

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

### A. DISTINCT RESPONSIBILITIES

Librarians have responsibilities different from those of other faculty; they work on twelve-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.

### B. FACULTY STATUS AND RANK

Librarians at Northern Kentucky University have faculty status and rank. (See Section I.F., Librarians.) The master's degree in library science is the appropriate terminal degree and is necessary for appointment to a library faculty position.

### C. POLICIES AND PROCEDURES

The policies and procedures for faculty presented in Part One of this Handbook apply to librarians as modified in this Section VIII. Effective performance on the job replaces the teaching effectiveness category. The Stealy Library and Chase Law Library are considered to be departments with regard to implementation of the reappointment, promotion, and tenure process. The director of the Stealy Library serves as department chair. The director of the Stealy 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.

### D. RANKS FOR LIBRARIANS

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 I.J, Qualifications for Appointment to Rank.)

**E. CRITERIA FOR EFFECTIVE PERFORMANCE**

Effective performance requires:

1. meeting the responsibilities of the assigned position successfully and effectively;
2. demonstrated successful job performance in:
  - a. innovation and initiative;
  - b. ability to determine and assign work priorities and/or staff duties;
  - c. ability to handle increased and new responsibilities; and
3. integrating the area of responsibility with the library as a whole by showing:
  - a. understanding of overall library operations;
  - b. commitment to the library's goals of education and service;
  - c. knowledge of new developments in library science and technology; and
  - d. willingness to use suggestions, criticism, and evaluations to improve performance.
4. 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.

**F. 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 in effective performance is mandatory and of primary importance (See Section VIII.E., above.) It is

expected that librarians will also meet the standards of scholarly and creative activity (Section IV.B.2.), and institutional and public service (Section IV.B.3.). 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.