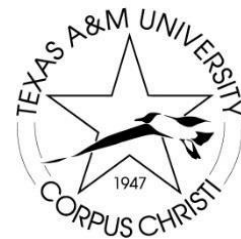


## 12.07.99.C0.02 Fixed-Term Faculty Librarians

Approved: September 28, 2015

Revised: December 18, 2017

Next Scheduled Review: December 18, 2022



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### Procedure Statement

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Fixed-term (non-tenure track) faculty librarians at Texas A&M University-Corpus Christi are an integral part of the education process and work closely with faculty to provide instruction in the identification, evaluation, and application of information. They are responsible for ensuring that essential educational and research resources are identified, selected, acquired, maintained, preserved, and made accessible.

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### Reason for Procedure

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This procedure provides the guidelines for the ranks, appointment, and dismissal of professional fixed-term faculty librarians at Texas A&M University-Corpus Christi.

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### Procedures and Responsibilities

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#### 1. GENERAL

Fixed-term faculty librarians will be governed by this procedure in matters dealing with appointment and by university procedure *33.99.04.C0.04, Promotion of Fixed-Term Faculty Librarians* in matters dealing with promotion in rank.

The Association of College and Research Libraries (ACRL) recognizes the master's degree (e.g. Master of Library Science) from a program accredited by the American Library Association (ALA), or the international equivalent, as the terminal professional degree for academic librarians.

#### 2. FIXED-TERM FACULTY LIBRARIAN RANKS

##### 2.1. ASSISTANT FACULTY LIBRARIAN

An Assistant Faculty Librarian is the entry-level rank and is for persons whose duties require knowledge of basic professional library skills and techniques or specialized linguistic or subject competence. An Assistant Faculty Librarian

possesses a Master of Library Science or equivalent degree from an ALA-accredited, or the international equivalent, library school. Exceptions to the library degree may be granted at the Dean of Libraries' discretion, should the position responsibilities warrant it.

This is the rank normally assigned to a person who is new to the library profession, but who shows the potential for a promising career based on documented evidence of academic excellence, personal development, and basic professional skills. The emphasis at this rank is on the pursuit of knowledge and librarianship skills, demonstration of increased competence, and professional development. The Assistant Faculty Librarian performs at a professional level in his or her areas of specialty and contributes to the teaching, research, and service functions of the university. Professional work is reviewed by a supervisor for adequacy and compliance with instructions. Some professional functions are performed independently but within a limited scope.

## 2.2. ASSOCIATE FACULTY LIBRARIAN

An Associate Faculty Librarian is the rank for persons whose duties require a degree of specialization in a linguistic, technical, subject, service, administrative, or other area of value to the library. The Associate Faculty Librarian should also have made some contribution to the leadership and effectiveness of the library profession.

An Associate Faculty Librarian must demonstrate ability in librarianship and may be called upon to assist in policy-making decisions and perform tasks independently with limited supervision. An Associate Faculty Librarian must provide valuable service to the library, university, and community in the performance of their duties. The Associate Faculty Librarian must perform at a high professional level in their areas of specialty and contribute to the teaching, research, and service functions of the university. The contributions of an Associate Faculty Librarian to the profession of librarianship reach beyond the confines of the local campus. The Associate Faculty Librarian may serve in a mid-management position supervising a department and/or coordinating the work of other faculty librarians.

An Associate Faculty Librarian possesses a Master of Library Science or equivalent degree from an ALA-accredited, or the international equivalent, library school. Exceptions to the library degree may be granted at the Dean of Libraries' discretion, should the position responsibilities warrant it. The individual must have a minimum of five (5) years of professional experience at a rank comparable to Assistant Faculty Librarian. Appointment or promotion to this rank requires the basic professional skills of the Assistant Faculty Librarian, plus evidence of significant professional contributions to the library and/or university.

## 2.3. SENIOR FACULTY LIBRARIAN

A Senior Faculty Librarian is the rank appropriate for individuals whose professional library performance and service have been consistently outstanding; who have established state, regional, and/or national leadership in library or scholarly organizations; and whose prominence in their field of service or specialization reflects their excellent achievements. A Senior Faculty Librarian is involved in mentoring and providing professional development to colleagues.

A Senior Faculty Librarian has significant involvement in service to the library, university, and community. Performance evaluations show a record of sustained excellent performance in teaching, research, service, and any specialized areas of appointment. A Senior Faculty Librarian demonstrates excellence in continuing development and accomplishment and is able to perform complex professional duties and/or supervisory responsibilities. A Senior Faculty Librarian demonstrates professional growth, academic achievement, and/or creative activity. The contributions of a Senior Faculty Librarian to the profession of librarianship are substantial and recognized to be of high quality beyond the confines of the local campus. A Senior Faculty Librarian is able to independently perform difficult professional or managerial duties requiring specialized knowledge and/or experience.

A Senior Faculty Librarian possesses a Master of Library Science or equivalent degree from an ALA-accredited, or the international equivalent, library school. Exceptions to the library degree may be granted at the Dean of Libraries' discretion, should the position responsibilities warrant it. A Senior Faculty Librarian must also possess a terminal degree. The individual must have a minimum of ten (10) years of professional experience, including a minimum of five (5) years of professional experience at a rank comparable to Assistant Faculty Librarian and a minimum of five (5) years of professional experience at a rank comparable to Associate Faculty Librarian. The individual in this rank must have demonstrated continual growth in specific areas of librarianship.

### 3. ACADEMIC FREEDOM

Fixed-term faculty librarians at Texas A&M University-Corpus Christi have the protection of academic freedom as described in system policy *12.01, Academic Freedom, Responsibility and Tenure*. Fixed-term faculty librarians are to exercise professional responsibility and judgment. In addition to the protections stated in system policy *12.01, Academic Freedom, Responsibility and Tenure*, academic freedom for fixed-term faculty librarians includes, but is not limited to, the following:

- (a) The right to participate in collection development for the library's holdings that might include controversial materials and provide reference assistance to answer controversial questions; and
- (b) The right to conduct and publish scholarly research and to join and engage in professional organizations that encourage intellectual and social diversity.

Fixed-term faculty librarians at Texas A&M University-Corpus Christi will fulfill their roles with competence and integrity. They will perform academic duties in accordance with ethical principles of librarianship and university rules and procedures. Fixed-term faculty librarians will exercise their rights with responsibility and without prejudice to the rights of others and in compliance with the mission and needs of the Texas A&M University-Corpus Christi community.

#### 4. APPOINTMENT AND EVALUATION

- 4.1. All fixed-term faculty librarians will be provided with a letter of appointment that will outline the initial terms and conditions of employment. The letter will explicitly list the necessary job functions of the position. Essential job functions for a position may vary depending upon the nature of the department in which the fixed-term faculty librarian holds expertise, licensing, or accreditation requirements and other circumstances. All appointment letters will indicate that the position is non-tenure track and will expire upon completion of the appointment unless extended in accordance with system policy *12.07, Fixed Term Academic Professional Track Faculty* or dismissal of the fixed-term faculty librarian under section 5 of this procedure.
- 4.2. All fixed-term faculty librarians will be evaluated annually. The review will include an examination of all of the requirements established in the original letter of appointment and all other requirements that may be added during annual reviews. Evaluations will be filed in the Dean of Libraries' office and will accompany any subsequent recommendations for re-hiring. All recommendations for promotion will follow the process outlined in university procedure *33.99.04.C0.04, Promotion of Fixed-Term Faculty Librarians*.
- 4.3. Fixed-term faculty librarian appointments will be made for periods of varying lengths according to rank. Assistant Faculty Librarians will be hired on annual appointments. Associate Faculty Librarians will hold three-year appointments. Senior Faculty Librarians will hold five-year appointments. All fixed-term faculty librarians may be reappointed at the conclusion of their term. Time in rank at previous institutions will be considered when placing a new faculty librarian in rank at the Mary and Jeff Bell Library.

#### 5. DISMISSAL

- 5.1. All fixed-term faculty librarians whose appointments have not expired may be dismissed for cause on the same basis as tenured faculty members as outlined in system policy *12.07, Fixed Term Academic Professional Track Faculty* and university procedure *12.01.99.C0.06, Faculty Dismissals, Administrative Leave, Non-Reappointments, and Terminal Appointments*.

- 5.2. When dismissing fixed-term faculty librarians for cause, Texas A&M University-Corpus Christi will follow system policy *12.07, Fixed Term Academic Professional Track Faculty*.
- 5.3. Pending an investigation as described in system policy *12.01, Academic Freedom, Responsibility and Tenure*, fixed-term faculty librarians may be placed on administrative leave.
- 5.4. Fixed-term faculty librarians are subject to dismissal in the event of financial exigency or the termination or reduction of existing programs as provided in system policy *12.07, Fixed Term Academic Professional Track Faculty*.
- 5.5. Information on non-reappointment can be found in university procedure *12.01.99.C.06, Faculty Dismissals, Administrative Leave, Non-Reappointments, and Terminal Appointments*.

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## **Related Statutes, Policies or Requirements**

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System Policy [12.01, Academic Freedom, Responsibility and Tenure](#)

System Policy [12.07, Fixed Term Academic Professional Track Faculty](#)

System Regulation [32.01.01, Complaint and Appeal Procedures for Faculty Members](#)

University Procedure [12.01.99.C0.06, Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments](#)

University Procedure [33.99.04.C0.04, Promotion of Fixed-Term Faculty Librarians](#)

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## **Contact Office**

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Contact for clarification and interpretation: Dean of Libraries  
(361) 825-2644