

## CHAPTER ELEVEN

### LIBRARY FACULTY

#### **I. *The University Library***

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. 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 Faculty<sup>1</sup>. 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;

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<sup>1</sup> 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.

- 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:

- 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 equivalent<sup>2</sup>. 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;

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<sup>2</sup> 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)

- 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 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:

- 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.

## **II. *The Law Library***

This section augments and explains policies relating to those instances where the role and status of the Law Library faculty differs from that of the teaching faculty.

### **A. Director of the Law Library**

The Director of the Law Library is the chief administrator of the College of Law Library, which is independent of the University Libraries and which serves the College of Law faculty, students, and alumni as well as the University population in their legal research needs. The Director is responsible to the Dean of the College of Law and is a member of the Ordinary Faculty of the College of Law. The Director of the Law Library and the Dean of the College of Law formulate the policies, rules and regulations to secure the fullest use of the Law Library resources.

### **B. Appointment, Rank and Tenure**

Rank and salary are to be reviewed annually for Law Library faculty with rank below that of Professor. The salary of librarians with rank of Professor is to be reviewed annually.

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

The following criteria are proposed as a means of providing the Law Library faculty entitlement to rank, promotion, and tenure protected by due process.

#### **1. Definition**

The mission of the Loyola University New Orleans law libraries is to support the instructional and research programs of the College of Law.

#### **2. Norms for Appointment**

Selection and appointment of all law librarians shall follow the same procedures that have been established for Ordinary Faculty; i.e., there shall be an appointed committee, representative of the Law Library faculty, which shall review all candidates for appointment to the law library faculty and make recommendations to the Director of the Law Library for consideration and review by the Dean and the Provost and Vice President for Academic Affairs.

Normally, any person appointed to the Law Library faculty must have the appropriate professional degree, i.e., a master's degree from a library school accredited by the

American Library Association. The Juris Doctor degree may be a factor for consideration for appointment and advancement.

### **3. Norms for Promotion in Academic Rank**

Academic preparation for appointment to the Law Library faculty is attested by an appropriate professional degree. The basic quality which 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 bibliographic organization and control, collection development or reference service. Evidence of a high level of performance is indicated by the following:

- a. Contributions to the educational function of the University: teaching, though not necessarily in a classroom situation; organization of workshops, institutes or similar meetings; public appearances in the interest of librarianship or information trends.
- b. 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.
- c. Contributions to the advancement of the profession, by active participation in the professional and learned societies. In addition to the above, evidence of a high level of performance may be adduced from the judgment of colleagues on the library staff, from members of the community outside the library, and/or from professional colleagues outside the academic institution.

The Law Library Rank and Tenure Committee will make recommendations for promotion and tenure for law library faculty to the Director of the Law Library, who will append his or her recommendations and forward these to the Dean of the Law School, who will append his or her recommendations and forward these to the Provost and Vice President for Academic Affairs.

### **C. Criteria for Promotion to Specific Ranks**

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.

It is understood in this chapter that research and publication include other alternate forms of scholarship that may indicate a more appropriate intellectual activity for Law Library faculty than a book or an article in a learned journal. Some examples of alternate forms of publications might include annotated bibliographies, teaching exercises related to law

learning and skills, manuals that help develop expertise in law research, and use of technology.

**1. Instructor**

This is the rank for one beginning a career in librarianship and who does not possess either a second Master's degree or the Juris Doctor degree. The rank ordinarily presupposes the following qualifications:

- a. the possession of the master's degree in Library Science from an American Library Association accredited school of librarianship;
- b. the ability to perform basic library tasks calling for the application of modern library techniques;
- 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 in the third year of service constitutes notice of termination. If promotion occurs during the fourth year of service, another contract will be offered.

**2. Assistant Professor**

Promotion or appointment to this rank ordinarily presumes these qualifications:

- a. the possession of at least a master's degree in Library Science from an accredited school of librarianship;
- b. evidence of professional experience appropriate to the position;
- c. evidence of continuing professional growth and maturity;
- d. ability to aid in the development of material and services to meet the instructional and research needs of the University; and
- e. evidence of active involvement in University and/or community affairs.

### **3. Associate Professor**

Promotion or appointment to this rank ordinarily presumes qualifications of the rank of Assistant Professor, and the following:

- a. completion of two years of service at the rank of Assistant Professor;
- b. evidence of professional experience appropriate to the position as manifested by knowledge and professional maturity;
- c. ability to assist in administration of major areas of law library service as delegated by the Director of the Law Library;
- d. ability to contribute to the design and execution of effective law library programs;
- e. evidence of substantial contributions to the law library and University as well as attainment of a high level of performance in bibliographical activities, in research and publication, or in other professional endeavors; and
- f. evidence of substantive involvement in University and/or community affairs.

### **4. Professor**

A member of the law library faculty, who has rendered distinctive and outstanding service in librarianship or in other professional endeavors and to the Law Library, may be considered for the rank of Professor. Promotion to this rank is not in 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.
- d. recognition as an outstanding member of the University community; and recognition of outstanding involvement in the University and/or community affairs.

## **D. Tenure**

A member of the Law Library faculty who is a candidate for tenure shall be reviewed according to the procedures set down in Chapter 5, Section B of this Handbook, *mutatis mutandis*:

1. A faculty member joining the University without previous professional library experience must ordinarily serve a probationary period of seven years of service as a full-time librarian at the University before tenure can be granted.
2. A faculty member joining the University with experience as a professional librarian at other institutions of comparable standing may be awarded up to three years towards time required for tenure.
3. Years spent on leaves of absence will not normally be included as part of the probationary period. The years of the probationary period need not be consecutive. However, any interruptions of sequence must be officially approved by the University and must not involve terminations of service at Loyola University New Orleans.
4. Before the end of the penultimate year of his or her probationary period, a faculty member will be evaluated by the Law Library Rank and Tenure Committee which will make its recommendations to the Director of the Law Library. Conferment of tenure by action of the Provost and Vice President for Academic Affairs requires positive recommendations from the Dean of the College of Law, the Director of the Law Library and the Law Library Rank and Tenure Committee.

If there is disagreement by one of the parties, namely, the Law Library Rank and Tenure Committee, the Director of the Law Library, the Dean, or the Provost and Vice President for Academic Affairs after consultation with the President, tenure is denied. The faculty member may appeal his or her case to the University Rank and Tenure Committee. This latter Committee forwards its recommendations to the President. If there is still disagreement, the President adjudicates the matter. He will state his reasons in writing to the University Rank and Tenure Committee whenever he does not accept its recommendation.

## **E. Leave Policy**

Law 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 Director of the Law Library and the Provost and Vice President for Academic Affairs. The number of such leaves must not interfere with the good operation of the law library.