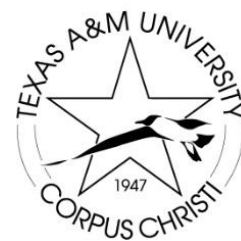


12.99.99.C0.03 Appointment, Rank, and Promotion of Professional Librarians

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Procedure Statement

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. The procedures for the appointment, ranking, and promotion for Professional Librarians are set forth in this document and recognize the unique role that Professional Librarians play within the educational enterprise.

Reason for Procedure

Promotion in rank is recognition of achievement since the last promotion of the individual being considered. In addition, the advancement in rank is recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities. Professional Librarians will be governed by this document in matters dealing with appointment and promotion in rank.

Procedures and Responsibilities

1. APPOINTMENT AND EVALUATION

- 1.1 Initial and subsequent appointment letters will be provided by the Provost and Vice President for Academic Affairs. All new Professional Librarians shall be provided with an appointment letter stating the initial terms and conditions of employment. Any subsequent modifications or special understandings in regard to the appointment, which may be made on an annual basis, should be stated in writing and a copy given to the Librarian. All Professional Librarians, unless the terms and conditions of their appointment letter state otherwise, are expected to engage in the recurring and specialized assigned tasks of Librarians; scholarly and professional work; and service. Essential job functions for a position may vary depending upon the nature of the department in which the Professional Librarian holds expertise, licensing or accreditation requirements, and other circumstances. Essential job functions for each librarian position will be listed in the position description. All appointment letters will indicate that the position is a non-tenure accruing, term appointment which will

expire upon completion of the appointment unless extended pursuant to Section 2.3 of this procedure, or unless the Professional Librarian is dismissed during the appointment pursuant to Section 7 of this procedure.

- 1.2 All Professional Librarians will be evaluated annually. The review will include an examination of all of the requirements and duties as defined in the position description. Evaluations will be filed in the Library Director's office and will accompany any subsequent recommendations for re-hiring and promotion. All recommendations for promotion must be approved by the Provost.
- 1.3 Professional Librarian appointments will be made for periods varying in length. Assistant Professional Librarians will be hired on annual appointments. Associate Professional Librarians will hold two year appointments, with an opportunity to achieve Senior Professional Librarian rank during the second two year appointment. Senior Professional Librarians will hold three year appointments. If, during the course of an existing appointment, the University chooses to extend the duration of that appointment, the extension may not exceed five years. The University will provide written notice to the Professional Librarian of the appointment's extension normally not later than 90 days in advance of the appointment's expiration date. Time in rank at previous institutions will be considered when placing a new Librarian in rank at the Mary and Jeff Bell Library.

A Professional Librarian, by virtue of formal academic education or training, is knowledgeable and skilled in the management of information, regardless of the format in which it exists. The Librarian is an expert in identifying the existence of information, acquiring it, organizing it for retrieval, accessing and building collections, and teaching others related skills. In addition, a Professional Librarian may manage, plan, or direct operations involved in any of these functions. The Librarian must perform at a high professional level in his or her areas of specialty and contribute to the teaching, research, and service functions of the university.

- 1.4 Notice of Intention Not to Extend Appointment. If a decision has been made not to extend a Professional Librarian's appointment, the University will provide written notice to the Professional Librarian, normally not later than 90 days in advance of the appointment's expiration date, of its intention not to extend the appointment.

2. ACADEMIC FREEDOM

Professional Librarians at Texas A&M University-Corpus Christi have the protection of academic freedom as described in this section and are to exercise professional responsibility and judgment. Academic freedom for Professional Librarians includes, but is not limited to the following:

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;

The right to conduct and publish scholarly research and the right to join and engage in professional organizations that encourage intellectual and social diversity; and

Professional 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 policy and procedure. 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.

3. PROFESSIONAL LIBRARIAN RANKS

3.1. ASSISTANT PROFESSIONAL LIBRARIAN

An Assistant Professional Librarian – (Librarian I) is the entry level and is for persons whose duties require knowledge of basic professional library skills and techniques or specialized linguistic or subject competence. The individual appointed to this rank possesses a Master of Library Science or equivalent degree from an ALA accredited, or the international equivalent, library school.

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 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.

3.2 ASSOCIATE PROFESSIONAL LIBRARIAN

An Associate Professional Librarian – (Librarian II) 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 should also have made some contribution to the leadership and effectiveness of the library profession.

An Associate 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 must provide valuable service to the library, university and community in the performance of their duties. The Associate Librarian must perform at a high professional level in his or her areas of specialty and contribute to the teaching, research, and service functions of the university. The contributions of an Associate to the profession of librarianship reach beyond the confines of the local campus. The Associate Librarian may serve in a mid-management position supervising a department or coordinating the work of other librarians.

The individual appointed to this rank possesses a Master of Library Science or

equivalent degree from an ALA accredited, or the international equivalent, library school and a minimum of five years of professional experience at a rank comparable to Assistant. Appointment or promotion to this rank requires the basic professional skills of the Assistant, plus evidence of significant professional contributions to the Library and/or to the institution.

3.3 SENIOR PROFESSIONAL LIBRARIAN

A Senior Professional Librarian – (Librarian III) 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 is involved in mentoring and providing professional development to colleagues.

A Senior 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 demonstrates excellence in continuing development and accomplishment and is able to perform complex professional duties and/or supervisory responsibilities. A Senior demonstrates professional growth, academic achievement, and/or creative activity. The contributions of a Senior to the profession of librarianship are substantial and recognized to be of high quality beyond the confines of the local campus. A Senior is able to independently perform difficult professional or managerial duties requiring specialized knowledge and/or experience.

A Senior possesses a Master of Library Science or equivalent degree from an ALA accredited, or the international equivalent, library school and a minimum of ten years of professional experience, including a minimum of five years of professional experience at a rank comparable to Assistant and a minimum of five years of professional experience at a rank comparable to Associate. A second graduate degree or Ph.D. is desirable. The individual in this rank must have demonstrated continual growth in specific areas of librarianship.

4. CRITERIA FOR PROMOTION

The general criteria for promotion are stated below. Given individual differences in skills and interests and differing stages of career development, individual Librarians will reflect differing combinations of contributions to the three major dimensions of performance. The criteria described below are not intended to prescribe a single image of effective performance. Rather, the intent is to suggest examples of excellence and effectiveness that will serve as benchmarks for individual planning, goal setting, and evaluation of performance.

Promotion Criteria

The six criteria listed below form the basis for promotion consideration. As indicated by the listed criteria, more is expected as a librarian progresses upward. Promotions do not automatically follow years of service at Texas A&M University-Corpus Christi.

1. Evidence of success in Librarianship
2. Evidence of professional growth
3. Evidence of professional service
4. Degrees held
5. Years at Texas A&M University-Corpus Christi
6. Years in rank

Guidelines for criteria 1, 2, and 3 for librarians are listed below. These guidelines are representative and not exhaustive.

4.1 Guidelines for Determining Success in Librarianship

Performance of professional assignment for librarians includes the recurring and specialized assigned tasks of librarians in support of the mission and goals of Texas A&M University-Corpus Christi. Therefore, professional effort, as performed by librarians, includes one or more of the following:

- Reference and research assistance to the faculty, staff, and students of the University, as well as to external constituencies
- Information retrieval and analysis
- Collection development activities
- The development and maintenance of bibliographic organization and control over the Library's collections
- Instruction in and promotion of the use of information resources and the Library
- Management and supervision
- Archival management
- Library computer systems management
- Assessment of library operations and services

Professional Competencies

- Demonstrates commitment to the Library's mission, goals, and services
- Shows initiative and innovation (e.g., is able to determine and assign work priorities and/or staff duties, can handle increased or new job responsibilities, etc.)
- Effectively plans strategies for current and anticipated use of library resources
- Communicates effectively and works productively with fellow librarians and library staff, as well as university students, faculty, and staff

- Participates in information literacy instruction: teaches/instructs students, faculty, and staff to facilitate full use of and access to the library and its resources
- Understands overall library operations and one's own role in providing access to materials and services
- Incorporates current library/information science technologies into library operations and services
- Applies appropriate techniques when acquiring, cataloging, classifying, organizing, and developing library resources
- Demonstrates flexibility in the face of constant change

Professional Involvement

- Possesses a working knowledge of developments in librarianship and archival science (e.g., trends, issues, new ideas, emerging technologies, etc.)
- Accepts and uses suggestions, criticisms, and evaluations to improve job performance
- Develops subject guides, research aids, bibliographies, and user-centered library services in accordance with established professional standards
- Uses progressive practices in training, supervising, and evaluating library personnel

4.2 Guidelines for Determining Professional Growth

Professional growth for librarians can be assessed in three areas: research and scholarly / creative activity, increasing competence in librarianship or archival science and contributions to the Library or the profession.

Engages in Research and Scholarly/Creative Activity

Research and scholarly/creative activity make possible contributions to the body of knowledge and are the basis for most publications. Quality of research can be measured by publication in leading refereed journals, peer recognition via research or publication awards, contributing to external grant projects, and funding for research. Funding is not a prerequisite to research since unfunded research can offer significant contributions to the profession. Individuals are expected to produce intellectual contributions and to develop a publication record which includes individual contributions to the body of knowledge. Collaboration in research and scholarly/creative activity is also acceptable.

Publication and professional presentation are the creation of enduring information which is disseminated and available to the general public. Emphasis will normally be placed on contributions to the profession of librarianship. Publications and professional presentations in one's academic discipline other than librarianship will also be highly regarded.

Normally, scholarly and/or commercial publications are the hallmarks of success in this area. Nevertheless, each publication must be judged on its own merit. There is, however, a hierarchy of value of journal publications. Most significant are those published in journals which are refereed; next are those in very highly regarded but not refereed journals; next are articles which are invited by the editor; and last are all other articles.

- Performs research in librarianship or fields of professional/academic interest
- Publishes articles, book reviews, or similar works in professional sources
- Performs published or unpublished research related to the library profession
- Creates literary or artistic products appropriate to librarianship
- Gives presentations at professional meetings, such as papers, workshops, and poster sessions
- Organizes or chairs sessions at professional meetings
- Edits published or unpublished works
- Receives professional honors or awards or other evidence of significant professional accomplishment appropriate to librarianship and/or related areas

Increases Competence in Librarianship and/or Archival Science

- Pursues formal or informal study in area of professional or academic interest (e.g., attends conferences, workshops, staff development programs, and institutes; enrolls in seminars/courses; completes advanced degree coursework)
- Produces special projects requiring substantive creative endeavor and/or awareness of current developments in librarianship or in fields related to professional/academic interest
- Actively participates in local, regional, state, or national professional or scholarly societies/organizations (e.g., holds office, serves on committees, acts as a discussion leader, organizes conferences/workshops, etc.)

Contributes to the Profession and/or the University Library

- Creates special indexes and/or bibliographies and guides to using library materials, handbooks for training library personnel, policy manuals for library divisions/departments, reviews, abstracts, or similar materials
- Prepares original and/or educational displays
- Pursues grants and external funding opportunities
- Creates promotional materials and/or activities to publicize the library or promote its use

4.3 Guidelines for Determining Professional Service

Service includes those activities which parallel the performance of professional assignment, research, and publications in focus, direction, and effect. Service to international, national, regional, state, and local organizations; committee service at the system, University, and library levels; and visiting appointments may each be considered on their merits.

4.3.1 Service to the University

- Chairs University committees
- Serves on University committees
- Works on special projects and University events
- Teaches a course, seminar, or workshop
- Works with faculty, student organizations and individuals as a consultant, advisor, etc.

4.3.2 Service to the Library and/or Profession

- Chairs Library committees
- Serves on Library committees
- Works on special projects and library events
- Is a member of and actively involved in a professional association
- Attends and actively participates in professional conferences, workshops, and seminars

4.3.3 Service to the Community (local, regional, national, or international)

- Participates in community organizations (e.g., officer, speaker, active member, or consultant) and activities that draw on professional and/or personal expertise (e.g., conducting community education classes in computer skills, genealogy, web design, assisting community members with research, etc.)
- Participates in outreach activities that draw on professional and/or personal expertise
- Receives honors or awards or other evidence of significant community service

5. PROCEDURES FOR PROMOTION IN RANK

Professional Librarians who are candidates for promotion in rank will request consideration for promotion during the academic year in which they have met the minimum criteria for promotion. A Professional Librarian who wishes to be considered for promotion must notify the Library Director by September 1 of the year in which the candidate wishes to be considered. The full promotion portfolio will be submitted by October 1 of the same year.

- 5.1 The Library Director will verify that the time in rank criterion has been met and will notify the applicant of their eligibility for promotion within two weeks of being notified of intent to seek promotion.
- 5.2 All Professional Librarians at the level of Associate Professional Librarian and above will be considered for membership on the Library Promotion Committee. In a year in which there are candidates for promotion, the librarians will vote on three members to serve on the committee. The supervisor of any candidate up for consideration for promotion is not eligible to serve on the committee. Any candidate for promotion is also ineligible to serve on the committee. If there are not enough eligible members to serve on the committee the Library Director will appoint additional individuals from outside the library to constitute the three member committee. The committee will meet in September to elect a Chair. The Library Director will be notified of the election of the Chair no later than September 30 of the year in which the Library Promotion Committee is active.
- 5.3 The members of the Library Promotion Committee will evaluate the applicant's portfolio against the standards for promotion. Instructions and forms for the committee's evaluation of candidate portfolios will be provided. Its written recommendation to the Library Director will state whether the librarian meets the qualifications to advance in rank and the reasons for the decision. The recommendation of the committee will be submitted to the Library Director by the Committee Chair no later than November 1 of the fall semester in which the candidate has submitted his/her portfolio.
- 5.4 The candidate's immediate supervisor will separately evaluate the applicant against the standards for promotion and submit a separate recommendation to the Library Director by no later than November 1 of the fall semester in which the applicant submits his/her portfolio.
- 5.5 After receiving recommendations from the immediate supervisor and the Library Promotion Committee, the Library Director will write an individual recommendation and submit the candidate's portfolio with all recommendations to the Provost/Vice President for Academic Affairs by no later than December 1 of the year of consideration. The Library Director will notify the candidate when the recommendations are sent forward to the Provost and whether the recommendations are to promote or not.
- 5.6 Candidates who receive notification that they were sent forward with a recommendation not to promote may request a meeting with the Library Promotion Committee and/or the Library Director within ten (10) working days of the notification. After that meeting, an individual who still feels deserving of promotion may appeal in writing to the Provost/Vice President for Academic Affairs.

6. DISMISSAL OF PROFESSIONAL LIBRARIANS

- 6.1 A Professional Librarian whose appointment has not expired may be dismissed for good cause, which will relate directly and substantially to the performance of professional duties, and may include, but shall not be limited to, the following:
- (a) professional incompetence;
 - (b) insubordination
 - (c) continuing or repeated failure to perform duties or meet responsibilities to the University or to students or associates;
 - (d) moral turpitude adversely affecting the performance of duties or the meeting of responsibilities to the University, or to students or associates;
 - (e) violation of system policies, system regulations, University rules, or laws substantially related to performance of Professional Librarian duties;
 - (f) conviction of a crime substantially related to the fitness of a Professional Librarian to engage in teaching, research, service/outreach, and/or administration;
 - (g) unprofessional conduct adversely affecting to a material and substantial degree the performance of duties or the meeting of responsibilities to the University, or to students or associates;
 - (h) falsification of academic credentials; or
 - (i) bona fide financial exigency or the phasing out of institutional programs requiring reduction of Professional Librarians.
- 6.2 The University shall use the process described in section 6 of University rule 12.01.99.C3, *Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments*, when dismissing for cause a Professional Librarian whose appointment has not expired. Also, section 2 of this rule shall apply to placing a Professional Librarian on administrative leave pending investigation. Professional Librarians are also subject to section 8 of the rule, which addresses financial exigency or termination or reduction of existing programs based on educational considerations. This rule is otherwise inapplicable to Professional Librarians.

Related Statutes, Policies or Requirements

Contact Office

Contact for interpretation and clarification: Director, Mary and Jeff Bell Library (361) 825-2643