

The University of Alabama in Huntsville  
Policy on Lecturer and Librarian Titles and Positions

Draft

**Number:**

**Division:** Academic Affairs

**Date:** March 2016

**Purpose:** This policy defines lecturer and librarian faculty titles and positions at The University of Alabama in Huntsville.

**Policy:** The lecturer and librarian academic titles and credentials defined below are required for the appointment and promotion of lecturers and librarians who are classified as non-tenure-track faculty. Recruitment and hiring of lecturers and librarians shall conform to the University's Affirmative Action Plan and comply with the Faculty Recruiting and Hiring Policy 02.01.06. Additionally, like all other faculty employed at the University, lecturers and librarians involved in instruction must meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) credential requirements for teaching at the appropriate level.

**Procedures:**

**Non-Tenure-Track Faculty Appointments/Promotions: Lecturers and Librarians**

The lecturer and librarian appointments are non-tenure track faculty appointments. Non-tenure-track faculty are given either (1) a one year appointment, or (2) an appointment that may continue for a stated period of time up to three years, renewable annually for one year within that period, contingent upon the faculty member's satisfactory performance, the availability of funds, and the instructional needs of the department. If the appointment continues for the appointment period stated in the appointment letter, the appointment comes to an end at the end of the stated appointment period. If the individual is not reappointed, no further action is needed by the university.

The review of a non-tenure-track faculty member follows the review process outlined in Chapter 7 of the UAH Faculty Handbook. Recommendations for reappointment of a lecturer or librarian are the responsibility of a unit's reappointment committee consisting of at least three faculty members appointed by the unit chair or head. The committee writes an evaluation of the individual's performance and a statement of the need for his or her continued services. Recommendations for reappointment or non-reappointment are submitted by the unit chair or head to the dean or director early in the semester prior

to the end of the lecturer's or librarian's current appointment. The dean or director, with the approval of the provost, issues a letter of reappointment or non-reappointment.

The annual renewal of an appointment that is potentially multi-year is based on the committee's and unit chair's or head's recommendation to the dean or director. The dean or director reviews the recommendation and with the approval of the provost may either renew or not renew the lecturer or librarian.

If the lecturer or librarian is seeking promotion, the reappointment committee will review the promotion request and provide a written review of the candidate's promotion file to the unit chair or head, stating whether the candidate meets the criteria for promotion. The unit chair or head then reviews the promotion file and writes a letter of recommendation to the dean or director. For those colleges organized into departments, the promotion file is then reviewed by the College Promotion and Tenure Advisory Committee (PTAC), which then votes on the candidate's promotion file and submits the promotion file to the dean. For the library and non-departmentalized colleges, the promotion file is reviewed by the director or dean without a PTAC review. After reviewing the promotion file, the dean or director provides a recommendation and submits the promotion file to the provost, who makes the promotion file available to the University Review Board (URB) for its review and vote. The provost receives the URB's recommendation and conducts an independent review prior to making a final decision. In conducting the review, the provost evaluates all information submitted and may utilize professional assessments from appropriate faculty and academic administrators, as well as the promotion file and all previous recommendations. The provost, with the concurrence of the president, makes the final decision on the promotion of a lecturer or librarian.

Service in a non-tenure-track appointment is not considered part of a probationary period for tenure consideration, and tenure cannot be earned in the position.

## **Librarian Series**

**Library Lecturer.** Appointment to this rank requires a master's degree from a library school accredited by the American Library Association or a master's degree relevant to the individual's subject specialty. A library lecturer demonstrates potential to carry out instructional, scholarly, and creative duties required to perform the informational needs of the position and shows evidence of professional growth in the field.

**Assistant Librarian.** Appointment or promotion to the rank of assistant librarian includes all of the requirements of library lecturer. In addition, appointment/promotion to this rank requires a minimum of four years of relevant professional library experience. The following additional criteria apply to the position of assistant librarian. An assistant librarian demonstrates ability to handle information needs as assigned by specific job duties in accordance with ACRL defined guidelines<sup>1</sup> (instructional, scholarly, creative, assessment, technical, and service duties) and shows evidence of scholarly activity,

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<sup>1</sup> <http://www.ala.org/acrl/standards/promotiontenure#promorank>

which may include but is not limited to publications in library or discipline-specific journals, presentations and exhibits at the local and regional level, development of programs and operating procedures for pertinent departments, participation in continuing education efforts, etc. An assistant librarian also demonstrates service to the library or university by serving on committees and by membership in professional library or library-related associations.

**Associate Librarian:** Appointment or promotion to the rank of associate librarian normally requires at least eight years of relevant professional library experience. Appointment/promotion to this rank also normally requires a minimum of four years full-time appointment at the assistant librarian rank in addition to meeting the following criteria. A candidate for the position of associate librarian demonstrates outstanding performance of primary job responsibilities in accordance with ACRL defined guidelines<sup>2</sup> and demonstrates leadership and planning skills for library and/or university projects. An associate librarian shows evidence of scholarly activity that may include but is not limited to publications in library journals or discipline-specific journals; presentations at the local or state level, development of exhibits, and participation in or leading continuing education efforts; working collaboratively with university faculty to develop subject-specific library-related curricular content; etc. In addition, an associate librarian demonstrates service to the library and the university by serving in a leadership capacity on library or university committees and by participating in professional library or library-related associations.

**Librarian:** Appointment or promotion to the rank of librarian requires demonstration of nationally-recognized excellence in the library field, normally involving a minimum of twelve years relevant professional experience. Appointment/promotion to this rank also normally requires a minimum of four years full-time appointment at the associate librarian rank in addition to meeting the following criteria. A candidate for the position of librarian demonstrates overall superior performance in primary job responsibilities in accordance with Association of College and Research Libraries (ACRL) defined guidelines<sup>3</sup> and demonstrates leadership in creative problem-solving and strategic planning skills in the management of library resources. In the position of librarian, the individual meets or exceeds a high level of understanding of the library's mission and the relationship of the library to the mission of the university. A librarian is recognized nationally as a proven scholar with a record of publications, presentations, exhibits and other scholarly activities and is an outstanding educator. The individual further demonstrates service to the library and to the university by serving in a leadership capacity on university committees and by participating in professional library or library-related associations, assuming leadership responsibilities in these associations.

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<sup>2</sup> <http://www.ala.org/acrl/standards/promotiontenure#promorank>

<sup>3</sup> <http://www.ala.org/acrl/standards/promotiontenure#promorank>

## **Lecturer Series**

**Lecturer:** To be eligible for appointment at the rank of lecturer, an individual must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the discipline in which the lecturer teaches. The primary responsibilities of an individual appointed as a lecturer are instruction, student learning, and retention, with an emphasis on student success, and curriculum development. Contributions such as highly effective and consistent dedication to student learning, retention, and success; scholarly and/or creative activities or publications; grantsmanship usually related to instruction and student activities; consistent and conspicuous involvement in institutional and professional service responsibilities; and professional development activities are expected and required for promotion. Other duties may be assigned.

The teaching load for lecturers is normally eight 3 or 4 credit hour courses equaling either 24 or 32 semester hours in the academic year. Those who teach 24 semester hours typically have additional expectations for service in student advising, participation in departmental programs concerned with student activities, additional responsibilities in instructional matters required by their courses, or other responsibilities as assigned by the chair of the department. Those who teach 32 semester hours normally do not have any additional responsibilities. Teaching requirements may be adjusted for involvement in important projects, special activities of value to the department and the college, or special needs/requirements of the courses taught. Lecturers do not participate in departmental processes concerning appointments, reappointments, promotion, and tenure.

**Senior Lecturer:** Promotion to the rank of senior lecturer includes all of the requirements of a lecturer and is intended to recognize efforts and performance that combine instructional effectiveness with additional significant contributions to the mission of the university. These contributions may include instructional and curriculum development; dedication to student learning, retention, and success; scholarly and/or creative activities or publications; grantsmanship usually related to instruction or student activities; consistent and conspicuous involvement in institutional and professional service responsibilities; professional development activities; and continuing education. An individual promoted to the rank of senior lecturer will normally have held a regular, full-time appointment as a lecturer at The University of Alabama in Huntsville for a minimum of six, preferably consecutive, years.

**Distinguished Lecturer:** Promotion to the rank of distinguished lecturer is intended to recognize high quality efforts and performance that combine excellent instructional effectiveness with additional significant contributions to the mission of the university. These contributions may include high level performance in instructional and curriculum development; dedication to student learning, retention and success; scholarly and/or creative activities or publications; grantsmanship usually related to instruction or student activities; consistent and conspicuous involvement in institutional and professional

service responsibilities; professional development activities; and continuing education. An individual promoted to the rank of distinguished lecturer must have held a regular, full-time appointment as a senior lecturer at The University of Alabama in Huntsville for a minimum of six, preferably consecutive, years.

**Review:** Academic Affairs will review the policy every five years or soon as needed.

**Approval**

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Chief University Counsel

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Date

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Vice President for Diversity

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Senior Vice President for Business  
and Finance

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Vice President for Research and  
Economic Development

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Provost and Executive Vice President  
for Academic Affairs

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Date

**APPROVED:**

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President

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