

UNIVERSITY OF CONNECTICUT LIBRARIES

CRITERIA FOR APPOINTMENT AND PROMOTION OF PROFESSIONAL LIBRARIANS

“The Criteria for Appointment and Promotion of Professional Librarians” (“The Criteria”) describes standards for the initial ranking of new professional-librarian staff members and for the promotion of professional librarians currently employed by the University Libraries. “The Criteria” includes: why we have promotion; summary of promotional process; general criteria for appointment and promotion; a general description of the areas by which candidates are reviewed; initial appointment; years of service for each rank; and a description of the ranks.

Why Do We Have Promotion?

The University Libraries promotional system serves to attract, retain, and reward professional librarians of the highest caliber. Promotion is a mechanism for encouraging the growth and development of librarians beyond their sphere of duties; that is, promotion looks at the achievements of the individual, and not the specific duties and responsibilities of a person’s position. Promotion rewards librarians who make notable contributions to the academic community and the professional field, who develop and display leadership, excellence, and who cultivate new skills and knowledge for the betterment of the University of Connecticut Libraries and the University of Connecticut.

Summary of Promotional Process

Professional librarians participate in a voluntary promotion system for advancement in rank. This system, which includes supervisors' recommendations, a peer review, recommendation of the Vice Provost, and ultimate determination by the Provost and the Board of Trustees, has two primary goals: to ensure an opportunity for review on comparable terms, and to offer opportunities for promotion regardless of job assignment. The promotional process begins annually on July 1st.

The Vice Provost, in conjunction with the Promotion Review Advisory Committee (PRAC) and supervisors, holds an annual “Introduction to Promotion for Professional Librarians” review session which covers promotion procedures and the promotion criteria.

General Criteria for Appointment and Promotion

The minimum educational requirement for appointment to the professional librarian ranks is the completion of an accredited graduate degree in librarianship and/or information science. For some positions where subject competence in another discipline is demanded by the position, additional advanced degrees may also be required.

All candidates for appointment and promotion must receive an overall “good” or higher rating on their latest annual evaluation. Candidates must demonstrate in their assigned position evidence of significant

accomplishments, the potential for development, the ability to collaborate, and flexibility in the context of a changing work environment. Candidates are expected to show evidence of continuous growth in the following three areas: Professional Competence; Library, University and Community Service; and Scholarly and Professional Activities. Accomplishments in each area reflect the rank for which appointment and promotion are sought and bear evidence of a well-rounded career. Candidates' accomplishments are reviewed for the time period from the initial appointment as a librarian or since the time of last promotion.

Appointment to the next highest rank is predicated upon demonstrated evidence of meeting the criteria for that next highest rank as outlined in the descriptions of the ranks below. It is expected that in their professional conduct all librarians will adhere to the American Library Association's Librarians' Code of Ethics (1995 rev.) [See attached].

General Description of Three Areas

PROFESSIONAL COMPETENCE

All candidates for appointment and promotion must receive an overall “good” or higher rating on their latest annual evaluation. Candidates must also demonstrate in their assigned position evidence of significant accomplishments and the potential for development, the ability to collaborate, and flexibility in the context of a changing work environment.

LIBRARY, UNIVERSITY, AND COMMUNITY SERVICE

Library, university, and community service entails meaningful participation which extends beyond the boundaries of the librarian's defined job duties and responsibilities. Activities may include:

- Library and University committee service.
- Involvement in special Library or University programs and projects.
- Participation in Library-wide programs.
- Engagement in Library or University governing boards or advisory groups.
- Service to the community, especially that which involves library training and experience.
- Administrative tasks not normally a part of the librarian's assigned duties.

SCHOLARLY AND PROFESSIONAL ACTIVITIES

Scholarly and professional activities, including research, are of value for librarians in that such pursuits are likely to lead to increasing competence and vitality in the performance of one's assignment. They may also result in a contribution to the field of librarianship.

Scholarship and professional activities, including research, entail service which extends beyond the boundaries of the librarian's defined job duties and responsibilities. Activities may include:

- Active membership and appropriate activity in professional societies--lectures or papers delivered at meetings, office(s) held, committees served.
- Research and evidence of known techniques to the accumulation and analysis of new data and

- making fundamental contributions to knowledge as applied to a candidate's position.
- Writing and publishing in professional or society publications--analytical, critical, or editorial.
- Extensive grant proposals or internal studies and reports may be considered if they represent new ideas or incorporate research.
- Receipt of grants, fellowships, prizes, and honors may be considered evidence of scholarly or professional contributions.

YEARS OF SERVICE FOR ALL RANKS

The promotional cycle starts July 1st. In calculating years of full time service for promotion, the librarian should figure from the date of hire at the University of Connecticut Libraries. Candidates seeking promotion from Librarian I to II must have a minimum of 24 months of full time service before July 1st. Candidates seeking promotion from Librarian II to III or Librarian III to IV must have a minimum of 36 months of full time service before July 1st.

Part-time librarians must meet the minimum of full time service for the rank to which they are seeking promotion.

Promotion is voluntary and not required for continued employment.

INITIAL APPOINTMENT

Previous years of service at another institution as a professional librarian shall be reviewed based on the Criteria at the time of initial appointment. In addition, high-level library paraprofessional or other professional experience may be considered provided it is relevant to the position being assumed. Entry-level librarians will be ranked as a Librarian I.

DESCRIPTIONS OF THE RANKS

LIBRARIAN I

Expectations for Performance:

- Shows evidence of sound performance in the assigned position.
- Shows evidence of accomplishments, potential for development, the ability to collaborate, and flexibility in the context of a changing work environment.
- Shows evidence of the potential for active engagement in Library, University and Community service and Scholarly and Professional Activities.
- Shows evidence of a plan for publications (reviews, abstracts, and annotated bibliographies, articles, etc.) or other activities included in Scholarly and Professional Activities.
- Attends professional meetings and workshops.
- Member of appropriate professional and scholarly organizations.

Two years is the minimum length of service in this rank before eligibility for promotion.

LIBRARIAN II

Criteria:

- Shows continuous evidence of sound performance in the assigned position through evidence of increased knowledge, understanding and skill in performing the assigned duties of the position.
- Shows continuous evidence of significant accomplishments, potential for development, the ability to collaborate, and flexibility in the context of a changing work environment.
- Shows evidence of active engagement in Library, University and Community Service.
- Show evidence of active engagement in Scholarly and Professional Activities that has an impact at least at the local level (i.e. state).
- Shows evidence of a strategy for leadership in scholarly or other professional organizations and library and/or university committees or projects.
- Attends professional meetings and workshops.
- Member of appropriate professional and scholarly organizations.

Three years is the minimum length of service in this rank before eligibility for promotion.

LIBRARIAN III

Criteria:

- Shows continuous evidence of sound performance in the assigned position through evidence of an in-depth knowledge, understanding and skill in performing the assigned duties of the position.
- Shows continuous evidence of significant accomplishments and the ability to collaborate, and flexibility in the context of a changing work environment.
- Shows evidence of active engagement in Library, University and Community Service through effective participation in relevant library committees, work groups, or task forces in the form of concrete contributions, plans and actions.
- Show evidence of active engagement in Scholarly and Professional Activities in the form of publications or presentations that have an impact at least at the regional level.
- Demonstrates evidence of increased leadership in Library, University and Community Service and Scholarly and Professional Activities. Shows evidence that the candidate has shared their expertise or broad professional knowledge to advance UConn at least at the regional level can be demonstrated through either:
 - Documented leadership and initiative in projects and assignments which extend beyond areas of responsibility, equivalent to chairing a library committee or tasks force at UConn. at least at the regional level;or
 - Documented research and scholarship in librarianship or other relevant academic fields at least at the regional level.
- Attends professional meetings and workshops.
- Member of appropriate professional and scholarly organizations.

Three years is the minimum length of service in this rank before eligibility for promotion.

LIBRARIAN IV
Highest Rank of Professional Librarian

Criteria:

- Evidence of continued growth and a record of significant professional accomplishment in the assigned position through evidence of expert knowledge and mastery of understanding and skill in performing the assigned duties of the position.
- Demonstrates a record of documented research, scholarship or creation of significant content in Library, University and Community Service and Scholarly and Professional Activities. Shows evidence that the candidate has shared their expertise or broad professional knowledge at least at the national level.
- Demonstrates consistent leadership within the library so that other staff members, UConn Libraries and/or UConn have benefitted over a long period of time from the candidate's work to effect major change(s).
- Professional growth as exhibited by leadership roles in continuing education, seminars, lectures, research, grant applications, teaching, etc.
- Recognized by peers as being outstanding in their field of librarianship at least at the national level.
- These qualities may be expressed in administrative, supervisory or other library activities.

APPENDIX

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.**
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.**
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.**
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.**
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.**
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.**
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.**
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.**

Adopted June 28, 1997, by the ALA Council; Amended January 22, 2008.