

Suggested Faculty Handbook Revisions

Draft April 21, 2020

Revised May 8, 2020

Revised May 15, 2020

## 1.6. LIBRARIANS

**Current language:** Full-time librarians employed by the University in faculty positions are full-time, tenure-track faculty (see Section 1.2, Full-Time Tenure-Track Faculty). Part-time librarians employed by the University in faculty positions are part-time faculty.

**Suggested revision:** Full-time librarians employed by the University in faculty positions are full-time, tenure-track faculty, full-time, non-tenure-track, renewable faculty, or full-time, non-tenure-track, temporary faculty. Part-time librarians employed by the University in faculty positions are part-time faculty (See Sections 1.1, 1.2, 1.3, 1.4, 1.5)

Addition of NTTT/NTTR faculty.

# 7. APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE FOR LIBRARIANS

## 7.1 DISTINCT RESPONSIBILITIES

**Current language:** Librarians have responsibilities different from those of other faculty; they work on 12-month contracts and devote specified hours each week to their professional assignments in the libraries. Therefore, certain modifications have been made in criteria used in evaluation for reappointment, promotion, and tenure.

**Suggested revision:** Librarians work on 12-month contracts on their professional assignments in the libraries. Therefore, certain modifications have been made in criteria used in evaluation for reappointment, promotion, and tenure.

Removal of “have responsibilities different from those of other faculty; they”  
“and devote specified hours each week to”

Addition of “their”

## 7.2. FACULTY STATUS AND RANK

Librarians at NKU have faculty status and rank (see Section 1.6, Librarians). The master's degree in library science is the appropriate terminal degree and is necessary for appointment to a library faculty position.

**\*\*No changes to this section\*\***

## 7.3. POLICIES AND PROCEDURES

The policies and procedures for faculty presented in this Handbook apply to librarians as modified in this Section 7. Effective performance on the job replaces the teaching effectiveness category. The Steely Library and Chase Law Library are considered to be departments with regard to implementation of the reappointment, promotion, and tenure process. The dean of the Steely Library serves as department chair for purposes of RPT. The dean of the Steely Library will forward reappointment, promotion, and tenure recommendations to the provost. The director of Chase Law Library serves in the functions of department chair and reports to the dean of the College of Law.

**\*\*This section has been updated - approved by the PCC on 3/23/2020/approved by Faculty Senate 4/27/202\*\***

## 7.4. RANKS FOR LIBRARIANS

**Current language:** Library faculty may be appointed to these ranks:

- Instructor of library services,
- Assistant professor of library services,
- Associate professor of library services, or
- Professor of library services.

(See Section 1.9, Qualifications for Appointment to Rank.)

**Suggested revision:** Librarians that are full-time, tenure-track or tenured faculty may be appointed to these ranks:

- Instructor of library services,
- Assistant professor of library services,
- Associate professor of library services, or
- Professor of library services.

(See Section 1.9, Qualifications for Appointment to Rank.)

Addition of “that are full-time, tenure-track”

## ~~7.5. CRITERIA FOR EFFECTIVE PERFORMANCE~~

Effective performance requires:

- ~~● Meeting the responsibilities of the assigned positions successfully and effectively~~
- ~~● Demonstrated successful job performance in:
  - ~~○ Innovation and initiative~~
  - ~~○ Ability to determine and assign work priorities and/or staff duties~~
  - ~~○ Ability to handle increased and new responsibilities~~~~
- ~~● Integrating the area of responsibility with the library as a whole by showing:
  - ~~○ Understanding of overall library operations~~
  - ~~○ Commitment to the library’s goals of education and service~~
  - ~~○ Knowledge of new developments in library science and technology~~
  - ~~○ Willingness to use suggestions, criticism, and evaluations to improve performance~~~~
- ~~● It is the responsibility of every librarian with faculty rank to know the various policies of the University, as set forth in this Handbook or as otherwise published. A failure to comply with a written university policy that has resulted in disciplinary sanction of the library faculty member may constitute unprofessional conduct and consequently may be relevant to evaluations related to reappointment, promotion, and tenure, or to performance review.~~

~~\*\*This section is not necessary (see Section 16.2.2. Professional Obligations)\*\*~~

**Suggested addition to better mirror teaching faculty criteria:**

## **7.5. CRITERIA**

In making evaluations required for library faculty reappointment, promotion, and tenure, three major categories of professional responsibility are to be used. These categories, in order of importance, are position; scholarship and creative activity (see section 3.1.2); and service to the University, the discipline/profession and the community (see section 3.1.3).

### **7.5.1 POSITION**

Effective position performance for librarians requires meeting the responsibilities and priorities of their positions within the library organization. **Assessment of effective performance should take into account all activities and contributions made in their positions to further the mission and services of the library in support of student success.**

## ~~7.6. CRITERIA FOR REAPPOINTMENT, PROMOTION, AND TENURE~~

~~Librarians are evaluated for reappointment, promotion, and tenure on the basis of a continuing record of achievement and evidence of professional development. A strong performance is mandatory and of primary importance (see Section 7.5, above). It is expected that librarians will also meet the library's standards of scholarly and creative activity and institutional and public service. For librarians, scholarly and creative activity may also include activity in education, e.g. offering formal classroom instruction, conducting workshops, conferences, or other informal educational activities; consultation; and professional committee work.~~

~~\*\*The addition of 7.5. Criteria makes this section redundant.\*\*~~