

Procedures for Initial Appointment, Reappointment, and Promotion for Covered Library Faculty at The University of North Carolina at Charlotte

Approved December 4, 2003

Introduction

The University of North Carolina at Charlotte Library faculty members covered by these Procedures are referred to as “Covered Library Faculty.” Covered Library Faculty are members of the faculty appointed, reappointed, or promoted to the rank of Interim Assistant Professor (Library), Assistant Professor (Library), Associate Professor (Library), or Professor (Library), and do not serve in tenure-track appointments.

The J. Murrey Atkins Library is recognized as an academic unit within the Division of Academic Affairs of The University of North Carolina at Charlotte. The University Librarian is considered equivalent to the dean of an academic college. Covered Library Faculty at the University of North Carolina at Charlotte have faculty status under the Special Faculty provisions of Section III.D of the *Tenure Policies, Regulations, and Procedures of The University of North Carolina at Charlotte* (hereinafter “TPRP”), approved by the Board of Trustees of the University of North Carolina, as they may be revised from time to time. Covered Library Faculty are accorded all the rights and protections provided under the TPRP for such appointments. Covered Library Faculty are eligible for membership on Faculty Council and faculty committees as permitted by the TPRP and the Faculty Constitution. In addition, Covered Library Faculty are eligible for grants, fellowships, research funds, and professional development release time.

These procedures shall be effective upon approval by the Provost.

I. Covered Library Faculty Ranks and Qualifications

Appointment to the rank of Interim Assistant Professor (Library), Assistant Professor (Library), Associate Professor (Library) or Professor (Library) is dependent upon the individual’s qualifications. Initial appointment as a Covered Library Faculty member may be at any rank. Minimum qualification for appointment to the Covered Library Faculty is normally a master’s degree in Library or Information Science from a school accredited by the American Library Association. However, in exceptional circumstances, the unique requirements of a particular position may call for an appropriate advanced degree in another field related to the position, in lieu of a master’s degree in Library or Information Science. In exceptional circumstances, justified on a case-by-case basis, the University Librarian may substitute for this academic preparation other qualifications, such as outstanding professional experience and demonstrated competence.

Additional qualifications may be required for appointment to specific positions. In addition, a person must demonstrate the ability to become a successful member of the Library Faculty, exhibit the potential for future contributions to the University and the profession and, depending on the rank, develop or master the Association of Southeastern Research Libraries (ASERL) core competencies, as they may be revised from time to time.

A. Interim Assistant Professor (Library)

The Interim Assistant Professor (Library) is an entry-level appointment rank. It is for library faculty with little or no experience in librarianship.

Appointment to this rank requires:

- Master’s degree in Library and Information Science or other relevant master’s degree
- Evidence of potential for professional growth and contributions to the Library, the University and the library profession
- Evidence of potential for meeting ASERL core competencies

Review for promotion in rank for Covered Library Faculty member at the rank of Interim Assistant Professor (Library) is mandatory, as set forth in Section III.D.4(a) below.

B. Assistant Professor (Library)

In addition to the requirements for the Interim Assistant Professor (Library) rank, appointment or promotion to the Assistant Professor (Library) rank requires:

- A record of successful performance of duties in the assigned area of responsibility
- Evidence of professional growth.
- Mastery of the Association of Southeastern Research Libraries (ASERL) core competencies that are most relevant to the assigned area of responsibility

A library faculty member at the rank of Assistant Professor (Library) may elect not to seek promotion to a higher rank during his/her career at the J. Murrey Atkins Library.

C. Associate Professor (Library)

In addition to the requirements for the Interim Assistant and Assistant Professor (Library), appointment or promotion to the Associate Professor (Library) rank requires:

- A record of outstanding performance of duties in the assigned area of responsibility
- Recognition by professional librarians for work in the individual's field of specialization in library work, especially at the local, state or regional levels
- A record of substantial and continued professional growth
- Mastery of all of the Association of Southeastern Research Libraries (ASERL) core competencies

A library faculty member at the rank of Associate Professor (Library) may elect not to seek promotion to a higher rank during his/her career at the J. Murrey Atkins Library.

D. Professor (Library)

In addition to the requirements for the Interim Assistant Professor (Library), Assistant Professor (Library) and Associate Professor (Library), the Professor (Library) rank requires:

- A sustained record of superior performance of duties in assigned area of responsibility reflecting substantial professional library experience and expertise
- Superior knowledge of, and demonstrated mastery of, a special area of librarianship
- National or international leadership recognition and recognition as an authority in her/his field of specialization in library work
- A record of major and continuing contributions to the Library, the University and the library profession

II. Committees

A. Committee Procedures

Deliberations, recommendations, and decisions of the Search Committee and the Committee on Appointment, Reappointment, and Promotion shall be in accordance with the TPRP and *The Code of the University of North Carolina*, as those documents may be revised from time to time. The rules and regulations set forth in the TPRP regarding closed sessions, confidentiality, and impermissible grounds for decisions are applicable to the Search Committee and the Committee on Appointment, Reappointment, and Promotion.

B. Eligibility of the University Librarian

The University Librarian is not eligible to serve on the committees.

C. Search Committee

When a Covered Library Faculty position is to be filled, the University Librarian shall appoint a Search Committee for the position composed of at least three representatives he or she deems appropriate, but in no case shall a Search Committee include a current member of the Committee on Appointment, Reappointment, and Promotion. A Search Committee may include Library personnel who are not Library Faculty and University faculty outside the Library. Whenever possible, however, the majority of the Search Committee members shall be Library Faculty members. The chair of the Search Committee shall be appointed by the University Librarian and preferably the supervisor of the position that is vacant or created.

The functions of the Search Committee generally include:

- assisting with development of the job description and the criteria for the position,
- assisting with development of the recruitment plan for the position,
- seeking and finding qualified applicants who are interested in applying for the position,
- conducting an active search for qualified applicants,
- receiving, reviewing, and evaluating the applications of the candidates,
- recommending candidates to be interviewed to the University Librarian,
- participating in interviews of the top candidates for the position, and
- recommending final candidate(s) to the University Librarian.

The University Librarian's charge to a Search Committee will vary according to the needs for each position; however, the charge should address the following:

- the time schedule for the search;
- the University's goals to increase faculty diversity;
- the number of final candidates to be recommended;
- the resources available to support the activities of the Search Committee and pay for the expenses of candidates to be invited for interviews;
- administrative guidelines and tasks involved in the recruitment and screening processes; and
- the importance of confidentiality in the recruitment process.

D. Committee on Appointment, Reappointment, and Promotion

The Committee on Appointment, Reappointment, and Promotion shall be elected from the Covered Library Faculty by the Covered Library Faculty.

The Committee shall consist of three members and one alternate with overlapping terms so that some members are elected each year. The term of office shall be two years without the possibility of serving a second consecutive term. Only those individuals having the rank of Assistant Professor (Library), Associate Professor (Library), or Professor (Library) that have been employed as a member of the Library Faculty for a period of not less than three years at the time of election are eligible to serve on the Committee. If an insufficient number of Covered Library Faculty members meet such criteria, however, the unfilled positions on the Committee may be elected by the Covered Library Faculty from the Tenured Library Faculty. No faculty member being reviewed is eligible for Committee membership. The University Librarian or his or her designee will coordinate the election of this Committee.

The Committee shall be responsible for providing a written evaluation and recommendation concerning appointment, reappointment, and promotion of a Covered Library Faculty member to the University Librarian in accordance with these Procedures and the TPRP. The Committee may recommend policies and procedures to the University Librarian on all matters relating to employment

status, sanctions, and grievances for Covered Library Faculty members. The Committee interviews candidates for appointment to Covered Library Faculty positions as provided in Section III below. Policy and personnel recommendations shall be in accordance with these Procedures and the TPRP.

III. Procedures for Appointment, Reappointment, Promotion, and Annual Review

A. Procedures for Initial Appointment

The University Librarian will appoint a Search Committee as provided in Section II.C above, and discuss with it all pertinent information regarding the position, including qualifications.

1. Materials Required of Candidates

Candidates for initial appointment to the Covered Library Faculty are responsible for submitting or having submitted written documentation of qualifications. Candidates will submit an updated resume/vita and will be responsible for having submitted official transcripts and a minimum of three confidential letters of recommendation. Candidates may also be required to submit additional information, as requested by the Search Committee, the Committee on Appointment, Reappointment, and Promotion, or the University Librarian.

2. Interview

The University Librarian or his or her designee coordinates all interviews and arranges an interview schedule that allows broad input from other Library Faculty and support staff whose work may affect or be affected by the future work of the candidate. Both the Search Committee and the Committee on Appointment, Reappointment, and Promotion will interview each candidate.

The University Librarian is responsible for clarifying to the candidate that he or she is being considered for a position with Covered Library Faculty status. It is the responsibility of the University Librarian to explain, or provide the candidate a written description of, the duties associated with the position.

Any individual or group (other than the Search Committee or the Committee on Appointment, Reappointment and Promotion) scheduled by the University Librarian or designee to meet with the candidate may send the University Librarian or his or her designee written comments concerning the suitability of each candidate for the action under consideration. The University Librarian or his or her designee shall make the file of comments available to both the Search Committee and the Committee on Appointment, Reappointment and Promotion. Oral statements of opinion will not be accepted.

3. Recommendations

After interviewing the candidates, the Search Committee and the Committee on Appointment, Reappointment, and Promotion shall provide the University Librarian with their written advice and recommendations concerning each candidate or group of candidates invited for interviews. Recommendations regarding more than one candidate for a single position should be arranged in priority order. If a committee cannot make a unanimous recommendation, the committee in its report to the University Librarian shall state clearly the reasons for dissent or allow a minority report to be filed as part of its report.

The University Librarian shall consider each committee's recommendations. The appointment decision of the University Librarian is final.

B. Terms of Appointment

The initial term of appointment, rank, position assignment, and salary of each Covered Library Faculty member are determined by the University Librarian in accordance with the *UNC Charlotte Academic Personnel Procedures Handbook*.

1. Initial Appointments

An initial appointment of a Covered Library Faculty member shall normally be for a period of two calendar years, beginning on any date at the discretion of the University Librarian, but in all cases ending on June 30. The University Librarian has the discretion to grant a three-, four-, or five-year initial appointment.

2. Second Term Appointments

A second appointment for a Covered Library Faculty member successfully completing an initial two-year appointment shall normally be for a three-year period.

A second appointment for a Covered Library Faculty member successfully completing an initial three, four- or five-year appointment shall normally be for five years.

A reappointment with counseling or warning shall be for a term determined by the University Librarian.

3. Subsequent Term Appointments

A third or subsequent appointment for a Covered Library Faculty member shall normally be for a period of five years.

Reappointments with counseling or warning shall be for a term determined by the University Librarian.

4. Term Beginning and Ending Dates

Normally, term appointments begin on July 1 of the first year of the term and end on June 30 of the final year of the term. A term appointment beginning later than July 1 may not therefore be for an exact fiscal year or years.

C. Considerations in the Review Process

Reviews will consider evidence of performance in the areas of professional responsibility, professional activity and scholarship, professional development, University and Library service, and professionally related public service, as set forth in Appendix A. In all cases, the Covered Library Faculty member's performance in the assigned area of responsibility shall be given primary consideration. The purpose of such reviews is (1) to provide a record of performance in the assigned area of responsibility, and (2) to aid in addressing weaknesses in performance.

D. Procedures for Annual Review, Reappointment, and Promotion in Rank

1. Notice

a. Reappointment

During the first and second years of employment as a member of the Library staff with faculty status, a Covered Library Faculty member will receive written notice of reappointment or nonreappointment from the University Librarian not later than six months prior to the end of the current appointment.

During the third and subsequent years of employment as a member of the Library staff with faculty status, a Covered Library Faculty member will receive written notice of reappointment or nonreappointment from the University Librarian not later than twelve months prior to the end of the current appointment.

b. Promotion in Rank

If a Covered Library Faculty member at the rank of Interim Assistant Professor (Library) is considered for promotion, or if a Covered Library Faculty member at the rank of Assistant Professor (Library) or Associate Professor (Library) initiates consideration for promotion concurrent with consideration for reappointment, the notice provisions set forth in Section III.D.1(a) above shall apply to such promotion decisions.

If a Covered Library Faculty member at the rank of Assistant Professor (Library) or Associate Professor (Library) initiates consideration for promotion by written request to the University Librarian pursuant to Section III.D.4(b) below at a time that is not concurrent with consideration for reappointment, the University Librarian shall provide written notice of his/her decision to recommend promotion or not to recommend promotion no later than six months after the Covered Library Faculty member submits such request. If the University Librarian decides not to recommend promotion of a Covered Library Faculty member at the rank of Assistant Professor (Library) or Associate Professor (Library), such notice shall include a written statement of that decision and the reasons for that decision.

2. Annual Performance Review

Each Covered Library Faculty member will have an annual performance review and will add to his or her annual review file a written, signed, self-assessment. The University Librarian will establish the calendar for the annual performance review. Library Administrative Services maintains the annual review files.

The self-assessment will be based on the considerations for review in accordance with Section III.C above and the evidence of performance set forth in Appendix A. It will describe the Covered Library Faculty member's achievements and accomplishments since the preceding review, and set goals and objectives for the coming year.

The Covered Library Faculty member's immediate supervisor shall write the annual performance review and have a conference with the Covered Library Faculty member to discuss the performance review and the goals and objectives for the coming year. After the meeting, the immediate supervisor will submit his/her final written review to the Covered Library Faculty member's annual review file.

The annual review file shall be submitted to each successive higher-ranking supervisor, who shall each have the opportunity to add his or her written comments to the review file, until it is finally

submitted to Library Administrative Services. That office will provide the Covered Library Faculty member written notice that the complete file is available for review. The Covered Library Faculty member shall have ten (10) days following such notice to submit to the University Librarian written comments on or a rebuttal to any of the information in the review file. Each Covered Library Faculty member electing to review the final review file must sign a form in the file to indicate that he/she has seen the file. After ten days following written notice to the Covered Library Faculty member that the complete file is available for review, Library Administrative Services shall send the review file to the University Librarian.

3. Reappointment Review

The University Librarian establishes the calendar for reappointment review. The Committee on Appointment, Reappointment, and Promotion, with the assistance of Library Administrative Services, shall conduct reviews for reappointment of the designated Covered Library Faculty members each year during the months of August through October.

A Covered Library Faculty member at the rank of Interim Assistant Professor (Library) shall either be promoted or not reappointed. Each spring the University Librarian will notify the Covered Library Faculty of Covered Library Faculty members who shall be considered for reappointment during the following year.

The Committee on Appointment, Reappointment, and Promotion reviews a faculty member's review file. The Covered Library Faculty member shall assure that each of the following required documents is included in the review file, compiled as follows:

- Current Vita
- Copies of all annual performance reviews since the last reappointment review
- A written assessment from the immediate supervisor and each appropriate higher level supervisor
- Covered Library Faculty member's statement, a two to five page document prepared by the Covered Library Faculty member summarizing his/her level of performance as a practicing librarian and contributions to research, scholarship, and creative endeavor and/or service to the profession, the University and the Library during the years covered by the review period
- Copies of any relevant documentation of professional achievement

If the review file is incomplete, the University has no obligation to proceed with the review. A candidate has an opportunity to object to a reviewer who has a potential conflict of interest (e.g., supervisory, familial, or domestic relationships), and a reviewer who has a conflict of interest to recuse himself/herself from reviewing a particular candidate. If a reviewer refuses to recuse himself/herself after the candidate has objected to the reviewer based upon a potential conflict, the Chair of the Committee, in consultation with the University Librarian, shall determine whether a conflict of interest exists. The Chair shall remove from the Committee the faculty member who has a conflict of interest, and shall substitute another reviewer for reviewing that particular candidate. If the candidate objects to the Chair of the Committee based upon a potential conflict, the remaining members of the Committee, in consultation with the University Librarian, shall determine whether a conflict of interest exists. If they determine that a conflict of interest exists, they shall remove the Chair from the Committee and shall elect a substitute chair for reviewing that particular candidate.

The Committee on Appointment, Reappointment, and Promotion shall provide the University Librarian its written advice and recommendation concerning reappointment for the Covered Library Faculty member. The Committee's advice and recommendation shall consider the previously established goals and objectives of the individual and the Library. The Committee

shall include this recommendation in the candidate's review file and forward the file to Library Administrative Services; the Committee shall also send a copy of its recommendation to the candidate. Library Administrative Services will provide the Covered Library Faculty member written notice that the complete file is available for review. The Covered Library Faculty member shall have ten (10) days following such notice to submit to the University Librarian written comments on or a rebuttal to any of the information in the review file. Each Covered Library Faculty member electing to review the final review file must sign a form in the file to indicate that he/she has seen the file. After ten days following written notice to the Covered Library Faculty member that the complete file is available for review, Library Administrative Services shall send the review file to the University Librarian.

If the University Librarian decides not to recommend reappointment of a Covered Library Faculty member, he/she shall provide the faculty member under consideration a written statement of that decision and the reasons therefore. The University Librarian's negative decision on all recommendations for reappointment or non-reappointment is final. A Covered Library Faculty member who contends that a decision not to reappoint was based on impermissible grounds or material procedural irregularities may seek review of such decision in accordance with the procedures of Section V of the TPRP.

The University Librarian shall make the final decision on all reappointment or non-reappointment recommendations of the Committee on Appointment, Reappointment, and Promotion.

4. Review for Promotion in Rank

a. Promotion to the Rank of Assistant Professor (Library)

Review for promotion in rank for Covered Library Faculty member at the rank of Interim Assistant Professor (Library) is mandatory, and such faculty members will receive written notice of a decision on promotion or nonreappointment in accordance with the notice provisions set forth in Section III.D.1 above. The University Librarian establishes the calendar for promotion review and shall notify the Covered Library Faculty member in writing that the review is to be conducted.

b. Promotion to the Rank of Associate Professor (Library) or Professor (Library)

A Covered Library Faculty member at the rank of Assistant Professor (Library) or Associate Professor (Library) may initiate consideration for promotion coincident with review for reappointment or at any other time, by written request to the University Librarian.

c. Review for Promotion in Rank

The Committee on Appointment, Reappointment, and Promotion reviews a Covered Library Faculty member's review files. The Covered Library Faculty member shall assure that each of the following required documents is included in his or her review file, compiled as follows:

- Current Vita
- Copies of the all annual performance reviews received during the last five years of employment at the J. Murrey Atkins Library
- A written assessment from the immediate supervisor and each appropriate higher level supervisor
- Covered Library Faculty member's statement, a two to five page document prepared by the Covered Library Faculty member summarizing his/her level of performance as a practicing librarian and contributions to research, scholarship, and creative

endeavor and/or service to the profession, the University and the Library during the years covered by the review period

- Copies of any relevant documentation of professional achievement

If the review file is incomplete, the University has no obligation to proceed with the review. A candidate has an opportunity to object to a reviewer who has a potential conflict of interest (e.g., supervisory, familial, or domestic relationships), and a reviewer who has a conflict of interest to recuse himself/herself from reviewing a particular candidate. If a reviewer refuses to recuse himself/herself after the candidate has objected to the reviewer based upon a potential conflict, the Chair of the Committee, in consultation with the University Librarian, shall determine whether a conflict of interest exists. The Chair shall remove from the Committee the faculty member who has a conflict of interest, and shall substitute another reviewer for reviewing that particular candidate. If the candidate objects to the Chair of the Committee based upon a potential conflict, the remaining members of the Committee shall determine, in consultation with the University Librarian, whether a conflict of interest exists. If they determine that a conflict of interest exists, they shall remove the Chair from the Committee and shall elect a substitute chair for reviewing that particular candidate.

The Committee on Appointment, Reappointment, and Promotion shall provide the University Librarian its written advice and recommendation concerning promotion in rank for the Covered Library Faculty member. The Committee's advice and recommendation shall consider previously established goals and objectives of the individual and the Library. The Committee shall include this recommendation in the candidate's review file and forward the file to Library Administrative Services; the Committee shall also send a copy of its recommendation to the candidate. Library Administrative Services will provide the Covered Library Faculty member written notice that the complete file is available for review. The Covered Library Faculty member shall have ten (10) days following such notice to submit to the University Librarian written comments on or a rebuttal to any of the information in the review file. Each Covered Library Faculty member electing to review the final review file must sign a form in the file to indicate that he/she has seen the file. After ten days following written notice to the Covered Library Faculty member that the complete file is available for review, Library Administrative Services shall send the review file to the University Librarian.

The University Librarian's negative decision on all recommendations for promotion is final. A Covered Library Faculty member who contends that a decision not to promote was based on impermissible grounds or material procedural irregularities may seek review of such decision in accordance with the procedures of Section V of the TPRP.

5. Salary Adjustments

The appropriate Library manager/department head, after consultation with the immediate supervisor, will send a recommendation concerning a salary increase for each Covered Library Faculty member to the University Librarian. Final decisions rest with the University Librarian, subject to the approval of the Provost under guidelines established by the appropriate governing bodies. The evidence of performance listed in Appendix A will be used in salary adjustment decisions.

IV. Revision of the Procedures for Initial Appointment, Reappointment, and Promotion for Covered Library Faculty at The University of North Carolina at Charlotte

These Procedures shall be reviewed at least every five years by the Committee on Appointment, Reappointment, and Promotion, according to such procedures as the Committee may establish. The Committee may recommend changes to this document to the University Librarian.

APPENDIX A

Representative evidence of performance for review, promotion, and salary adjustments for all ranks of Covered Library Faculty:

Assigned area of responsibility:

- Documentation of formal course work and/or independent study, which enhances job performance or professional development
- Development and implementation of policies, programs, systems, and services that advance overall Library goals and objectives
- Quality of performance as a practicing professional librarian in the area of professional responsibility
- Completion of goals and objectives
- Effectiveness as an administrator and/or supervisor as documented in performance reviews
- Development and/or organizing of library collections in furtherance of library goals and objectives (including identification, selection, and acquisition of library materials; and/or analysis, development, organization, maintenance, and quality control of bibliographic records)
- Design and implementation of library service programs (including analysis of present methods and presentation of alternatives)
- Techniques employed to encourage use of library resources (including classroom and individual instruction, web pages, bibliographies, guides, brochures, and other forms of publicity)
- Analysis of library problems developed in the course of one's work leading to a solution
- Development of in-house publications
- Presentation/coordination of workshops/seminars for library staff that result in carrying out the library goals and objectives.
- Statements shared with staff concerning useful knowledge gained from attendance at conferences, workshops, or other professional meetings

Professional activity and scholarship

- Evidence of active participation in library related professional organizations
- Description of activities outside the University in which one's professional library expertise was utilized (consultant work)
- Papers published on subjects directly relevant to Library duties
- Monographs or articles in peer-reviewed or scholarly journals
- Completion of special projects or grants that advance bibliographic knowledge and principles
- Reports to library staff of special projects, grants, consultative work and/or workshops/seminars presented/ordinated that resulted in meeting library goals and objectives
- Published research that adds to the body of knowledge of a subject field
- Papers delivered at professional or scholarly meetings
- Presentation/coordination of workshops/seminars for staff, library faculty, or professional groups
- Citations and reviews of publications
- Bibliographies of in-house publications, editorial, indexing, abstracting activity
- Descriptions of work in press or accepted for publication by recognized publishers
- Other evidence of merit or recognition related to professional activity or scholarship
- Multimedia projects of a professional or scholarly nature that result in meeting library goals and objectives

Professional Development

- Documented successful completion of relevant academic classes, workshops, seminars, or short courses, through internships, fellowships, or other equivalent forms of study
- Achievement of additional advanced degrees

Service

- Committee service within the Library
- Committee service and related activities at the University level
- Appropriate external activities based on one's professional expertise
- Involvement in the initiation, planning, and carrying out of events of a cultural or extracurricular nature within the University
- Professionally related public service in the Charlotte and North Carolina area
- Leadership in professional and scholarly associations

Whenever possible, documentation of service activities should include letters attesting to the nature and quality of service on the Committee as reported by others familiar with the work.