

P R O P O S A L

**College of William and Mary Libraries
Policy on Librarian Ranks and Promotion: A Proposal**

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**Prepared by Librarians Assembly
Salary/Faculty Status Committee
Ranks/Peer Review Work Group**

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I. Definition of Ranks

A. Assistant Librarian

1. The rank of Assistant Librarian is the beginning professional rank. Librarians at this level work under close supervision while they are learning the content and special techniques of their position. Appointments at this rank shall require expectation of successful job performance and the potential for a promising career in librarianship.
2. Assistant Librarian is not a career rank. An individual is expected to achieve promotion to the rank of Senior Assistant Librarian by the end of the third year. A one-year extension beyond the normal three-year term may be granted by the Dean of University Libraries in unusual situations, such as an extended illness, a significant change in job responsibilities, or special circumstances.

B. Senior Assistant Librarian

1. The rank of Senior Assistant Librarian is a career rank. An individual may remain at this rank indefinitely.
2. Duties at this rank are performed with more independence and initiative than at the Assistant Librarian level.

C. Associate Librarian

1. The rank of Associate Librarian is a career rank. An individual may remain at this rank indefinitely.
2. Duties at this rank generally involve a major role in library initiatives, policies, or programs.

D. Librarian

1. The rank of Librarian is the highest career rank. The rank of Librarian is awarded to individuals who possess outstanding leadership qualities and the highest level of expertise in their assigned areas of responsibility in the library and who attain a high level of professional recognition for their professional achievements at the state, regional, national, or international level.
2. Duties at this rank involve a leadership role over library initiatives, policies or programs.

II. Criteria for Promotion

1. Advancement to the rank of Librarian is possible in any specialty. Position is not the key to advancement. Promotion is based on experience plus demonstrated ability, achievement, and development.

2. Advancement in rank is normally accompanied by a corresponding increase to base salary according to guidelines established by the Dean of University Libraries.

3. The four criteria for promotion are (1) years of experience, (2) effectiveness in the primary job responsibility, (3) professional and academic achievement, and (4) professional and university service activities. The criteria are not of equal significance and the degree of importance given to any one of them when applied to a particular candidate must be left to the discretion of the Swem Promotion Advisory Committee. However the most important consideration is always effectiveness in job performance.

4. The criteria, enumerated below, and the lists of examples are intended to serve as guidelines and illustrations, not as strict requirements. It is understood that candidates for promotion will present a varied array of achievements for consideration. The intention is to provide as much flexibility as possible to accommodate the varying skills, talents, and responsibilities of the library staff while still insuring an adequate degree of guidance and equity in promotion decisions. As candidates advance to higher ranks, it is expected that a greater number of achievements and service activities will be cited from among the list of examples.

A. Assistant Librarian:

To be appointed to the rank of Assistant Librarian, an individual will possess a master's degree in library and information science from a program accredited by the American Library Association or equivalent professional credentials at the master's degree level. The individual will also meet the following criteria:

1. Years of Experience:

Less than three years of professional library experience

2. Job Performance:

Shows promise of performing successfully the tasks related to the position

3. Professional and Academic Achievement:

Requires no previous record of involvement in professional or academic activities

4. University and Community Service:

Requires no previous record of involvement in library or community service

B. Senior Assistant Librarian:

Promotion or appointment to the rank of Senior Assistant Librarian is contingent upon meeting all requirements for the rank of Assistant Librarian. In addition, to be appointed or promoted to the rank of Senior Assistant Librarian, an individual will meet the following criteria:

1. Years of Experience:

A minimum of three years of professional library experience at the rank of Assistant Librarian or equivalent rank

2. Job Performance:

- Demonstrates consistent level of effectiveness in position of primary responsibility and enjoys the respect of peers, constituents, and superiors for the job done
- Demonstrates innovation or creativity in carrying out assigned duties
- Acquires new skills relevant to the individual's primary job responsibilities
- Participates in the development and implementation of new or improved library policies, programs, techniques, operations or services

3. Professional and Academic Achievement:

Some examples include:

- Participates in the work of state, regional or national professional or academic organizations
- Attends workshops, institutes, conferences or seminars sponsored by professional or academic organizations
- Pursues further education and training opportunities, such as advanced academic courses/degrees, professional/technical certifications or continuing education credits

4. University and Professional Service:

Some examples include:

- Serves on library or university committees
- Participates in programs of professional or academic outreach or community service

C. Associate Librarian:

Promotion or appointment to the rank of Associate Librarian is contingent upon meeting all requirements for the rank of Senior Assistant Librarian. In addition, to be appointed or promoted to the rank of Associate Librarian, an individual will meet the following criteria:

1. Years of Experience:

A minimum of three years of professional library experience at the rank of Senior Assistant Librarian or equivalent rank

2. Job Performance:

- Demonstrates continuing consistent level of effectiveness while working independently in position of primary responsibility
- Demonstrates continued growth in relevant knowledge and expertise in her/his area of librarianship
- Makes innovative contributions to library policies, programs, techniques, operations or services, such as developing improved cataloging policies or procedures, devising new approaches to library user instruction, initiating cooperative efforts between departments for improved workflow, launching new web-based or other electronic services, or similar activities
- Demonstrates leadership abilities in successful management of projects, task forces or committees within the library

3. Professional and Academic Achievement:

Some examples include:

- Holds a position of responsibility and contributes actively to the work of state, regional or national professional or academic organizations
- Contributes to professional dialogue through presentations at conferences, compilations of bibliographies or other resource lists, authorship of articles or reviews in professional or academic periodicals, editing of newsletters, moderating of listservs or similar relevant activities
- Completes academic, professional or technical courses or certification processes, which contribute to enhanced job performance
- Receives a grant from internal or external sources to carry out a program of research activity

- Works as consultant in relevant area of librarianship or academic program

4. University and Community service

Some examples include:

- Leadership role on library committees
- Significant role on university committees
- Significant role in programs of academic outreach and community service

D. Librarian:

Promotion or appointment to the rank of Librarian is contingent upon meeting all requirements for the rank of Associate Librarian. In addition, to be appointed or promoted to the rank of Librarian, an individual will meet the following criteria:

1. Years of Experience:

A minimum of four years of professional library experience at the rank of Associate Librarian

2. Job Performance:

- Demonstrates mastery of knowledge and techniques of her/his primary job responsibility
- Demonstrates effective performance of complex professional duties carried out independently or in coordination with colleagues
- Plays leadership role in development of library policies, programs, techniques, operations or services

3. Professional and Academic Achievement:

Some examples include:

- Plays leadership role in the work of state, regional or national professional or academic organizations
- Plans or leads workshops, institutes, conferences or seminars sponsored by the library or by professional and academic organizations

- Writes major articles or monograph or edits major professional or academic periodical or carries out major research projects
- Presents conference papers or serves on conference panels or demonstrates by similar means an attained level of expertise or recognition within the profession of librarianship
- Receives awards, honors or other recognition of excellence
- Plays leadership role in creation of cooperative programs among neighboring libraries

4. University and Community Service:

Some examples include:

- Plays leadership role on library or university committees
- Plays leadership role in programs of academic outreach and community service
- Coordinates, organizes, or presents workshops or programs for library or university audience

III. Promotion Advisory Committee

A. The committee (SPAC) will consist of five members, at least three at the Associate Librarian rank or higher

1. Committee members must have been employed by Swem Library for at least one year before election to SPAC
2. No one currently under consideration for promotion may serve on SPAC
3. The Dean of University Libraries may not serve on SPAC
4. Each member will serve a two-year term; no member can serve two consecutive terms

B. SPAC members will be elected at a called meeting of Swem professional staff

1. The Assistant to the Dean will circulate a list of those eligible for election prior to the meeting
2. Those attending the meeting will cast ballots to elect SPAC members to fill current openings on the committee
3. The first SPAC committee will consist of two members elected to a one-year term and three members elected to two-year terms to allow rotating membership

C.The Dean of University Libraries will call the first meeting of SPAC for the year

1. SPAC members will elect a chair at their first meeting
2. SPAC will determine its own procedures for review and recommendation, according to the criteria listed for promotion to each rank. Confidentiality is required.
3. The Assistant to the Dean will serve as administrative secretary to the committee; the Assistant's duties will include:
 - a. In August, issuing the call to librarians to indicate intent to apply for promotion
 - b. Maintaining candidate's dossiers and notifying candidates if required items are missing
 - c. Emailing staff to solicit written, signed comments on candidates, at the direction of SPAC
 - d. Other duties as assigned by the committee

IV. Schedule for Promotion Review

Swem Promotion Advisory Committee will meet annually to consider candidates who are seeking promotion.

August

- Assistant to the Dean will call for librarians to indicate intent to apply for promotion.
- Letters of intent from librarians will be due.

September

- Swem Promotion Advisory Committee (SPAC) members are elected for two-year terms.

Late September/Early October

- Candidates for promotion submit dossiers to the Assistant to the Dean.
- SPAC will announce candidates for promotion and solicit written comments and recommendations from candidates' supervisors and from staff.
- Candidates ask references to submit letters for inclusion in dossiers directly to the Assistant to the Dean.

Mid October- January

- SPAC reviews the dossiers, with supporting materials, and interviews supervisors.

Mid January-February

- Candidates will receive a copy of the committee's letter to the Dean, stating the recommendation of the committee.
- Candidate will have one week from the receipt of this letter to attach a letter of response to their dossier, if desired.
- Dean notifies candidates of the final decision.

March

- Dossiers will be returned to the candidates. The Assistant to the Dean will have them available for pick up.

V. Content of Dossier

A dossier for promotion should include the following:

- Cover letter written by the candidate giving reasons and justification for promotion
- Curriculum vitae
- Current position description
- Letters of reference—a minimum of three, with at least one from outside the library. For promotion to the rank of Associate Librarian or higher at least one must be from outside the college. Regarding references, quality is more important than quantity.
- Summary of activities since initial appointment or last promotion.
 - Supplemental information that may be included: copies of articles published, instructional materials or evaluations, professional awards or citations, etc.

VI. Appeals

SPAC will simultaneously notify candidates and the Dean of University Libraries of the committee's positive or negative recommendation regarding promotion. Candidates have one week from notification to write a response to a negative recommendation and attach that response to their dossiers. The Dean will review the dossiers and responses and reach a final decision, which will be communicated to the candidate. The candidate may further appeal this decision according to the guidelines outlined in "Appeal and Grievance Procedures" of the "Policies for Review of Administrative and Professional Faculty."

VII. Appendix

- A. This policy supplements the University's Policy on Administrative and Professional Faculty. As members of the Administrative and Professional Faculty, librarians at the College of William and Mary are not eligible for academic tenure. Promotion in rank for librarians does not involve consideration of tenure.
- B. Librarian rank and promotion policies do not refer to matters of reappointment and annual evaluation. For librarians, reappointment and annual evaluation are governed by the policies contained in the College's "Policies for Review of Administrative and Professional Faculty."