

## **Library Memo -- 2021-01-19 – Promotion Process for Librarians Eligible in AY22 and AY23**

**Date:** January 21, 2021

**From:** Anne Jarvis and Sanjeev R. Kulkarni

**To:** Associate Librarians and Librarians

**CC:** Library Leadership Team

Effective January 1, 2021, the University officially adopted the revised and updated [Rules and Procedures](#) for the Librarians.

Because the updates will affect the promotion process for Librarians, the Promotion, Continuing Appointment and Review Committee (PCARC) determined that any Librarian eligible for promotion in the academic years 2020-21 and 2021-22 will continue to be reviewed under the former Rules and Procedures. The relevant information on promotion for the affected librarians is below. All affected librarians have been notified individually by the University Librarian.

For Librarians eligible for promotion in 2022-23 and subsequent years, as well as for any Librarians hired after the date of this memorandum, the updated promotion process applies, as outlined in the posted Rules and Procedures.

### **Promotion to Senior Librarian:**

Promotion to the rank of Senior Librarian is contingent upon maintaining a high level of performance of job-related duties and responsibilities as a Librarian or an equivalent rank. Appointment to the Senior Librarian rank from outside is normally reserved for those who have had the equivalent of at least five years of relevant professional experience.

In addition, to be appointed or promoted to the rank of Senior Librarian, an individual will ordinarily meet the following criteria:

- Have a minimum of five years of professional library experience at the rank of Librarian or its equivalent. Experience at another institution may count toward the five-year total. In exceptional cases promotion or appointment may be made earlier.
- Have made significant new accomplishments reflecting greater professional growth or contribution than at the rank of Librarian. The accomplishments will be judged in terms of outcomes, results, and impact. Also, significant evidence of regional, national, or international recognition is expected at this rank.

### **Continuing Appointment**

At the end of the appropriate period, Senior Librarians are considered for continuing appointment. Should continuing appointment not be recommended during the prescribed period, the librarian is not reappointed. If, for unusual reasons, such as illness or other exceptional circumstances, the University

Librarian in consultation with the Promotion, Continuing Appointment and Review Committee cannot make a recommendation on continuing appointment during this time, then it will be recommended to the Dean of the Faculty that a single additional one-year appointment should be made. The librarian will be considered for continuing appointment during the next annual evaluation cycle and if not granted continuing appointment will not be reappointed for the succeeding year.

A Senior Librarian who becomes the parent of a child by birth or adoption will be automatically granted a one-year extension of term by the Dean of the Faculty. The Senior Librarian's service may be extended by one year for each child, including twins and other multiple births or adoptions. This policy applies to both men and women, and includes same-sex domestic partnerships which are recognized by the University.

Extensions are available to all Senior Librarians without continuing appointment before the final year of their term. Notifications of such extensions should be made by the Senior Librarian's supervisor to the Dean of the Faculty as soon as possible after the childbirth and/or adoption, but in no case later than September 15 of the year in which a recommendation on the Senior Librarian's reappointment or continuing appointment must be made.

### **Promotion to Librarian:**

Promotion to the rank of Librarian is contingent upon maintaining a high level of performance of job-related duties and responsibilities. In addition, to be appointed or promoted to the rank of Librarian, an individual will ordinarily meet the following criteria:

- Have a minimum of 3 years of professional library experience at the rank of Associate Librarian or its equivalent. Experience at another institution may count toward the 3-year total.
- A successful candidate will be expected to have significant accomplishments in at least three of the following areas. "Significant accomplishment" means more than activity, participation, or membership. The accomplishments will be judged in terms of outcomes, results and impact.

### **Criteria for Promotion**

1. Innovative contributions to library operations, procedures and functions that transcend specific job-related work assignments. Contributions in this area should result in significantly increased efficiency of operations, or enhanced service to patrons.
2. Demonstrated leadership ability. Supporting documentation must be explicit in describing what resulted from the individual's leadership and the impact it had.
3. Service to the profession and/or the University. Supporting documentation must be explicit in describing the impact of this service on profession and/or University.
4. Research and publications. Publications will be judged on the excellence of scholarly work or professional impact.
5. Professional and educational development through formal courses, seminars, workshops, and conferences. These activities should go beyond training necessary to stay current for one's job and should have a demonstrated impact on the Library, the University or the profession. If an educational program allows a candidate to become generally recognized as an expert in some

important aspect of the Library's work, it could qualify as significant. Completion of an advanced degree, such as a master's or doctorate in a relevant field, would also qualify.

Reappointment: A librarian promoted to the rank of Librarian is normally reappointed to a three-year term effective July 1. During the final year of the reappointment, the librarian is considered for continuing appointment.

### **Continuing Appointment**

Continuing appointment is awarded to those librarians who exhibit excellence in service to the University and strong proven capacity for sustained professional growth.

A librarian appointed to the rank of Librarian from outside the library staff is considered for continuing appointment during his or her fifth year if hired between July 1 and December 31, and sixth year if hired after December 31. The exception to this rule is Associate University Librarians who are not eligible for continuing appointment because their positions are administrative. Librarians may be considered for promotion prior to their final year of reappointment. If the promotion is denied, the Librarian may be reviewed again in their final year.

A Librarian who becomes the parent of a child by birth or adoption will be automatically granted a one-year extension of term by the Dean of the Faculty. The Librarian's service may be extended by one year for each child, including twins and other multiple births or adoptions. This policy applies to both men and women, and includes same-sex domestic partnerships which are recognized by the University.

Extensions are available to all Librarians without continuing appointment before the final year of their term. Notifications of such extensions should be made by the Librarian's supervisor to the Dean of the Faculty as soon as possible after the childbirth and/or adoption, but in no case later than September fifteenth of the year in which a recommendation on the Librarian's promotion to continuing appointment must be made.

### **Termination or Non-reappointment**

If continuing appointment is not recommended during the prescribed period, the librarian is not reappointed. If, for unusual reasons such as illness or other exceptional circumstances, the University Librarian in consultation with the Promotion, Continuing Appointment and Review Committee cannot make a recommendation on continuing appointment during this time, then it will be recommended to the Dean of the Faculty that a single additional one-year appointment should be made. The librarian will be considered for continuing appointment during the next annual evaluation cycle and if not granted continuing appointment will not be reappointed for the succeeding year.