

*Superseded
by 90-3*

TO: The Senate

FROM: IPFW Librarians

DATE: March 10, 1989

SUBJ: Criteria Document for Librarians' Promotion and Tenure

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, The Academic Handbook of Indiana University recognizes a distinction between faculty and librarians; and

WHEREAS, This distinction has caused promotion and tenure criteria to be defined in a different manner than they are for faculty; and

WHEREAS, These differences are not reflected in Senate Document 88-25;

RESOLVED, That the Senate approve the attached document to be used in place of SD 88-25 in tenure and promotion cases of librarians on this campus.

CRITERIA FOR PROMOTION AND TENURE FOR LIBRARIANS

The Authority for Library Tenure and Librarian Ranks

Library tenure is granted to librarians at Indiana University based on the authority of a statement approved by the Board of Trustees on June 30, 1972 which reads, in part, "a person appointed as a professional librarian in the Indiana University Library System shall have Library tenure after the same probationary period that is applicable to the faculty." Also, the Academic Handbook of Indiana University states that "full-time librarians are appointed in ranks analogous to and modeled on faculty ranks. These are: Librarian, Associate Librarian, Assistant Librarian, and Affiliate Librarian. The status of librarians holding titles under this rank system is closely analogous to that of full-time faculty."

Indiana University distinguishes between faculty and librarians in the granting of tenure and in the ranks which librarians hold. The University also recognizes that there are differences in the nature of the professional duties of librarians and faculty by establishing different criteria for librarians' promotion and tenure. The criteria upon which librarians in the Indiana University system are judged follow. The language below is taken from "Academic Status," Academic Handbook, Indiana University, June 1988.

LIBRARIAN TENURE

The Principle of Tenure for Librarians

The principle of tenure imposes reciprocal responsibilities on the University as a body politic and on the librarian. The University has the responsibility of maintaining the principles of academic freedom. To discharge this responsibility the University provides tenure in order that librarians may be secure in their professional work. The librarian is obligated to maintain high standards of professional conduct, research and creativity, and performance in the development and organization of library services and in the communication of information and knowledge to others.

Criteria for Tenure

After the appropriate probationary period, tenure shall be granted to those librarians whose professional characteristics indicate they will continue to serve with distinction in their appointed roles. Tenure considerations must take into account the mission of the particular unit and the individual librarian's contribution to that mission. A candidate for tenure should:

1. Excel in performance
2. Be satisfactory in professional development
3. Be satisfactory in service

LIBRARIAN PROMOTIONS

Criteria

The criteria for promotion are (1) performance, (2) professional development, research and/or creativity, and (3) service. Promotion considerations must take into account, however, differences in mission among campuses, and among schools within some campuses, as well as the individual librarian's contribution to the school/campus mission. The relative weight attached to the criteria above should and must vary accordingly. Promotion to any rank is a recognition of past achievement and a sign of confidence that the individual is capable of greater responsibilities and accomplishments.

Performance

A librarian must be, first and foremost, an effective librarian in the position she or he fills on the library staff. Evidence of effective accomplishment of professional responsibilities is provided by position descriptions and evaluations made in relation to them. Additional evidence may be provided by: (1) descriptions of innovative procedures, publications relative to performance, etc., and (2) evaluation by library users and colleagues.

Professional Development

A librarian who is responsive to the demands of the profession should make contributions through professional development, research and/or creativity. Evidence might include: (1) professional growth through additional formal or continuing education, (2) preparation of scholarly bibliographies, catalogues, indexes, or exhibits, (3) presentation of papers or lectures at conferences, (4) receipt of fellowships, grants, awards, or other special honors, (5) publication or research including that in process.

Service

A librarian is expected to assume service obligations. Fulfilling these obligations enhances the value of the librarian as a member of the University and library community. Evidence of this concern might include such activities as: (1) participation in professional or scholarly societies, (2) service on academic, professional, or scholarly committees, (3) professional consultation, (4) community service in organizations outside the University and/or outside the profession which enhances the image of the University (the relative weight attached to this kind of service varies according to the mission of the individual campus).

LIBRARIAN RANKS

"Affiliate Librarian" is the rank for librarians who have (1) a master's degree from an American Library Association accredited library school or the equivalent professional credentials or a graduate degree in other professional or scholarly fields where appropriate and (2) less than two years of appropriate experience. This rank shall not be held longer than three years. The second evaluation must be followed by a recommendation resulting in (1) promotion, (2) a one-year terminal appointment, or (3) continuation in rank based on extenuating circumstances (e.g., illness) which shall be explained to justify continuation in this rank. Time spent in this rank is counted toward tenure.

"Assistant Librarian" is the rank for librarians who have had at least two years of appropriate experience; whose performance has met and fulfills the requirements of operational standards; whose professional development, research and/or creativity, and service have been satisfactory; and who show potential for meeting the criteria for promotion to Associate Librarian rank. Time spent in this rank is counted toward tenure. In exceptional cases, librarians may be tenured in this rank.

"Associate Librarian" is the rank for librarians who have excelled in performance as Assistant Librarians and whose professional development, research and/or creativity, and service show continued improvement. Tenure is normally attained in this rank; however, promotions to this rank may be made before the sixth year without granting tenure.

"Librarian" is the rank for librarians whose performance as Associate Librarians has been superior and whose professional development, research and/or creativity, and service have resulted in the attainment of state, regional, or national recognition in the library profession. Tenure normally accompanies this rank.