

# Policy on appointment, promotion, and permanent status of library faculty

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## 1. Introduction

Librarians at St. Mary's College of Maryland (SMCM) hold faculty status and as such are colleagues with the academic teaching faculty in pursuit of the mission of the College. SMCM library faculty use professional, scholarly, and disciplinary knowledge in a variety of ways: selecting, acquiring, and organizing scholarly information; teaching in both formal and informal settings; and providing management of staff and resources in order to facilitate access to scholarly information and library services for all members of the campus community.

The SMCM library faculty must remain professionally informed, contribute to the development of ideas and knowledge in their fields of expertise, participate in opportunities to share and discuss that knowledge, and seek opportunities for service in the Library, on campus, with our state consortium, and nationally.

The policies and procedures outlined below describe the process whereby library faculty obtain their rank at appointment, are promoted, earn permanent or emeritus status, and receive professional leave at SMCM. This document applies to all library faculty, holdings the ranks of Librarian I, Librarian II, Librarian III, or Librarian IV. Contractual faculty are not eligible for permanent status, but may receive a rank.

## 2. Library Faculty Ranks

Each full-time librarian at SMCM holds a functional position title based on his or her primary work assignment. In addition, each librarian holds a faculty rank commensurate with his or her level of professional experience and achievement. The expectations for higher ranks are cumulative.

The only library faculty ranks that may involve permanent status are Librarian III and Librarian IV. The following are the minimum qualifications for appointment or promotion to the library faculty ranks in use by St. Mary's College of Maryland.

### **Librarian I**

Librarians at this rank must have a master's degree from an American Library Association accredited program. They have less than three years of appropriate experience. Continuing professional development, evidenced by increased competence and continuing acquisition of knowledge and skills, is the primary responsibility of librarians at this rank. This rank does not carry permanent status and is parallel to Assistant Professor.

### **Librarian II**

Appointment or promotion to this rank normally requires a minimum of three years of professional experience. Librarians at this rank have demonstrated professional development evidenced by achievement of a specialization in a subject, service, technical, administrative, or other area of value to the library. Librarians in this rank show potential for meeting the criteria for promotion to Librarian III. This rank does not carry permanent status and is parallel to Assistant Professor. Library faculty with this rank must apply for promotion to Librarian III (and permanent status) in their 6<sup>th</sup> year of employment unless a different timetable has been agreed upon at the time of hire and is clearly indicated on the letter offering employment.

### **Librarian III**

Appointment or promotion to this rank normally requires a minimum of six years of professional experience, three of which must be a level comparable to the rank of Librarian II. Librarians at this rank shall have a high level of competence in performing professional duties. They shall have served the Library, the campus, or the community, in some significant way, and shown evidence of creative or scholarly contribution. They shall have shown promise of continued productivity in librarianship, service, and scholarship or creativity. Promotion to this rank from within confers permanent status. Direct appointment to this rank from as a new hire may confer permanent status as determined during the hiring process. This rank is parallel to associate Professor.

### **Librarian IV**

Appointment or promotion to this rank normally requires a minimum of nine years of professional experience, three

of which must be at a level comparable to the rank of Librarian III. Librarians at this rank show evidence of superior performance in work and professional responsibility. They have shown evidence of, and demonstrate promise for, continued contributions in valuable service and creative or scholarly activity. Such achievement should include leadership roles on the campus, state, regional, or national level. This rank carries permanent status and is parallel to Professor.

### **Librarian Emerita, Librarian Emeritus**

The word emerita or emeritus after the academic title Librarian III or Librarian IV shall designate a library faculty member who has retired from full-time employment at St. Mary's College of Maryland after meritorious service to the College. See the policies and procedures outlined in the Faculty Handbook, Section 13.

### 3. Criteria for appointment, promotion, and permanent status

The criteria for appointment, promotion, and permanent status of library faculty reflect the College's mission to provide access to and assistance in the use of scholarly information resources. These activities support the Library's primary role in serving the instructional and research constituencies of the College. The factors to be considered in appointments, promotions, and permanent status decisions fall into three categories:

(a) librarianship; (b) service; and (c) research, creative, and scholarly accomplishments. Candidates are expected first and foremost to demonstrate excellence in their area of assigned responsibility. Each of the criteria shall be considered in every decision.

Appointment to any rank requires a master's degree from a program accredited by the American Library Association (ALA) as well as the professional experience and achievement established for that rank. If alternative graduate credentials for the ALA-accredited master's degree are to be considered for a position, it must be so stated in the advertisement for that position and such consideration must be based on the nature of the position assignment.

Promotion evaluations are intended to assess whether the librarian meets the expectation of the next higher rank. Failure to achieve a promotion does not necessarily mean that a librarian is performing inadequately in the rank held or is undeserving of merit increments. Permanent status decisions focus on the expectations of the rank for which the application for permanent status is made and are made based upon an assessment of the librarian's past performance and future promise of continued professional excellence.

The criteria listed below address the broad areas considered in making recommendations for a librarian's appointment, promotion in rank, or granting of permanent status. The criteria encompass all ranks and apply with increased expectations at the higher ranks. The degree of importance given to any one of the criteria may vary from one candidate to another. The criteria set forth are intended to serve as guidelines rather than to set limitations on the areas of performance that may be considered. It should be emphasized that the quality of the candidate's performance and contributions is more important than quantity, and is subject to the judgment of his or her peers and the Director of the Library.

#### a. Librarianship

Librarianship at SMC is defined as carrying out roles in developing, providing access to, managing, or preserving the library's collections and instructing students, faculty, and others in the use of scholarly information resources and services. The candidate for appointment, promotion, or permanent status must demonstrate superior performance in his or her area(s) of assigned responsibility and participation in the collaborative endeavors of librarianship. These may include, but are not limited to, the following:

- Acquiring additional graduate degrees bearing on the area of core responsibility.
- Analyzing, cataloging, classifying, describing, or indexing library materials.
- Continuing professional development.
- Designing or developing new electronic resources.
- Developing instructional materials in print or electronic formats.
- Instructing in the use of library materials and in support of information literacy goals and outcomes in collaboration with faculty in classes and at the Reference Desk.
- Leading through administrative or project responsibilities.
- Mentoring students and colleagues.
- Organizing and retrieving information.
- Participating on committees or task forces within the library.

- Selecting, evaluating, acquiring, or preserving library and archival materials.

#### b. Service

The candidate shall demonstrate committed service, beyond the assigned area of responsibility, to the Library and the College, and within the library profession or an academic discipline. Service activities may include, but are not limited to, the following:

- Participating in faculty governance.
- SMCM advising duties.
- Preparing displays, newsletters, or library publications.
- Serving on editorial boards.
- Delivering invited papers or lectures.
- Serving on library committees outside usual area of responsibility.
- Serving on College committees.
- Writing grant proposals.
- Holding offices or serving on USMAI consortial committees, or on state, regional, or national committees from professional organizations.

#### c. Scholarship and creativity

The candidate for promotion to higher rank shall demonstrate sustained and effective engagement in scholarship and creativity. These contributions must be of high quality and significance to the field of librarianship or other discipline related to the candidate's area of responsibility. Scholarly work can include pure or applied research relating to a candidate's area of expertise, including scholarship of teaching. Scholarly and creative accomplishments may include, but are not limited to, the following:

- Books, monographs, refereed articles, chapters in books.
- Editorships, editorial boards, or reviewing activities.
- Exhibitions, films, videos.
- Fellowship, prizes, awards.
- Guides to the literature.
- Original designs or plans.
- Papers presented to scholarly or professional meetings.
- Papers published in conference proceedings.
- Reports of grant-supported projects.
- Reviews in publications.
- Software, Web pages, manuals.
- Digital projects or collections.

### 4. Procedures for promotion review

Promotion indicates that the librarian has met the criteria for the next higher rank. Expectations for meeting the criteria, as outlined in Section 2, will increase with each rank. The following procedures are to be followed by all candidates. The procedures have been established to promote consistency from one year to the next and to guarantee full and fair hearings for all candidates.

#### **a. Applications for promotion to librarian II**

A library faculty member with a permanent line appointment at the rank of Librarian I must apply for promotion 3 months prior to the 3-year anniversary of his or her initial appointment. The timing of this mandatory review depends on the date of initial appointment and does not follow the fixed calendar for promotion to higher ranks. The letter of appointment for each Librarian I will state the date of the mandatory review. The Library Director's office will send out a reminder. Any extenuating circumstances should be noted in writing and extensions requested from the Director. Review for promotion to Librarian II is the equivalent of an initial appointment review and is conducted by the Appointment, Promotion, and Permanent Status Committee. Promotion to Librarian II becomes effective on July 1 of the next fiscal year. Librarians who choose not to apply will have the appointments terminated.

1. The application consists of curriculum vitae, personal statement, and supporting documentation.

2. The Committee will collect external reviews (e.g., of teaching) and a written assessment from the candidate's direct supervisor. The committee will then draft a report that is shared with the candidate. The candidate should sign the report, provide a response if desired, and the committee then prepares a final report evaluating the candidate for promotion and summarizing its conclusions.
3. The report and full dossier are forwarded to the Library Director who will prepare a report and separate recommendation. The candidate will receive a copy of this report, provide a response if desired, and return it to the Director,
4. The report and full dossier is forwarded to the provost for the final decision.
5. The provost reviews the material in the dossier and sends written notification to the candidate indicating his or her final decision.

#### **b. Applications for promotion to librarian III or librarian IV**

Application for promotion to Librarian III is mandatory after 6 years of employment (or earlier if stipulated). Library faculty cannot remain at the rank of Librarian II indefinitely. Promotion to Librarian IV is neither mandatory nor automatic. To be considered for promotion the library faculty member must have the required minimum years of professional experience and initiate the review process by submission of an application to the Appointment, Promotion, and Permanent Status Committee by the set deadline. Years of experience include the current fiscal year and can also include relevant professional experience at other institutions. Promotion becomes effective on July 1 of the next fiscal year. Librarians denied promotion are not eligible for promotional review in the next review cycle.

1. On or near July 1 the Director announces deadlines for promotion applications for that year and also reminds all librarians who are due for reviews.
2. An initial intent to submit a promotion application will be required. In response, the review committee will solicit references including from colleagues, peers in the profession, SMCM faculty and students, the candidate's direct supervisor, and the Director. The candidate is asked to supply names of external referees, and at least one reference should come from this list.
3. The candidate provides a letter of intent, curriculum vitae, and portfolio.
4. The review committee reviews the complete dossier and prepares a report summarizing materials received. The candidate receives a copy of the report and has two weeks within which to return the report signed and to submit a response if desired.
5. The review committee assesses the entire portfolio and prepares an evaluative report that is forwarded to the provost. The provost's recommendation is forwarded to the president. The president sends written notification of his or her decision to the candidate.

#### **c. Withdrawal**

Applicants for promotion and/or permanent status may voluntarily withdraw from the review process at any time. When a library faculty member without permanent status withdraws at the time of mandatory review, he or she is entitled to a period of six months before the termination of employment.

#### **d. Salary Adjustments**

Librarians who are promoted in rank will receive internally competitive salary adjustments at the start of the new fiscal year. Librarians promoted to Librarian IV, III, and II will receive respectively, raises of \$2,000, \$1,500 and \$500.

### **5. Procedures for Permanent Status Review**

Permanent status is an institutional commitment to permanent and continuous employment to be terminated only for adequate cause (e.g., professional misconduct or moral turpitude) and only after due process in accordance with relevant SMCM policies. Librarians with permanent status are obligated to attain and maintain high standards in the communication of information and knowledge to others based on the criteria of librarianship, service to the Library/College/profession, and scholarship/creative endeavors. Librarians who are candidates for permanent status

should excel in performance of job responsibilities and professional contributions mentioned above.

Librarians at the rank of Librarian I and Librarian II are not eligible for permanent status. Permanent status is available for librarian faculty holding the rank of Librarian III and Librarian IV. Those candidates without permanent status applying of the rank of Librarian IV shall first be considered for permanent status.

Permanent status decisions will be based on the candidate's entire career. The candidate's record demonstrates consistency of job performance, continuing development, significance of contributions, and potential for continued excellence and professional growth.

The provost will assign a mandatory permanent status review date to all newly hired library faculty above the rank of Librarian II, and the College Human Resources Office will communicate that date via the letter of appointment. In the case of a newly appointed Librarian II the letter will state that the applications for permanent status and promotion to Librarian III must be made no later than the review cycle that is after the third anniversary of employment. When permanent status is not automatically granted to Librarian III and Librarian IV the provost sets a mandatory review for permanent status that is no earlier than the status review cycle that is one year from the anniversary of appointment and no later than two years from the anniversary of employment. The date for this mandatory review is stated in the letter of appointment.

A librarian who chooses not to apply for permanent status within the required period shall indicate that intent to the Director of the Library and the provost in writing. Librarians who are denied permanent status via the review process are given a one-year contract and are terminated at the end of that year.

## 6. Procedures for assignment of rank at initial appointment

The Library Director and provost consult in determining professional rank at initial appointment. All announcements for library faculty vacancies state that candidates are expected to demonstrate potential for and/or proof of accomplishments in the areas of librarianship, service, and research/creative activities.

## 7. Procedures for professional and research leave review

Librarians may be granted professional and research leave for the purposes of conducting scholarly work or doing applied research that will enhance the library faculty member's performance and professional development in their assigned area of responsibility. To be eligible for professional and research leave, the library faculty member must hold permanent status and must have been in active service with the institution for at least six years prior to the start of the leave period. The library faculty member must remain on active service with the institution for an additional period of at least six years in order to become eligible for a subsequent professional and research leave.

The granting of professional and research leave required the approval of both the Director of the Library and the provost. The criteria for deciding the granting of leave will be quality of the applicant's performance in their area of assigned responsibility, the estimated scholarly or practical value of the project and its expected outcome, the qualifications of the applicant for completing the project, and the availability of administrative resources.

Ordinarily, professional and research leave may be granted for up to six months at full compensation or up to one year at 70% of the recipient's normal compensation for the period of the leave. Leave may occur after 6 years of service since joining the faculty or since their last paid leave.

Requests for professional and research leave are submitted following established College guidelines for classroom faculty (Faculty Handbook, Section 7.B). Proposals are submitted to the Director of the Library and include the following elements:

- The dates and nature of the scholarly work or project and how much of it is projected to be completed in the leave time.
- Enumeration of the benefits expected for the applicant, the Library, the College, and the profession.
- An updated curriculum vita.
- The need for Library facilities or other services. The department may provide office supplies, photocopying, computer time, and other administrative support.

The proposal is reviewed by the Director who forwards her or his evaluation of the proposal to the provost for review and recommendation to the president. The applicant is provided with a timely written response that conveys either approval of the leave or the reasons for the request being denied.

No more than one librarian would be expected to be on leave in any given year.

Upon return from professional and research leave, the librarian submits a summary report to the Director. A presentation to the Library staff should be planned for the first semester following the conclusion of the leave.

## 8. Appeals process

A library faculty member who wishes to appeal a recommendation by the provost may request an appeal within one week from the date of notification. The faculty member and the provost will then have 2 weeks to form a special Appeals Committee. The Appeals Committee shall consist of 3 faculty members, at least two of whom must be library faculty with permanent status. One member will be chosen by the faculty member filing the appeal, one by the provost, and a third person acceptable to both parties.

The Appeals Committee shall review the case and make a written recommendation on the merits of the appeal to the president and the faculty member.

Appeals of decisions made by the president follow the procedures outlined in the Faculty Handbook, Section 12.H.

## 9. Definitions and operating procedures for the appointment, promotion, and permanent status committee

The Appointment, Promotion, and Permanent Status Committee (APPSC) coordinates the procedures governed by this document. It has specific responsibilities for reviewing applications for promotion to Librarian II, Librarian III, and Librarian IV and evaluating applications for permanent status.

- A. The APPSC is a committee of all library faculty above the rank of Librarian II having permanent status. The Director of the Library is ineligible for service on this committee.
- B. The APPSC selects a chair annually. The chair calls meetings, maintains records, drafts reports, and generally coordinates the work of the APPSC.
- C. No member of the APPSC may be present for or participate in discussion of or vote on the following: his or her own application, the application of a candidate under his or her direct supervision, his or her spouse, or any other situation which creates a clear conflict of interest.
- D. Members of the APPSC must regard their work with the utmost confidentiality. The APPSC may appoint additional members to a review where appropriate (e.g., academic faculty from a relevant department).