

The University Library Faculty

This section augments and explains policies relating to those instances where the role and status of the University Library Faculty differs from that of the teaching faculty. The University Library faculty members enjoy all protections, processes, and procedures of the Ordinary Faculty.

A. The University Library Faculty

The University Library Faculty reports to the Dean of Libraries. The Dean of Libraries is the director of a major unit of the University which serves all colleges and departments. The Dean of Libraries is responsible to the Vice President for Academic Affairs and is a member of the Ordinary Faculty. The Dean of Libraries formulates the policies, rules and regulations to secure the fullest use of the library by faculty and students. The Dean of Libraries serves as chief administrative officer to the library and discharges his or her duties in conformity with the highest principles of the profession.

B. Norms for Appointment and Advancement

The following criteria for appointment and acquisition of rank and tenure by University Library Faculty detail specific standards and procedures applicable to University Library Faculty¹. Except for conditions of this policy, conditions of appointment, contract renewal, promotion, and termination of University Library Faculty are the same as for other members of the Ordinary Faculty.

Academic preparation for appointment to the University Library Faculty is attested by an appropriate professional degree. The basic quality that must be evident for promotion in academic rank is the ability to perform at a high level in areas that contribute to the educational and research mission of the University, such as:

- information and technology literacy;
- teaching;
- reference service;
- instructional technology;
- selection and evaluation of information resources;
- information and information resource management, organization, and access.

Evidence of a high level of performance is indicated by the following:

¹ These criteria were adapted from *Academic Librarianship and the Redefining Scholarship Project*, a report from the Association of College and Research Libraries Task Force on Institutional Priorities and Faculty Awards, March 1998.

- Leadership in providing excellent programs and services that serve the needs of library users and promote the educational mission of the University. Anticipation of and response to trends in higher education.
- Contributions to the educational function of the University and to the general welfare of students through active participation on committees, taskforces, etc.
- Activities related to inquiry or research: publications in professional and scholarly journals as well as alternate forms of publications; presentation of papers; review of books and other literature; consulting; service on a task force of experts, review committee or similar body; participation in continuing education.
- Contributions to the advancement of the profession by active participation in the professional and learned societies.

The Library Rank and Tenure Committee will make recommendations for promotion and tenure for the University Library Faculty to the Dean of Libraries, who will append his or her recommendations and forward these to the Provost and Vice President for Academic Affairs for final review.

Promotion to the ranks of Assistant Professor, Associate Professor, and Professor requires a record of successful fulfillment of the norms for promotion in academic rank.

1. Instructor

As all University Library faculty must possess the terminal degree, University Library faculty are ordinarily appointed to the rank of Assistant Professor. Under extraordinary circumstances, the Dean of Libraries may choose to appoint at the rank of Instructor. Appointment to the rank of Instructor ordinarily presupposes the following qualifications:

- a. possession of the master's degree from an American Library Association accredited school of librarianship or appropriate professional degree;
- b. possession of adequate training and preparation as evidenced by educational and/or professional experience;
- c. potential for progress toward Assistant Professorship according to the ordinary norms.

The appointment is for one year and may not be renewed more than three times. Failure to qualify for promotion to the rank of Assistant Professor in the third year of service constitutes notice of termination. If promotion occurs during the fourth year of service, another contract may be offered.

2. Assistant Professor

Ordinarily, Assistant Professor is the beginning rank for those faculty members who have the terminal degree or its equivalent². Appointment to this rank presupposes evidence of professional experience appropriate to the position and the possession of those qualities of leadership, competence and character.

Promotion or appointment to this rank ordinarily presumes these qualifications:

- a. evidence of satisfactory performance of professional responsibilities;
- b. evidence of ability for professional activity and scholarship;
- c. evidence of ability to contribute to library programs and services;
- d. evidence of ability for active involvement in University and/or community affairs;
- e. evidence of continuing professional growth and maturity.

3. Associate Professor

Ordinarily, an Assistant Professor who has completed at least three academic years of service at this university or one of equal standing and who possesses the terminal degree and professional experience appropriate to the position, merits consideration in the fourth year for promotion to the rank of Associate Professor in the fifth year. Candidates for promotion shall excel in the following three areas:

- a. Librarianship or professional responsibilities
 - Clear evidence of excellence in the execution of primary professional responsibilities;
 - Clear evidence of leadership in library and University initiatives;
 - Ability to plan, initiate, and implement new library programs;
 - Clear evidence of a focus, regarding both library collections and services, on the needs of library users, and promotion of the educational mission of the university;
 - Evidence of awareness of current trends in librarianship and higher education, and the ability to apply this knowledge to library programming and planning.
- b. Scholarship and professional activities
 - Active scholarship as evidenced by (but not limited to): books or monographs of scholarly research; articles in recognized learned

² Normally, any person appointed to the University Library Faculty must have the appropriate professional degree. The terminal degree for librarians is a master's degree from a program accredited by the American Library Association or its equivalent. Possession of a graduate degree in a subject field, where such subject competence is of greater importance for the position concerned than formal training in librarianship, may substitute for the professional degree (e.g., a media specialist)

journals; papers read at meetings of library professional organizations or other relevant professional organizations; service on panels of experts; or

- Professional activities such as service to library or other professional organizations.

c. University and community service

Service to the community as evidenced by (but not limited to):

- contributions to the general welfare of the students through mentoring, and through service to student organizations and activities;
- service to the community at large, when such aid is meaningfully related to the accomplishment of Loyola University New Orleans' goals, or furthers professional academic pursuits; or
- contributions to the general welfare of the library or University, primarily through work on committees.

4. Professor

A member of the University Library Faculty who has rendered distinctive and outstanding service in librarianship or in other professional endeavors and to the library may be considered for the rank of Professor. Promotion to this rank is not recognition of seniority but of distinction in librarianship, scholarship, and service. Consideration for promotion to the rank of Professor may be given to a person who possesses the following qualifications:

- a. ordinarily a minimum of five years in the rank of Associate Professor at this University or one of equal standing;
- b. distinguished fulfillment of the requirements of the lower academic ranks;
- c. significant contribution to the purposes of the University through outstanding success in librarianship or other professional endeavors, continuing achievement in scholarly and professional activities, and sustained accomplishments in University and community service.
- d. recognition as an outstanding member of the University community; and recognition of outstanding involvement in the University and/or community affairs.

C. Tenure

A member of the University Library Faculty who is a candidate for tenure shall be reviewed according to the procedures set down in Chapter 5, Section B of this Faculty Handbook.

D. Leave Policy

Librarians, as members of the Ordinary Faculty, are eligible for sabbatical leave according to the criteria set forth in Chapter 6, Section E. They are also entitled to a leave of up to six weeks for approved professional development every third summer. The leave must be approved by the Dean of Libraries and the Provost and Vice President for Academic Affairs. The number of such leaves must not interfere with the good operation of the Library.