

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

Draft

**Number:**

**Division:** Academic Affairs

**Date:** May 2016

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

**Policy:** The librarian academic titles and credentials defined below are required for the appointment and promotion of librarians who are classified as non-tenure-track faculty. Recruitment and hiring of 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, 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: Librarians**

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.~~ **After a Librarian has been appointed for 8 consecutive years, he/she cannot be dismissed without due process. The causes for dismissal are proven financial distress of the University, gross misconduct or continued non-satisfactory performance. In all cases a review committee will evaluate the dismissal process.**

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 librarian are the responsibility of the Library reappointment committee consisting of at least three Librarian 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 **director** of the Library early in the semester prior to the end of the librarian's current appointment. The 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 recommendation to the director. The director reviews the recommendation and with the approval of the provost may either renew or not renew the lecturer librarian. **If the director does not agree with the recommendation of the committee he/she has 30 days to notify the committee in writing of the reasons for the decision not to appoint.**

If the 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 head, stating whether the candidate meets the criteria for promotion. The unit head then reviews the promotion file and writes a letter of recommendation to the 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 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 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, 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>1</sup> <http://www.ala.org/acrl/standards/promotiontenure#promorank>

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

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

**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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