

X. Appointment, Promotion, and Tenure in the Librarian Series

A. Introduction

Librarians at the University of Kentucky hold academic appointments in ranks designated as Librarian IV, Librarian III, Librarian II, and Librarian I, analogous to the academic titles of Instructor, Assistant Professor, Associate Professor, and Professor, respectively (Minutes of the Meeting of the Board of Trustees, February 11, 1966). Consequently, in addition to this section (Section X), parts of Sections II, III, XIII, and XIV and all of Section IV are applicable to librarians.

B. Requirements for Appointment and Promotion

1. Required Earned Degrees for Each Librarian

Each librarian shall have earned an A.B. or a B.S. degree, or its equivalent, and a graduate (fifth-year) degree in Library Science. Upon recommendation of the Director of Libraries or the Director of the Medical Center Library, as appropriate, relevant experience or a master's degree in another field may be substituted for the degree in Library Science.

2. Additional Experience Required for Rank of Librarian III

An individual appointed or promoted to the rank of Librarian III shall, in addition to the requirements in Section X.B.1, have had at least three years of successful library-related experience. Upon recommendation of the Director of Libraries or the Director of the Medical Center Library, as pertinent, graduate study, in addition to that specified in Section X.B.1, may be substituted for part or all of the three years of practical experience.

3. Additional Experience Required for Ranks of Librarian II and Librarian I

An individual appointed or promoted to the rank of Librarian II or Librarian I shall, in addition to the requirements in Section X.B.1, have had not less than five years of successful library-related experience. Additional experience may be required if such training is appropriate to the individual's position. The individual also may be required to have demonstrated subject specialization and/or supervisory or administrative abilities where such abilities are appropriate. A master's or doctoral degree in a subject matter field may be taken as evidence of subject specialization.

C. Appointments

1. Appointment to the Rank of Librarian IV or Librarian III

The Director of Libraries or the Director of the Medical Center Library, acting with the approval of the Provost shall make an appointment to the rank of Librarian IV or Librarian III, subject to the requirements outlined in Section X.B. In making such an

appointment, the Director of Libraries or the Director of the Medical Center Library shall have the same authority and responsibilities as those of a dean of a college. Approved appointments shall be communicated through the Provost to the President who reports these to the Board of Trustees.

2. Appointment to the Rank of Librarian II or Librarian I

A recommendation (with supporting dossier) for appointment to the rank of Librarian II or Librarian I shall be made to the Provost by the Director of Libraries after consultation with appropriate librarians and administrators and, if desirable, with the Director's Advisory Committee on Personnel. After receiving such a recommendation, the Provost shall review the supporting dossier for completeness and then obtain a related recommendation from the Librarian Series Area Committee. Additional procedural steps for handling a recommendation for appointment of a librarian at the rank of Librarian II or Librarian I are parallel to those applicable to a regular faculty member of equivalent academic rank.

D. Promotions

1. Promotion from Librarian IV to Librarian III

An individual shall not remain at the rank of Librarian IV for more than five years. If, after that period, promotion to Librarian III cannot be justified, the individual's appointment as a librarian shall not be renewed. In considering an individual for promotion to the rank of Librarian III, annual performance reviews shall be taken into account. These reviews shall have been conducted in terms of criteria appropriate to the librarian's assigned duties but with attention given to the individual's participation in professional activities and general professional development and to any research and/or publication which may have been done.

Promotion from the rank of Librarian IV to Librarian III shall be made by the Director of Libraries or the Director of the Medical Center Library, as pertinent. Consideration of such a promotion shall be based on consultation with appropriate librarians and administrators and made with the approval of the Provost. Approved action shall be communicated through the Provost to the President who reports it to the Board of Trustees. In case of disapproval of a proposal to promote an individual to Librarian III, the Director of Libraries or the Director of the Medical Center Library, as pertinent, notifies the individual of such action in writing with copies to any appropriate administrators.

2. Promotion from Librarian III to Librarian II or from Librarian II to Librarian I

Promotion from Librarian III to Librarian II or from Librarian II to Librarian I shall be based upon performance and professional development. The individual shall have achieved recognition in a mode appropriate to the individual's specialty in an assigned field. In addition to demonstrated performance and ability, the individual shall have had at least five years of successful library-related experience. If tenure was not granted while on appointment as

Librarian III, the individual shall be granted tenure at the time of promotion to Librarian II. In no case shall the assignment of administrative duties be a requirement for promotion to the rank of Librarian II or Librarian I.

A recommendation (with supporting dossier) for promotion from Librarian III to Librarian II or from Librarian II to Librarian I shall be made to the Provost by the Director of Libraries after consulting with appropriate librarians and administrators and, if desirable or necessary (Section III.F.1), with the Director's Advisory Committee on Promotion and Tenure. After receiving such a recommendation, the Provost shall review the supporting dossier for completeness and then obtain a related recommendation from the Librarian Series Area Committee. Additional procedural steps for considering and handling a recommendation for promotion from Librarian III to Librarian II or from Librarian II to Librarian I are parallel to those applicable to a regular faculty member of equivalent academic rank.

E. Reappointments, Terminal Reappointments, and Notices of Non-Renewal of Appointment

Non-tenured appointments at the ranks of Librarian IV, Librarian III, and Librarian II shall be made on a year-to-year basis, subject to annual review. Non-tenured appointments at the rank of Librarian I shall be made for a total period not to exceed one year. Reappointments, terminal reappointments, and notices of non-renewal of appointment shall be based on results of both annual reviews and consultations with appropriate librarians and administrators. The processes for considering and handling reappointments, terminal reappointments, and notices of non-renewal of appointment for librarians are generally parallel to those applicable to regular title series faculty members of equivalent academic rank.

F. Probationary Periods and Recommendations for Tenure

The total probationary (non-tenured) period of a Librarian III shall not exceed seven years, including applicable previous full-time service as a professional librarian at another institution or as a Librarian IV. A librarian with more than three years of full-time experience at another institution who is appointed at the rank of Librarian IV, Librarian III, or Librarian II may be required to serve in a probationary status not to exceed four years. An individual initially appointed at the rank of Librarian I may be given non-tenured status for a period not to exceed one year.

Recommendation for tenure shall be dependent upon the quality of the individual's performance during the probationary period and the extent to which the individual has achieved recognition in a mode appropriate to the individual's specialty in an assigned field. At any time deemed appropriate during the probationary period, the granting of tenure may be recommended to the Provost by the Director of Libraries after consulting with appropriate librarians and administrators and, if desirable or necessary (Section III.G), with the Director's Advisory Committee on Promotion and Tenure. After receiving such a recommendation and reviewing the supporting dossier for completeness, the Vice President shall obtain a related recommendation from the Librarian Series Area Committee. Additional procedural steps for considering and

handling recommendations for tenure of librarians are parallel to those applicable to a regular title series faculty member of equivalent academic rank.

G. General Considerations

The terms and conditions of employment, excepting salary, covering each appointment of a librarian shall be set forth in the Notice of Academic Appointment and Assignment for that individual.

An annual or, where appropriate, biennial review of each librarian's performance shall be conducted by the Director of Libraries or the Director of the Medical Center Library, as pertinent, who shall obtain a written report from the librarian's department head or supervisor. The review shall be conducted in terms of criteria appropriate to the librarian's rank, but with particular attention given to assigned duties, as well as to general professional development, participation in professional activities, and any research and/or publication which may have been done.

H. Conditions of Employment

Appointment as a librarian does not normally imply a specific major responsibility to engage in research and publication. However, a librarian is eligible to apply for research grants as a principal investigator if permitted by the granting authorities, subject to the approval of the Director of Libraries or the Director of the Medical Center Library, as pertinent.

Librarians are eligible for membership in the University Senate and for sabbatical leave in accordance with University sabbatical leave policies. Overall, librarians and regular title series faculty members are entitled to the same benefits and privileges.