

## *Texas A&M University-San Antonio*

### **12.07.99.00.02 Librarian Faculty Fixed Term Appointments**

Approved: August 28, 2013

Reviewed: August, 2015

Next Scheduled Review: August, 2020

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### **Procedure Statement**

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The faculty of the Texas A&M University-San Antonio (A&M-San Antonio) library will be governed by this document and “Evaluation of Faculty Librarians” in matters dealing with appointment and promotion in academic rank in accordance with Texas A&M University System (System) Policy [12.07 Fixed Term Academic Professional Track Faculty](#) and A&M -San Antonio Procedure 12.07.99.00.01 *Fixed Term Academic Professional Track Faculty*.

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### **Official Procedure**

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1. FACULTY DIFFERENTIATION - Section 1 of System Policy 12.07 *Fixed Term Academic Professional Track Faculty* addresses faculty differentiation. The following section supplements Section 1.2 of the Policy.

#### Librarianship, Service, and Scholarship/Professional Development

- 1.1 A member of the Library Faculty (librarian) will demonstrate evidence of superior performance in a combination of the following three areas – librarianship, service, and scholarship /professional development. The weight of each category is dependent on the individual librarian’s job description and development plan.
- 1.2 Librarianship: Librarians show evidence of superior performance at the highest levels of specialized work and professional responsibility. In addition to superior performance of specific work responsibilities, librarians are proactive and are strong contributors to the overall work of the library, university, academic librarianship, and the wider world of librarianship.
- 1.3 Service: Librarians demonstrate significant contribution by serving in leadership roles. This leadership contribution will have resulted in recognition in multiple arenas, i.e., in the library, on campus, or at the state, regional, national, and/or international levels. A librarian also demonstrates promise for continued service and leadership.
- 1.4 Scholarship/Professional Development: Librarians have an ongoing record of noteworthy scholarly and/or continuing professional development that demonstrates both high quality and an impact on the larger world of librarianship and the academic disciplines. This

activity may have arisen from regular work responsibilities but has a demonstrable impact on the wider world.

## 2. PROFESSIONAL TRACK FACULTY RANKS

### 2.1 Assistant Librarian (Assistant Professional Track Faculty)

2.1.1 An Assistant Librarian is an entry level rank for librarians whose duties require knowledge of basic professional library skills and techniques or specialized linguistic or subject competence. The individual appointed to this rank possesses a Master of Library Science or equivalent degree from an ALA accredited program and has five years or less of post-MLS academic library experience in a professional librarian position.

2.1.2 This rank is normally assigned to a person who is new to the library profession, but who shows the potential for a promising career based on documented evidence of academic excellence, personal development, and basic professional skills. The emphasis at this rank is on the pursuit of knowledge and librarianship skills, demonstration of increased competence, and professional development. Assistant Librarians may supervise library staff and/ or student workers.

### 2.2 Associate Librarian (Associate Professional Track Faculty)

2.2.1 An Associate Librarian is the rank for persons whose duties require a degree of specialization in a technical, subject, service, and/or administrative area. An Associate Librarian works under general guidance with limited supervision and takes responsibility for development and implementation of new policies, programs, and services. The Associate Librarian should also have made some contribution to the leadership and effectiveness of the library profession. Associate Librarians may supervise library staff or librarians.

2.2.2 The individual appointed to this rank possesses a Master of Library Science or equivalent degree from an ALA accredited library school and a minimum of five years of professional experience at a rank comparable to Assistant. Appointment or promotion to this rank requires the basic professional skills of the Assistant Librarian, plus evidence of substantial professional contributions.

### 2.3 Librarian (Senior Professional Track Faculty)

2.3.1 A Librarian is the rank appropriate for individuals whose professional library performance, service, and scholarship/professional development have been consistently outstanding. Librarians have established local, state, regional, and/or national leadership in library or scholarly organizations and/or are involved in mentoring and providing professional development to colleagues. A Librarian has significant involvement in service to the library, university, and community.

Performance evaluations show a record of sustained excellent performance of all areas of appointment. A Librarian demonstrates excellence in continuing professional development and accomplishment and is able to independently perform complex professional duties and/or supervisory responsibilities requiring specialized knowledge and/or experience.

2.3.2 A Librarian possesses a Master of Library Science or equivalent degree from an ALA accredited program and a minimum of ten years of professional experience, including a minimum of five years of professional experience at a rank comparable to Assistant and a minimum of five years of professional experience at a rank comparable to Associate. A second graduate degree or Ph.D. is desirable. The individual in this rank must have demonstrated continual growth in specific areas of librarianship such as supervision, collection development, technical processing, information literacy, technology, systems planning, and/or specialized reference and bibliographical work.

### 3. APPOINTMENT OF PROFESSIONAL TRACK FACULTY

3.1 Section 3 of System Policy *12.07 Fixed Term Academic Professional Track Faculty* addresses appointment of professional track faculty.

### 4. EVALUATION OF PROFESSIONAL TRACK FACULTY

4.1 All library faculty members will be reviewed on an annual basis by their department head or supervisor. Such review will include all requirements established in the initial letter of appointment and the annual professional development plan. Reviews will be conducted in early Spring semester. During the final contract year, the review process will evaluate the librarian's performance during the appointment period and include a decision on extending the appointment. See "Evaluation of Faculty Librarians" for more detailed information.

### 5. DISMISSAL OF A PROFESSIONAL TRACK FACULTY MEMBER

5.1 Section 5 of System Policy *12.07 Fixed Term Academic Professional Track Faculty* addresses dismissal of a professional track faculty member.

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## **Related Statutes, Policies, or Requirements**

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System Policy [12.07 Fixed Term Academic Professional Track Faculty](#)

A&M-San Antonio Procedure [12.07.99.00.01 Fixed Term Academic Professional Track Faculty](#)

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**Contact Office**

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