

# **Library Faculty Handbook**

Scarborough Library  
Shepherd University

March 2000

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### Appointment and Retention

For a position designated as faculty librarian, initial appointment is based on earned credential as well as expectations of professional growth and of successful contributions to the educational and service functions of the University. Prior professional experience will be considered and acceptable experience will be identified in the letter of appointment for the initial assignment of rank.

The terms and conditions of every appointment to the library faculty shall be stated and confirmed in writing in an annual appointment from the University President (or designee). Library faculty will be employed with twelve-month appointments. Library faculty are expected to be knowledgeable of and adhere to the policies and procedures of the governing board and the policies of Shepherd University as contained in the University Catalog, the Staff Handbook, the Student Handbook, the Faculty Handbook, published administrative policies, and any other practices which are common to the institution.

Appointments shall be issued on a year-to-year basis and appointments may be terminated at the end of the appointment period. During the appointment period the faculty member's employment may be terminated by the University for sufficient cause

An annual evaluation of job performance will be conducted by the Library Director. The Library Director will discuss the evaluation with the Assistant Provost overseeing the Library, and then will share the results of the evaluation with the librarian. Following this discussion, the library faculty member will sign off on the evaluation. Appendix D of the Faculty Handbook contains the timeline and annual faculty report form used in this process by all faculty, including Library faculty.

### Promotion

The basic quality which must be evident for promotion in library rank is the ability to perform at a high professional level in areas which contribute to the educational, research, and service missions of the University. Evidence of the level of this performance may be adduced from the judgments of colleagues on the library faculty, from members of the university community outside the Library, and from professional colleagues outside the university.

Other evidence for promotion in rank will include:

1. Contributions to the educational function of the University: for example, teaching, not necessarily in a classroom setting; organization of or contribution to workshops, seminars, or similar meetings, public appearances or writings in the interest of librarianship or broad access to information.
2. Contributions to the advancement of the profession: for example, participation in professional and learned societies as a member, as an officer, or as a committee member or chairperson.
3. Activities related to inquiry and research: for example, publications in professional or scholarly journals; presentation of papers or practical demonstrations in campus or conference workshops or seminars; book reviews; service as a consultant or member of a review committee in support of another library.

Library faculty will serve in one of four ranks:

**Instructor Librarian**

- a. B.S. degree and evidence of coursework in an ALA-accredited Masters in Library Science Degree program.
- b. Evidence for potential for successful performance as an academic librarian on CV.
- c. Reputation as a person of good character through the adherence to Shepherd University Civility Code, Faculty Handbook, and other University policies. Official institutional documents required when not meeting this expectation.

**Assistant Librarian**

- a. Master's degree in library science from an ALA-accredited institution.
- b. Three years of professional experience as evidence in Standards and Competencies for Faculty. This experience requirement may be waived at the time of employment for holders of a Master's degree in library science from an ALA-accredited institution.
- c. Reputation as a person of good character through the adherence to Shepherd University Civility Code, Faculty Handbook, and other University policies. Official institutional documents required when not meeting this expectation.

**Associate Librarian**

- a. Master's degree in library science from an ALA-accredited institution.
- b. Five years of full-time higher educational instructional performance at a college or university as evidence by examples in Standards and Competencies for Faculty. After five years of higher education instructional performance, three years of which must be at Shepherd University as an Assistant Librarian, a candidate may apply for promotion to Associate Librarian.
- c. Evidence of continuous professional development using examples in Standards and Competencies for Faculty.
- d. Evidence of continuous professional/institutional service using examples in Standards and Competencies for Faculty.
- e. Reputation as a person of good character through the adherence to Shepherd University Civility Code, Faculty Handbook, and other University policies. Official institutional documents required when not meeting this expectation.

**Librarian**

- a. Doctorate in library science from an ALA-accredited institution or a Doctorate in an academic discipline which is offered by the University; exceptional professional eminence is considered.
- b. Ten years of full-time higher educational instructional performance at a college or university as referenced in Standards and Competencies for Faculty. After ten years of full-time higher education instructional experience, four years of which must be at Shepherd University as an Associate Librarian, a candidate may apply for promotion to Librarian.
- c. Evidence of continuous professional growth throughout the term of Associate Librarian rank in instructional performance, professional/institutional service, and professional

development as referenced in Standard and Competencies for Faculty. Additional evidence prior to advancement or appointment to Associate Librarian shall be submitted only when supported by the faculty member's explanation of the need for such additional support materials to document a long term continuous professional growth process.

- d. Professional development resulting in scholarly work accomplished during the term of Associate Librarian rank as evidenced by refereed publications, funded refereed external grants, juried performances, or juried exhibitions. This professional development, academic and professional work, must be within the candidate's field(s) of specialization or university-level teaching areas. Grants alone are not sufficient for meeting this standard. An externally funded refereed grant in combination with a refereed publication or juried exhibition or performance may satisfy the standard.
- e. Reputation as a person of good character through the adherence to Shepherd University Civility Code, Faculty Handbook, and other University policies. Official institutional documents required when not meeting this expectation.

### **Procedural System for Promotion in Rank**

To fulfill the charge of the Shepherd University mission it is necessary to establish a procedural system of high standards to maintain and evaluate continuously the faculty of Shepherd University for the purpose of promotion. Promotion of faculty are awarded under the authority of the President and the Provost/VPAA, who will base decisions primarily upon the guidelines and the recommendation(s) of the Library Director, assistant provost overseeing the Library, and the appropriate University Promotion and Tenure Committees.

### **General Schedule for the Review Process**

The following deadlines are observed for presentation, review, and movement of all requests for promotion:

**By May 1:** Candidates notify Library director, assistant provost overseeing the Library, and the assistant provost for faculty affairs in writing of their intent to participate in the promotion process.

**By October 1:** Candidate will have submitted a digital application for promotion, with all supporting documentation, in the PT on-line system. No late submissions, including supporting documents, are permitted. The candidate application is moved to the Library.

**By November 1:** After consulting with all Library faculty at the rank of Associate Librarian or Librarian, the Library Director submits a signed Library recommendation in the PT on-line system and moves the candidate application forward to the assistant provost overseeing the Library. The Director shares the recommendation letter with the candidate.

**By February 15:** The assistant provost overseeing the Library submits a signed recommendation in the PT on-line system and moves the candidate application forward to the Provost/VPAA. The assistant provost overseeing the Library shares that recommendation letter with the candidate.

**Promptly:** The Provost/VPAA will inform the Library Director if there is any disagreement between the Library Director and the assistant provost overseeing the Library concerning any applications for promotion.

**By April 1:** The Professional Status Committee, if required, submits a signed recommendation to the Provost/VPAA.

**By April 15:** The Provost/VPAA completes their determination.

Delays on any date for action by any reviewing group or decision-maker do not give rise to any default or presumption for or against the applicant in the institution's PT review process.

If a member of the library faculty believes there are substantial grounds for disagreement with denial of promotion, he or she may appeal through procedures described in the **Shepherd University Faculty Handbook** and/or through other avenues described in policies which the Board of Governors may from time to time adopt.