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Rules and Procedures of the Librarians of Princeton University and Other Provisions of Concern to These Staffs

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Introduction

Disclaimer

Particular rules and procedures set forth in this document may change from time to time by appropriate action of the Board of Trustees, or the body responsible for a matter in question. Such changes are effective as set forth upon enactment.

The rules and procedures set forth in this document are not intended to address all aspects of employment with the University. The statements set forth in this document are not intended as contractual duties or obligations of the University. This document is not intended to create any legal rights between the University and its staff nor is it intended to confer any legal benefits to university staff.

Nondiscrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Princeton University does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity or expression, religion, national or ethnic origin, disability, or status as a disabled or Vietnam era veteran in any phase of its employment process; in any phase of its admission or financial aid programs; or other aspects of its educational programs or activities. The associate provost is the individual designated by the University to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions or concerns regarding Title IX, Section 504 or other aspects of Princeton's equal opportunity or affirmative action programs, should be directed to the Office of the Vice Provost for Institutional Equity and Diversity.

Preface

This revised edition of the *Rules and Procedures of the Librarians of Princeton University* defines the basic information of immediate interest and concern to members of the professional library staff and to other officers of instruction and administration. General information on the University's regulations may be found in [Rights, Rules, Responsibilities](#).

Professional Specialist employed in the Princeton University Library should consult the [Rules and Procedures of the Professional Researchers and Professional Specialists](#).

Additional information of interest to professional staff may be found on the [Office of the Dean of the Faculty](#) and the [Office of Human Resources](#) websites.

Chapter I: Governance of the University

A. The Board of Trustees

The Corporation now known as **The Trustees of Princeton University** had its origin in a *Charter*, granted under King George the Second on October 22, 1746. The *Charter*, which has been amended several times, now states: "The purposes of the corporation are the conduct of a university not for profit, including colleges and schools affiliated therewith, in various branches within or without the State of New Jersey, both graduate and undergraduate; the promotion, advancement, evaluation and dissemination of learning by instruction, study and research in the humanities, religion, social sciences, natural sciences, engineering and applied sciences; the awarding of certificates, diplomas and degrees; and engagement and participation in projects of instruction, study and research for the benefit of national, state, and local governments and for the general public welfare."

All the powers of the Corporation are vested in the Board of Trustees. A copy of the Board of Trustees Bylaws, which explains in detail the responsibilities of the Board, its organization, and the duties and responsibilities of academic and corporate officers, may be obtained from the Office of the Vice President and Secretary of the University.

1. Statement of Policy on Delegation of Authority

Adopted by the Board of Trustees, 24 October 1969; amended April, 1992.

Resolution on Delegation of Authority

In order to clarify the actual practice and procedures followed in the governance of the University, the Board of Trustees declares its intent, in matters of policy as well as of operations, to continue to delegate broad authority to the President and, through the President, to the Officers of the Administration, the Faculty, and the Students as more specifically set forth below. While the Trustees may and do delegate authority in wide areas, they cannot either delegate it irrevocably or consign to any other parties their final responsibilities under the law and the terms of the Princeton Charter.

Policy initiative in almost all areas usually rests with the President and various members of the resident University community. Beyond this there have evolved, generally speaking, three modes by which Trustees share or delegate powers and responsibilities in University operations and decision-making, normally acting through Board committees.

2. The Dean of the Faculty

The Dean of the Faculty has administrative oversight of the departments and programs of instruction and of all such matters as pertain to the effectiveness and well-being of the Faculty, the Professional Research Staff, the Professional Technical Staff, and the Librarians. This individual may be authorized by and in the name of the President to make appointments to these Professional Staffs.

The Dean of the Faculty is an ex officio member of the Council of the Princeton University Community's Committee on Rights and Rules and Priorities Committee, and serves as secretary of the Faculty Advisory Committee on Appointments and Advancements the Faculty Advisory Committee on Policy, and the Faculty Advisory Committee on Diversity. The Dean of the Faculty is an ex officio member of the Faculty Committees on the Course of Study, the Graduate School, the Library, and University Computing, and meets with the Committee on Committees, and as needed, with the University Research Board.

B. Excerpts from the "Rules and Procedures of the Faculty"

1. Membership

a. The tenured faculty consist of the Professors and tenured Associate Professors, and the tenure-track faculty consist of the non-tenured Associate Professors and Assistant Professors. The Lecturer Ranks consist of the University Lecturers, Professors of the Practice, Senior Lecturers, Lecturers, Instructors, Lecturers with the Rank of Professor, and Lecturers with the Rank of Associate Professor. The Faculty consists of the President, the Academic Officers, the tenured and tenure-track faculty, and the Lecturer Ranks. The President, the Academic Officers, the tenured and tenure-track faculty, and full-time members of the Lecturer Ranks are entitled to vote at meetings of the Faculty and in any circumstances where votes of the Faculty are taken. The University Librarian is also a voting member of the Faculty.

b. When on full-time appointment, holders of visiting appointments and members of the Professional Library, Research, and Specialist Staffs are entitled to attend each meeting of the Faculty but they are not entitled to vote, except that members of the Professional Staffs who are assigned teaching duties and given the additional designation of "Lecturer with the rank of Professor" or "Lecturer with the rank of Associate Professor" are entitled to vote during the period of such additional designation.

c. The tenured and tenure-track faculty shall be elected by the Board upon the recommendation of the Academic Affairs Committee. Members of the Lecturer Ranks, including holders of visiting appointments and secondary appointments at these ranks, are appointed by the Dean of the Faculty on behalf of the President.

d. A member of the Faculty may not substitute or appoint anyone to perform his or her teaching duties who is not a member of the Faculty, unless prior approval is obtained from the Chair of the department or from the Dean of the Faculty.

2. The Faculty Committee on the Library and Computing

The Faculty Committee on the Library and Computing consists of ten elected Faculty members, with at least two from each division of the University; two members appointed by the President, one of whom may be a member of the Professional Research Staff; and the Provost, Librarian, Dean of the Faculty, Dean of the Graduate School, Dean of the College, and Vice President for Information Technology and Chief Information Officer, ex officio. The Provost serves as chair. Appointment and elected members shall serve for three-year terms, but no

such member may serve more than two consecutive terms. Each year sufficient appointments shall be made to assure that the membership requirements listed above are met.

The Committee advises the President on the operation and development of the Library, particularly in relation to educational policy, and on all matters involving University information technology and related information services. The Committee works closely with the Librarian and the Vice President for Information Technology and Chief Information Officer, on planning and resource allocation for both educational and research purposes, and reviews policies governing the use of library and information technology facilities. The Committee shall normally consult widely with departmental representatives whenever significant changes in library or information technology services or policies are being considered.

The chair of the Committee presents a report to the Faculty at least once a year on all such matters as in the judgment of the Committee may seem to require a Faculty action or regarding which the Faculty should be informed.

C. Consensual Relations with Students

A sexual or romantic relationship between a Librarian and a student for whom they have professional responsibility raises concerns such as conflict of interest, abuse of authority, and unfair treatment. Conflict of interest is present when an employee's personal interest interferes with or alters, or reasonably appears to interfere with or alter, an employee's objectivity, professional judgment, and/or decision-making in connection with any work responsibilities or work on behalf of the University. These concerns exist even where the relationship is considered consensual by both participants. Moreover, when consensual, relationships involving individuals of different University status have the potential to have an adverse impact on others in the University community. As members of a community characterized by multiple formal and informal hierarchies, it is incumbent on Librarians not to abuse, nor to appear to abuse, the authority with which they are entrusted. To address these issues, the University has adopted the following rules:

1. Prohibition of Consensual Relations with Students

Librarians shall not initiate or engage in romantic or sexual behavior with undergraduate or graduate students. This prohibition encompasses both enrolled and prospective students, and includes students from other institutions who come to Princeton for pre-baccalaureate, post-baccalaureate, visiting, summer, or other programs or courses of study.

2. Prohibition of Consensual Relations with Individuals under One's Supervision

In addition, no Librarian shall initiate or engage in any romantic or sexual behavior with any person who is subject to that individual's supervision or evaluation.

3. Relationships and Conflict of Interest

Librarians shall not initiate or engage in any romantic or sexual behavior or relationship with any other member of the University community, regardless of the other person's status, if the conduct would create an actual conflict of interest. In instances involving an actual, apparent, or

potential conflict of interest, the parties must promptly disclose their romantic or sexual relationship to their supervisor or the University Librarian.

4. Preexisting Relationships

Except when such relationships create an actual conflict of interest, this policy does not prohibit relationships between a Librarian and another member of the University community that pre-date the adoption of this policy, the affiliation of either party with the University, or the role at the University which causes the conflict. In all cases involving relationships that pre-date one party's affiliation with the University, both parties to the relationship must disclose it promptly, in order to enable the University to take steps to prevent conflicts of interest. Relationships which pre-date either this policy or the role at the University which causes the conflict must also be disclosed promptly to the parties' respective supervisors.

Chapter II: Governance of the Library

According to the resolution on Delegation of Authority passed in October 1969 by the Trustees, "The functioning of the Library is supervised by the Librarian under the direction of the central administration, with the advice of Faculty and student committees, the Trustees' concern being directed to the overall quality of the Library and the effectiveness of its operations."

A. Faculty and University Administration

1. Faculty Committee on the Library and Computing

Under the Rules and Procedures of the Faculty, the Faculty Committee on the Library and Computing "advises the President on the operation and development of the Library, particularly in relation to educational policy."

2. University Administration

The University Librarian reports to the Provost, who has general responsibility for the University Library. For personnel matters relating to the Librarians, the Librarian partners with the Dean of the Faculty.

B. Library Administration

1. University Librarian

Pursuant to a resolution adopted by the Trustees, the University Librarian is responsible, under the Provost, for "the administration of the Library, and for the development, care, and safekeeping of the University's collections of books, manuscripts, and related objects."

2. Library Strategy Council

The members of the Library Strategy Council are responsible for sharing general administrative duties with the University Librarian and for the execution of any specific assignments which might be made.

An Associate University Librarian typically provides oversight for each department of the University Library. In addition to carrying out the administrative responsibilities inherent in this position, each Associate University Librarian is charged with the responsibility of assisting the University Librarian in the general administration of the University Library.

3. Promotion, Continuing Appointment and Review Committee

The standing committee of the Librarians is the Promotion, Continuing Appointment and Review Committee (PCARC). Other committees may be established by the University Librarian to consider and investigate specific matters as the need arises. The Committee reviews the applications and makes recommendations to the University Librarian regarding continuing appointment and promotion of the members of the ranks of Librarians. It also periodically reviews the forms used for PCARC review and the guidelines and procedures of the PCARC process.

The PCARC also reviews all requests for leaves associated with research, study, and other professional activities.

The University Librarian as the chair of the PCARC will report the vote of the PCARC and make recommendations to the Dean of the Faculty.

The PCARC consists of voting members and non-voting members. The University Librarian, and the Associate Dean of Faculty for Academic Affairs are permanent non-voting members. The Director of Talent and Organizational Effectiveness also attends as a non-voting member.

The voting members serving on the PCARC are five elected representatives of the Librarians. To be elected to the Committee, one must have been a member of the professional library staff for three or more years, and be at a rank of Librarian III, Librarian or Senior Librarian, with continuing appointment.

The PCARC's membership follows a pattern of staggered terms to provide continuity. Two or three members will be elected every year for three-year terms. In order to encourage and ensure broad participation, no member may serve more than two consecutive terms. The Associate University Librarians and those Librarians seeking promotion to the rank of Senior Librarian should not accept nomination to the Committee. Terms are served for calendar years. All Librarians are eligible to vote in the election.

Chapter III: The Relationship between the Librarians and the University

A. Appointments and Advancements

1. Selection of New Librarians

New Librarian appointments are made after a thorough search has been conducted to locate the most qualified applicant for the position. Princeton University is an Equal Opportunity/Affirmative Action Employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.

An advanced degree from an accredited graduate school of Library (and Information) Science or equivalent is typically required for appointment as a Librarian.

A search committee is formed to screen applications, arrange for interviews and propose a list of candidates to the Librarian. Recommendations for appointment are made by the University Librarian to the Dean of the Faculty.

2. Procedures for Initial Appointments

All appointments to Librarian ranks, except that of the University Librarian, are made by the Dean of the Faculty. Candidates are notified in writing of the appointment by the Dean.

a. Moving and Relocation Expenses

New appointees to the Librarian ranks may be provided with a taxable moving allowance to the Princeton area in accordance with the policies approved by the Dean of the Faculty.

3. Staff Review Procedures

a. Annual Performance Review

On an annual basis, the University Librarian submits to the Dean of the Faculty recommendations on salary advancement, promotion, and reappointment for Librarians.

The annual performance review process is carried out by the University Librarian with the coordination and advice of the Director of Talent and Organizational Effectiveness and the appropriate member of the Library Strategy Council. The evaluation process that is part of this review is intended both to advise the University Librarian on recommendations to the Dean of the Faculty and to provide the opportunity for each Librarian to review their progress and performance during the year with their supervisor.

Notification of reappointment, salary, and rank is made annually by the Dean of the Faculty to

each Librarian.

b. Review of New Appointments

Assessing the performance of newly appointed Librarians is the responsibility of the appropriate supervisor. Within the first six months from the date of initial appointment the Librarian and the supervisor will meet regularly to review the Librarian's performance. The results of this review are reported to the appropriate member of the Library Strategy Council.

c. Review of Promotion and Continuing Appointment Recommendations

Continuing appointment is awarded to those Librarians who exhibit excellence in service to the University and the capacity for sustained professional growth. The procedure for continuing appointment and promotion encompasses the following:

- Requirements for and progress towards continuing appointment or promotion are discussed between the Librarian, the supervisor, and the appropriate members of the LSC.
- The PCARC meets twice a year (spring and fall) to consider promotion and/or continuing appointment.
- The PCARC makes its recommendations to the University Librarian.
- The University Librarian reviews the recommendations from the PCARC and makes recommendations to the Dean of Faculty.

A Librarian appointed to the rank of Librarian from outside the library staff is considered for continuing appointment at the first PCARC meeting after the Librarian's fifth anniversary of employment as a Librarian at Princeton University. Librarians may be considered for continuing appointment prior to the final year of their term. If the promotion is denied, the Librarian may be reviewed again in their final year.

1) Definition of Continuing Appointment

Librarians on continuing appointment serve with the understanding of continued employment with salary adjustments and promotions when appropriate [but subject to Section B], until retirement, as long as the services of the Library continue to be of a type and scope requiring their professional skills.

Reduction or elimination of specific services of the Library may occur for reasons of financial stringency or as a result of a rearrangement of Library services to meet the needs of Library users or the strategic priorities of the Library. In such instances, Librarians on continuing appointment may be terminated with the appropriate notice. Librarians on continuing appointment may be terminated for cause as described in Section B.2.

2) Part-Time Appointments

The rules, procedures, and other arrangements described in this publication apply in various ways to part-time employees. Those contemplating part-time employment should consult with

their supervisors, the Director of Talent and Organizational Effectiveness, and the Associate Dean of the Faculty for specific questions of concern. In general:

- a) All part-time Librarians are covered by the rules and procedures governing salary advancement and promotion. Librarians employed less than 50% time are not eligible for continuing appointment.
- b) Normally, those whose appointments are at least five months, at 50% or greater time, are eligible for the same benefits as full-time staff members. Some benefits, including vacation and sick time accrual are prorated based on duty time.
- c) With approval of the PCARC, part-time Librarians have the benefit of the research leave and other service arrangements described in [Section C](#) of this chapter (Chapter III) and in the [Benefits, Compensation, and Resources section](#) of the Dean of the Faculty's website.

B. Non-reappointments, Terminations, and Retirements

1. Notice of Termination or Non-reappointment

Librarians on annual appointment must receive at least three months' notice of the University's intention not to reappoint them. Librarians on continuing appointment must, except if terminated for cause, receive at least six months' notice of termination or equivalent pay, at the option of the University. Time spent and benefits received on temporary disability may count toward satisfaction of this obligation by the University.

2. Disciplinary Action and Termination for Cause

A Librarian may be subject to disciplinary action including but not limited to suspension, dismissal, or salary freeze for cause on the basis of: (a) continuing unsatisfactory performance after due notice; or (b) conduct which is shown to violate the University's ***Rights, Rules, Responsibilities*** as well as the rules and procedures applicable to Librarians.

Before any of the above actions are taken, a Librarian is entitled to receive from their supervisor a statement in writing of the reasons for the proposed action. If the staff member wishes, they may request a hearing under the provisions of the "Appeal Procedures for Academic Professionals" ([Section E](#) of this chapter).

3. Separation as a Result of Disability

Prior to any decision to terminate a Librarian unable to perform the essential duties of their job due to disability, reasonable accommodation will be made as long as the Librarian can continue to perform the essential functions of the position. The University will also attempt to transfer that person to another position for which they are qualified.

4. Retirement

Retirement from the University is voluntary. A member of the staff who wishes to discuss

retirement should consult with either their supervisor, the Director of Talent and Organizational Effectiveness, or with the appropriate Associate Dean of the Faculty. The individual should also consult with the Office of Human Resources for information on the status of their benefits upon retirement.

The title of **Emeritus Librarian** may be conferred upon Librarians at the time of their retirement from the University after at least ten years of service. The title is conferred at the discretion of the University Librarian and with the approval of the Dean of the Faculty.

C. Leaves of Absence

1. Research Leaves

Librarians with continuing appointment and Senior Librarians are eligible for research leaves with pay. These leaves typically last between one and three months, but six months is the maximum time allowed at full pay.

All requests for research leaves are submitted to the PCARC by the relevant member of the Library Strategy Council. These requests should describe the applicant's proposed research program and be accompanied by a statement from the appropriate member of the LSC indicating support of the application in terms of its scholarly merit, of its benefit to the Library, and of its impact on the Library during the individual's absence. Committee recommendations are made to the University Librarian who then makes a recommendation to the Dean of the Faculty. Approval of research leaves will be dependent upon the quality of the proposed program and financial considerations relating to the Library. Such requests should be submitted no more than once every three years.

2. Paid Periods of Absence

Refer to the [Benefits, Compensation, and Resources section](#) of the Dean of the Faculty's website.

3. Leaves without Pay

Librarians who take a leave without pay, other than an approved Family and Medical Leave, may or may not be guaranteed employment at the end of the leave period. Where reemployment cannot be guaranteed, efforts will be made to provide the same or comparable employment. It is important that the agreements for every such leave include a written understanding of the terms and conditions of the leave and subsequent return.

Librarians contemplating leaves of absence without pay should initially discuss their plans with their supervisor and the appropriate member of the LSC. If the initial request is approved, the Librarian is required to submit a formal request to the University Librarian indicating the purpose and duration of the leave. The individual's formal leave request should be supplemented by a statement by the appropriate member of the LSC submitted directly to the University Librarian indicating the extent of support of the leave, arrangements which might be

made in the department should it be granted, and the potential benefits of the leave to the department and the Library.

For Family and Parental Leave, Military Leave and Leave for Religious Observances, refer to the Office of Human Resources ***Policy and Procedures Manual*** available at:

<https://hr.princeton.edu/myhr/policies>.

All leaves without pay must be approved by the Dean of the Faculty.

D. Professional Activities beyond a Librarian's Primary Ongoing Duties

The general propriety of outside professional activities by Princeton University Librarians is recognized, subject to the timely and successful completion of those activities and the fulfillment of a Librarian's primary ongoing duties.

Professional activities beyond a Librarian's primary ongoing duties generally make use of or deepen the Librarian's expertise and often bring professional benefits to the individual and the University. These activities may or may not involve compensation. A Librarian may, with the consent of their supervisor, devote up to four 8 to 12-hour days out of all the days in one month to professional activities beyond their primary ongoing duties without prior approval of the Dean of the Faculty, provided that not more than two 8 to 12-hour days are for professional consulting activities. For Librarians, there are two types of professional activities beyond their primary ongoing duties, which are defined as follows:

1. Professional Development, Contributions to Research and Scholarship and Service to Professional Librarianship

Librarians are encouraged to be active in professional organizations and to engage in independent research, writing, teaching, and activities which advance the goals of scholarship and the library profession, including classroom teaching at Princeton University.

2. Professional Consulting Activities

When consulting professionally, the individual should make sure that it does not adversely affect their independence, or the integrity of the University. For example, an individual may not accept a regular and continuing position with significant responsibility for the management of an outside enterprise. An individual may not become a regular and continuing employee of any outside organization, either part-time or full-time, or accept any outside position that would tend to create conflicts of interest with the position in the University. Any request for an exception to this policy must be approved by the University Librarian and the Dean of the Faculty. Exceptions are rarely granted and only in the most unusual circumstances.

Time devoted to professional consulting activities, including teaching courses at other universities, may not exceed the equivalent of two calendar days per month without prior

approval of the immediate supervisor, the University Librarian and the Dean of the Faculty.

The following principles and procedures must be applied to decisions on outside professional activities in both categories mentioned above:

- The primary obligation of Librarians is to fulfill their responsibilities to the Library. This obligation is not merely to work during particular hours on particular days, but is professional in character. No other work activity may be undertaken, whether gainful or not, which conflicts with this obligation.
- Professional activities beyond their primary ongoing responsibilities, must significantly contribute: (a) to teaching and scholarship at Princeton, (b) to sharing experience and expertise outside the University, and/or (c) to enhancing the Library and University's mission
- In professional activities beyond their primary ongoing responsibilities, whether compensated or not, an individual shall not: (a) violate the University's patent policy, (b) permit an outside agent to have a preferred position with respect to information emanating from University activities, and/or (c) negotiate or influence the negotiation of contracts between the University and organizations with which they have consulting or other significant relationships, per the University's current [conflict of interest policy](#).
- An individual shall also consult with their direct supervisor whenever considering significant new professional activities beyond their primary ongoing responsibilities.
- Only the Dean of the Faculty may approve exceptions to, or exemptions from these rules, concerning professional activities.

E. Appeal Procedures for Academic Professionals (Appealing Disciplinary Action Imposed by Supervisor)

These appeal procedures for disciplinary action apply to all professional librarians, professional researchers, and professional specialists.¹

Only the following disciplinary actions may be appealed:

- Unpaid suspension
- Suspension or termination of employment for poor performance
- Suspension or termination of employment for failure to comply with University policy (misconduct or cause)

(These are referred to collectively as "Appealable Disciplinary Action").

¹These procedures apply to the following ranks: Associate Research Scholar, Research Scholar, Senior Research Scholar, Associate Librarian, Librarian, Librarian III, Senior Librarian, Associate Professional Specialist, Professional Specialist, Senior Professional Specialist, Postdoctoral Research Associate, Senior Research Assistant, Postgraduate Research Associate, as well as any rank not specified below.

These procedures do not apply to the following ranks: Professor, Associate Professor, Assistant Professor, University Lecturers, Professors of the Practice, Senior Lecturers, Lecturers, Instructors, Lecturers with the Rank of Professor, and Lecturers with the Rank of Associate Professor.

Other disciplinary actions may not be appealed.

Procedures involving allegations of sexual harassment are addressed in separate policy and procedure: [Addressing Concerns | Inclusive Princeton](#)

Appeal Procedure

The deadline for filing an appeal is ten working days from the date the academic professional is notified of the Appealable Disciplinary Action. The Appealable Disciplinary Action will remain in effect unless/until modified by the appropriate University authority. To file an appeal, the academic professional must send a written request to the Associate Dean for Academic Affairs in the Office of the Dean of the Faculty, specifying the grounds for appeal.

Grounds for Appeal: The academic professional may file a written appeal on one or more of the following grounds: (1) there is substantial relevant information that was not presented, and reasonably could not have been presented, earlier in the process; (2) the imposed penalty does not fall within the range of penalties imposed for similar misconduct; and (3) there was procedural unfairness during the course of the disciplinary process.

The appealing party may seek the assistance of a member of the University community to serve as an adviser during the appeal process.

Within fifteen working days of receipt of the appeal request, the Office of the Dean of the Faculty will assemble a three-member Appeal Committee from the voting members of the Library Promotion, Continuing Appointment, and Review Committee (PCARC) and/or the Committee on Appointments and Advancements for Professional Researchers and Specialists (C/7). Faculty members serving on the C/7 are excluded from serving on an Appeal Committee.

The Associate Dean of the Faculty is responsible for notifying the Respondent, and others who have directly participated in the case, of the appeal.

Appeal Committee meetings are confidential. The Appeal Committee will meet privately to deliberate and make its decision. The Governance Administrator from the Office of the Dean of the Faculty will convene the first meeting of the Appeal Committee and will attend the Appeal Committee meetings as a resource to the committee, but not as a voting member. Recording of these meetings is not permitted.

The Appeal Committee is advisory to the Dean of the Faculty; the Dean of the Faculty makes the final decision regarding the appeal.

The Appeal Committee will:

1. Read the appeal documents to determine whether they identify one or more of the grounds for appeal outlined above. (If the Appeal Committee determines that the appeal documents do not meet the grounds for appeal or are in any other way deficient, it will notify the appealing party in writing and give that party three business days following the notification to address those deficiencies and resubmit the appeal documents.)

2. Meet with the appealing party (if the submission meets the grounds for appeal), ordinarily no more than two weeks from the date of the first meeting of the Appeal Committee.
3. Meet with the supervisor and other individuals, as it deems necessary.
4. Review the matter and issue a written recommendation to the Dean of the Faculty, ordinarily no more than two weeks following the meeting with the employee. The panel will prepare a written recommendation report, which will be presented to the appealing party and the respondent. This report will include:
 - a. A brief chronology of the proceedings from the receipt of the appeal through the issuance of its recommendation;
 - b. An explanation of its recommendation, citing the information relied upon in reaching its recommendation;
 - c. Any other information it deems pertinent;
 - d. A recommendation regarding the employment action.

The Dean of the Faculty will review the Appeal Committee's recommendation regarding the Appealable Disciplinary Action. The Dean's final decision will be binding; no further appeal is available under this policy.

Chapter IV: The Ranks of the Librarians

A. Senior Librarian

1. Definition

The rank of Senior Librarian is awarded to individuals with significant leadership qualities and a high level of expertise in their assigned areas of responsibility in the library and who exhibit achievements in their professional endeavors and have made impactful contributions to the Library and to the profession, which are recognized at regional, national, or international levels.

2. Criteria for Promotion or Appointment to Rank

Promotion or appointment to the rank of Senior Librarian is contingent upon a high level of performance of job-related duties and responsibilities as a Librarian or an equivalent rank. Those appointed to the rank of Senior Librarian will have continuing appointment. An individual will ordinarily meet the following criteria:

- Have a minimum of three years of professional library experience at the rank of Librarian with Continuing Appointment. Early application for continuing appointment should be considered exceptional and every effort made to ensure its success.
- Have made significant new accomplishments reflecting greater professional growth or contribution to their field 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.

- Associate Librarians may be considered for promotion to Senior Librarian after a minimum of eight years in a Librarian rank, including no less than three years at the rank of Librarian with continuing appointment.

B. Librarian

1. Definition

The rank of Librarian is a career rank; that is, an individual may remain at this rank after being granted continuing appointment. Librarians have achieved a high level of expertise and duties are generally performed independently and with initiative. The Librarians at this rank should have recognized knowledge and skills, and may hold either administrative non-administrative positions. Librarians develop areas of specialization which will enhance their value as members of the library staff and participate regularly in professional and/or University activities.

2. Criteria for Promotion or Appointment to Rank

Promotion or appointment 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 five years of professional library experience at the rank of Associate Librarian or its equivalent. Experience at another institution may count toward the five-year total.
- A successful candidate will be expected to have accomplishments in the following three areas. The accomplishments will be judged in terms of outcomes, results and impact.
 - a. Contributions to Princeton University Library
 - b. Contributions to scholarship and professional growth
 - c. Contributions to the University, library profession, and broader community

3. Continuing Appointment, Criteria for Continuing Appointment and Extensions

Continuing appointment is awarded to those Librarians who exhibit excellence in service to the University and strong proven capacity for sustained professional growth. A successful candidate will be expected to have accomplishments in the following areas. These accomplishments will be judged in terms of outcomes, results and impact.

- a. Contributions to Princeton University Library
- b. Contributions to scholarship and professional growth
- c. Contributions to the University, library profession, and broader community

The PCARC meets two times per year, in the spring and in the fall. A Librarian appointed to the rank of Librarian from outside the library staff is considered for continuing appointment at the first PCARC meeting after the Librarian's fifth anniversary of employment as a Librarian at Princeton University. Librarians may be considered for continuing appointment prior to the final year of their term. Early application for continuing appointment should be considered

exceptional and every effort made to ensure its success. 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.

4. Termination or Non-reappointment

If continuing appointment is not recommended, the Librarian is not reappointed and their appointment will terminate at the end of the fiscal year in which they are reviewed for continuing appointment, usually June 30. If, for unusual reasons such as illness or other exceptional circumstances, the University Librarian in consultation with the PCARC cannot make a recommendation on continuing appointment during this time, then it will be recommended to the Dean of the Faculty that a one-year appointment should be made. The Librarian will be considered for continuing appointment during the next PCARC meeting that occurs one year later and if not granted continuing appointment will not be reappointed for the succeeding year.

Librarians on continuing appointment may be terminated only for reasons described in [Section B](#) of Chapter III.

C. Associate Librarian

1. Definition

Associate Librarian is an early career rank which provides an opportunity for Librarians to develop advanced professional skills and explore opportunities for development in areas of specialization which will enhance their value as Librarians and for participation in professional and University activities.

2. Criteria for Appointment to Rank

For appointment to the rank of Associate Librarian an individual must meet the following criteria: Possess a master's degree in Library (and Information) Science from a program accredited by or recognized by the American Library Association, or an advanced degree in a relevant discipline.

3. Promotion

Associate Librarians are normally considered for promotion and continuing appointment during their final year of appointment at this rank. This consideration is based on the Librarian's performance of their responsibilities and demonstrated potential for growth. In exceptional circumstances, Associate Librarians may be considered for promotion one year prior to their final year of their term. If the promotion is denied, at the discretion of the University Librarian, the Associate Librarian may be reviewed again in their final year.

4. Non-reappointment

If promotion to Librarian with continuing appointment is not recommended during the final year of their term, the Librarian will not be reappointed. If, for unusual reasons such as illness or other exceptional circumstances, the University Librarian, in consultation with the PCARC, cannot make a recommendation on promotion at 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 promotion during the PCARC meeting that occurs one year later. If promotion is not recommended at that time, the Librarian will not be reappointed for the succeeding year.

D. Librarian III

Librarians appointed to the rank of Librarian III before January 1, 2004 may continue to hold that rank according to the provisions of their original appointment as stated in the *Rules and Procedures of the Professional Library Staff of Princeton University* dated Fall, 1986. No additional appointments to this rank will be made.

E. Visiting Librarian

Librarians from other institutions who visit the University to work for limited periods before returning to their home institutions are appointed, either with or without salary, to the rank of Visiting Librarian. Visiting appointments are made for specific periods.