information for this project.

Goal: *Identify one new research project to begin.*

I will read through the current literature and come up with an idea for a new research project to begin research in 2019 and further developmental action in 2020.

2.2.3 Strategies of scholarly productivity

- Participate in a library writing group this summer and/or fall.
- Send draft of audiovisual audit paper to the Faculty Editing Service for review and feedback.
- Submit draft of audiovisual audit paper to two or three cataloging experts for brief feedback.
- Submit article to appropriate journal, with back-up journal identified in case of initial rejection.
- Set aside 30 minutes each day for doing a literature review on the stewardship for archival audiovisual materials.
- Set aside 30 minutes each day for writing.
- Hold myself accountable to this literature review and writing schedule by reporting it weekly (by email) to my writing group.

2.2.4 Evaluation method

As my method of evaluation, I will keep track of my daily literature review time and writing schedule, with a report of the number of minutes I wrote each week. I will also evaluate success on whether or not the article has been submitted somewhere for publication by August 2019.

2.3 Citizenship Project

- Attend professional conferences related to archives, digital materials, audiovisual materials, and curatorship (ULA, CIMA, SAA, AMIA, Film Librarians, SCMS)
 - Get approval for attending AMIA in November
 - Get approval for attending SCMS next April
 - Make connections with audiovisual archivists outside HBLL
 - Participate in round table discussions, visit poster sessions, engage presenters at sessions relevant to my fields of interest
 - Think of sessions I could propose for next year's conference and reach out to appropriate collaborators for those topics
- Seek out opportunities to serve on a regional and/or national committee
- Continue chairing the HBLL Digital Preservation Committee and find ways to improve our monthly meetings
- Actively participate in the planning and execution of the Archives Month special collections outreach program in October.
- Participate in college and department activities in the broader university to foster greater collaboration and knowledge of disciplines related to my collections.
- Meet regularly with my mentor, to learn more about research, service, and leadership strategies.

3 Grant Proposal (\$300 for Professional Project)

In support of my Professional Assignment Project, I have determined that I will need the necessary supplies and equipment for an archival screening program, I would like to build up the supplies and equipment of the following key resources:

- Film editing tape.
- 16mm, 8mm, and Super8 editing and archival housing materials.
- New archival labels for the identification of film materials.
- Supplies for the proper maintenance of the film projectors.

These resources will be utilized both by myself and any student assistants helping to prepare and execute the film screening series. With easy access to these materials, I will be able to quickly repair, prepare, and label for identification the contents of the Motion Picture Archive collection.