

Policy 6-306: Academic Librarians

Revision 10. Effective date: February 8, 2022

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I. Purpose and Scope

A. Purpose.

[reserved]

B. Scope

[reserved]

II. Definitions

[reserved]

III. Policy

A. Academic librarian ranks.

1. The three ranks of academic librarians are: Librarian, Associate Librarian, and Assistant Librarian.

B. Appointments.

1. Appointments of academic librarians are made by the president of the university upon the recommendation of the cognizant library director with the concurrence of the cognizant vice president. Such appointments may be made for either an indefinite period or a specific duration.

C. Retention.

1. Upon appointment to the academic librarian staff, an individual has probationary status until they achieve a continuing appointment or are terminated. A librarian is evaluated during this probationary period at least once a year for retention or termination. During the first year of probationary service a librarian may be terminated with three months' notice in accordance with University Regulations. Termination after the first year requires twelve months' advance notice.

D. Promotions.

1. Promotions in the academic librarian ranks constitute recognition of superior performance over extended periods of time.

E. Continuing appointments.

1. A continuing appointment is defined as a commitment to continuous employment to be terminated only by voluntary resignation, retirement or for

adequate cause as specified in University Regulations and only after due process. The granting of a continuing appointment implies a commitment by the university to defend the academic freedom of the librarian. The librarian also makes a commitment to the university to serve the library, the university, the faculty and students, and the profession.

2. Criteria for retention, promotion, and continuing appointments are set forth in the guide to appointments, retention, promotions, and continuing appointments of academic librarians.

F. Review Procedures.

1. These shall be carried out by the following library committees:
 - a. Appointments Advisory Committee Retention Committee Promotion Advisory Committee Continuing Appointments
 - b. Criteria for membership, voting Procedures and chairpersons for the above committees are set forth in the guides maintained by each library.
 - c. Appeal of decisions to terminate academic librarians with continuing appointment, or to deny promotion or continued appointment. Such appeals shall be governed by the same Procedures as set forth in Policy 6-303, (reviews and appeals of RPT recommendations) and Policy 6-011 (Consolidated Hearing Committee for Faculty Disputes).
 - d. Resignations, removals, dismissals and grievances. These shall be governed by the Procedures set forth in Policy 6-307 (Resignations, Removals, Dismissals), and Policy 6-308 (Grievances).

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Policies/ Rules. [*reserved*]
- B. Procedures, Guidelines, and Forms. [*reserved*]
- C. Other Related Resources. [*reserved*]

V. References

- A. Policy 6-303: Review of Tenure-Line Faculty Members (RPT Criteria, Standards, and Procedures)
- B. Policy 6-011: Functions and Procedures of the Senate Consolidated Hearing Committee
- C. Policy 3-307: Resignations
- D. Policy 3-308: Grievances

VI. Contacts

The designated contact officials for this Regulation are:

- A. Policy Owner(s) (primary contact person for questions and advice): Associate Vice President for Faculty and Associate Vice President for Health Sciences
- B. Policy Officer(s): Senior Vice President for Academic Affairs and Senior Vice President for Health Sciences

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

- A. Current version. Revision 10.
 - 1. Approved by -- Academic Senate January 10, 2022, and Board of Trustees February 8, 2022, with effective date of February 8, 2022.
 - 2. Legislative History

3. Editorial Revisions

- a. Editorially revised [date] to move to current regulations template.

B. Previous versions.

1. Revision 9. Effective Date. February 10, 2003
2. Revision 8. Effective Date. August 20, 1987

C. Renumbering

1. Renumbered from PPM 9-5.4