University of Cincinnati

CRITERIA AND PROCEDURES FOR REAPPOINTMENT, PROMOTION, AND TENURE OF LIBRARY FACULTY

(Approved by the Library Faculty October 2015)

Note: The master copy of this document is maintained on the RPT disk under the name of RPT Criteria & Procedures. Additional copies of this document are available from the current chair of the Library Faculty RPT Committee.

TABLE OF CONTENTS

Section I

Criteria for Initial Appointment, Reappointment, Promotion,
and Tenure of Library Faculty

PREAMBLE

RULES AND PRINCIPLES GOVERNING APPOINTMENTS AND TENURE OF LIBRARY FACULTY

The Criteria for Initial Appointment, Reappointment, Promotion and Tenure of library faculty are based on the following components:
- Job performance, as defined by the job description,
- Professional experience,
- Job development,
- Professional development,
- Professional service activities, and
- Scholarly or service accomplishments.

Definitions and examples of these components are provided within this document.

The Criteria provide an instrument of evaluation that ensures the retention and development of a productive and professionally active library faculty. Library Faculty who apply for reappointment, promotion or tenure must comply with specific performance standards identified by the Criteria. Chief among these performance standards is satisfactory job performance.

Compliance with the requirement of "satisfactory job performance" becomes increasingly difficult as the faculty member climbs the rungs of the promotion ladder. This is primarily because higher faculty ranks require higher levels of job responsibility, and partially because all other Criteria components similarly become more demanding at higher ranks. Therefore, the requirement of "satisfactory" in the case of job performance at higher ranks connotes a quality of performance not required at lower ranks.

Finally, the Criteria promote the performance of activities and accomplishments by faculty that are consistent with the central mission of the University of Cincinnati libraries. All faculty are expected to take advantage of new developments in information technology, knowledge enhancement and curricular design to facilitate the transmission of learning in the university environment. Therefore, reappointment, promotion and tenure are primarily dependent upon such activities or accomplishments that further the central mission of the University.

"All tenure track Faculty appointments shall be identified by one of the following unqualified titles: Professor, Associate Professor, Assistant Professor, or Instructor; and for Library Faculty: Senior Librarian, Associate Senior Librarian, Associate Librarian, Assistant Librarian, or Beginning Librarian."
--Agreement between University of Cincinnati and American Association of University Professors, University of Cincinnati Chapter, July 1, 2013 to June 30, 2016. [Hereafter cited as Agreement] Article 6.3.1

"Assignment of a librarian to a rank shall be based upon the tasks, responsibilities, and qualification requirements of the position held, and the experience, professional development, and scholarly and service achievements of the Librarian. The satisfactory performance of job responsibilities shall be the primary requirement for the advancement of Librarians to a higher rank. In addition, Librarians seeking promotion should also demonstrate scholarly and service accomplishments appropriate to the level of advancement."
--Agreement, Art. 6.6.5

"For all appointments, the probationary period for continuous full-time service shall not exceed seven years and shall begin at the initial date of appointment, except as stated in 6.2.2.1."
--Agreement, Art. 6.3.2

"Normally, initial appointments of Librarians are at the Beginning Librarian, Assistant Librarian, or Associate Librarian rank. The rank of initial appointment shall be based upon the established criteria and depend upon the experience and qualifications of the individual and the nature of the position being filled."
--Agreement, Art 6.6.4

CRITERIA FOR FACULTY RANKING

BEGINNING LIBRARIAN

"Beginning Librarians initially shall be appointed for a term of one, two or three years and may be reappointed for additional one or two-year terms for a maximum of four years. No person may gain tenure at the rank of Beginning Librarian. Time spent as a Beginning Librarian shall be counted as part of the probationary period of service leading to tenure."
--<u>Agreement</u>, Art. 6.3.1.9

Initial Appointment: Beginning Librarian shall be the initial appointment rank for library faculty with

A. Predominantly Level One job responsibilities, and
B. Masters Degree in library or information science from an ALA accredited program, or equivalent degree in a field appropriate to the position

Reappointment: Reappointment at the rank of Beginning Librarian requires

A. Satisfactory job performance, and

B. Demonstrated potential for achieving promotion to the rank of Assistant Librarian

ASSISTANT LIBRARIAN

"Assistant Librarians initially shall be appointed for a term of either one, two or three years and may be reappointed for additional terms of one, two, or three years to a maximum total of seven years of probationary service. No person may gain tenure at the rank of Assistant Librarian."
--Agreement, Art. 6.3.1.8

Initial Appointment: Assistant Librarian shall be the initial appointment rank for library faculty with:

A. Predominantly Level Two job responsibilities, and

B. Masters Degree in library or information science from an ALA accredited program, or equivalent degree in a field appropriate to the position, and

C. Previous professional experience or completion of a second Masters Degree or its equivalent, and

D. Some professional development

Promotion: Promotion to the rank of Assistant Librarian requires:

A. Satisfactory job performance as a Beginning Librarian, and

B. Either the assumption of Level Two job responsibilities, or the demonstration of other job development, and

C. Some professional development

Reappointment: Reappointment of an Assistant Librarian to this rank requires

A. Satisfactory job performance, and

B. Demonstrated potential for achieving promotion to the rank of Associate Librarian

ASSOCIATE LIBRARIAN

"Associate Librarians initially shall be appointed for a term of either two or three years and may be reappointed for additional terms of two or three years. Service beyond seven years shall be accompanied by a grant of tenure."
--Agreement, Art. 6.3.1.7

Initial Appointment: Associate Librarian shall be the initial appointment rank for library faculty with

A. Predominantly Level Two or Level Three job responsibilities, and

B. Masters Degree in library or information science from an ALA accredited program, or equivalent degree in a field appropriate to the position, and

C. Previous professional experience, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include basic achievement in one of the following areas:
     Education, or
     Publishing or creative work, or
     Teaching, or
     Professional service, and

F. Regular involvement in professional service activities

Promotion: Promotion to the rank of Associate Librarian may be accompanied by a grant of tenure and requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Some job development, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include basic achievement in one of the following areas:
Education, or
Publishing or creative work, or
Teaching, or
Professional service, and

F. Regular involvement in professional service activities

Reappointment: Reappointment to the rank of Associate Librarian requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Some job development, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include basic achievement in one of the following areas:
Education, or
Publishing or creative work, or
Teaching, or
Professional service, and

F. Regular involvement in professional service activities

Tenure: A grant of tenure at the rank of Associate Librarian requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Some job development, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include basic achievement in one of the following areas:
Education, or
Publishing or creative work, or
Teaching, or

Professional service, and

F. Regular involvement in professional service activities, and

G. Demonstrated potential to continue to meet the criteria for tenure

ASSOCIATE SENIOR LIBRARIAN

"Associate Senior Librarians initially shall be appointed for a term of three or five years unless granted indefinite tenure upon recommendation of the Librarians' Reappointment, Promotion, and Tenure Committee. The reappointment of an Associate Senior Librarian at the expiration of an initial five-year or second three-year term shall be accompanied by a grant of tenure. Tenure also may be granted prior to the expiration of a term appointment. Promotions to the rank of Associate Senior Librarian or above shall be accompanied by a grant of tenure."
--Agreement, Art. 6.3.1.6

Initial Appointment: Associate Senior Librarian shall be the initial appointment rank for library faculty with

A. Predominantly Level Two or Three job responsibilities, and

B. Masters Degree in library or information science from an ALA accredited program, or equivalent degree in a field appropriate to the position, and

C. Previous professional experience, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include outstanding achievement in one, or significant achievement in two of the following areas:
    Community and University service, or
    Education, or
    Publishing or creative work, or
    Teaching, or
    Professional service, and

F. Regular involvement in professional service activities

Promotion: Promotion to the rank of Associate Senior Librarian is accompanied by a grant of tenure, if the candidate is not already tenured, and requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Considerable job development, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include outstanding achievement in one or significant achievement in two of the following areas:
    Community and University service, or
    Education, or
    Publishing or creative work, or
    Teaching, or
    Professional service, and

F. Regular involvement in professional service activities, and

G. Demonstrated potential to continue to meet the criteria for tenure.

Reappointment: The reappointment of an Associate Senior Librarian at the expiration of an initial five-year or second three-year term shall be accompanied by a grant of tenure, (Agreement Art. 6.2.1.6) and requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Considerable job development, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include outstanding achievement in one or significant achievement in two of the following areas:
    Community and University service, or
    Education, or
    Publishing or creative work, or
    Teaching, or
    Professional service, and

F. Regular involvement in professional service activities, and

G. Demonstrated potential to continue to meet the criteria for tenure.

Tenure: A grant of tenure at the rank of Associate Senior Librarian requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Considerable job development, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include outstanding achievement in one, or significant in two of the following areas:
    Community and University service, or
    Education, or
    Publishing or creative work, or
    Teaching, or
    Professional service, and

F. Regular involvement in professional service activities, and

G. Demonstrated potential to continue to meet the criteria for tenure.

SENIOR LIBRARIAN

"Senior Librarians initially shall be appointed with tenure unless otherwise stipulated at the time of appointment. Senior Librarians may, under special circumstances, be initially appointed for a term of three years without tenure. The reappointment of a Senior Librarian at the expiration of an initial three-year term shall be accompanied by a grant of tenure."
--Agreement, Art. 6.3.1.5

Initial Appointment: Senior Librarian shall be the initial appointment rank for library faculty with

A. Predominantly Level Three job responsibilities, and

B. Masters Degree in library or information science from an ALA accredited program, or equivalent degree in a field appropriate to the position, and

C. Previous professional experience, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include: 1.) outstanding achievement in two, or 2.) outstanding achievement in one and significant in two of the following areas:
      Community and University service, or
      Education, or
      Publishing or creative work, or
      Teaching, or
      Professional service, and

F. Regular involvement in professional service activities.

Promotion: Promotion to the rank of Senior Librarian is accompanied by a grant of tenure and requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Considerable job development, and

D. Continuing participation in professional development activities, and

E. Scholarly, or service accomplishments which should include: 1) outstanding achievement in two, or 2) outstanding achievement in one and significant in two of the following areas:

Community and University service, or
Education, or
Publishing or creative work, or
Teaching, or
Professional service, and

F. External review of Candidate's dossier, and

G. Regular involvement in professional service activities, and

H. Demonstrated potential to continue to meet the criteria for tenure.

Reappointment: Reappointment of a Senior Librarian to this rank is accompanied by a grant of tenure and requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Considerable job development, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include 1) outstanding achievement in two, or 2) outstanding achievement in one and significant in two of the following areas:
Community and University service, or
Education, or
Publishing or creative work, or
Teaching, or
Professional service, and

F. Regular involvement in professional service activities, and

G. Demonstrated potential to continue to meet the criteria for tenure

Tenure: Tenure at the rank of Senior Librarian requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Considerable job development, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include: 1) Outstanding achievement in two, or 2) Outstanding achievement in one and significant in two of the following areas:

      Community and University service, or

      Education, or

      Publishing or creative work, or

      Teaching, or

      Professional service, and

F. Regular involvement in professional service activities, and

G. Demonstrated potential to continue to meet the criteria for tenure

LEVELS OF JOB RESPONSIBILITIES

LEVELS OF JOB RESPONSIBILITIES

For initial appointments, these definitions show the level(s) at which the person assuming the position is expected to perform; for incumbents, these definitions show the level(s) of performance. The criteria related to job responsibilities are in terms of predominant level.

LEVEL 1 Performs assigned tasks requiring professional discretion and independent judgment.

LEVEL 2 Initiates and independently performs tasks that require managerial skills or an understanding of a discipline, language, or of a specialized category of library/information resources or library operations.

LEVEL 3 Plans, initiates, and has administrative responsibility for tasks that require managerial skills or uses expertise in a discipline, language, or in a specialized category of library/information resources or library operations.

JOB RESPONSIBILITIES ARRANGED BY FUNCTION

Most positions include responsibilities in more than one functional area, and the levels for each may vary. In any one function, an individual may have any or all the responsibilities which are listed at a particular level.

ACQUISITIONS (see also other functions)

LEVEL 1   Monitors and organizes records according to procedures internal to the acquisitions/receiving department or unit.

LEVEL 2   Organizes, monitors, and analyzes operations between the acquisitions/receiving department or unit and the publishing industry or other departments, libraries, institutions, and consortia.

Interprets complex vendor requirements and licensing language to inform acquisition recommendations and actions.

Participates in developing policies and standards for acquisitions functions including University auditor compliance.

Trains others in ordering and purchasing procedures.

LEVEL 3   Coordinates acquisitions/receiving operations within the Libraries and within the statewide consortium.

Leads planning and implementation of new technologies, partnerships, policies and procedures for acquisitions.

Communicates licensing language appropriate for the University to vendors and publishers.

Recommends and implements policies and procedures, maintains documentation within the University framework.

ADMINISTRATIVE/LEADERSHIP (see also other functions)

LEVEL 1   Responsible for some leadership functions within a unit, department, or division.

Participates in the identification of methods and types of data collection to improve unit operations and services.

Supervises student assistants.

Trains and/or revises the work of student assistants

LEVEL 2   Responsible for a unit in a larger department or division.

Actively involved in making decisions which determine or affect policy.

Monitors the budget and expenses of a unit.

Assists with the assessment and evaluation of library services and operations.

Assists with the planning, documentation, and implementation of new and/or enhanced services, operations and information technologies that support the academic and   research mission of the University.

Assists with managing contracts with external service providers and/or library contracts   with other organizations.

Supervises student assistants and/or support staff.

Trains and/or revises the work of support staff and student assistants

LEVEL 3   Responsible for administrative functions of a department, division, library, or an independent unit with several distinct services and operations.

Responsible for making decisions which determine or affect policy.

Responsible for strategic planning which will determine the future development of the department, division, independent unit, or team and aligns with national and global best practices.

Provides leadership to accomplish strategic goals and initiatives for services, collections, and personnel.

Responsible for the expenditures of a department, division, independent unit, or team and prepares funding recommendations.

Responsible for the assessment and evaluation of library services, operations, and initiatives.

Responsible for the implementation of new and/or enhanced services, operations and information technologies that support the academic and research mission of the University.

Develops, maintains, and distributes to stakeholders documentation for operations, procedures, workflows, and policies.

Manages contracts with external service providers and/or library contracts with other organizations.

Supervises student assistants, support staff, and/or faculty.

Trains, revises and/or mediates the work of student assistants, support staff, and/or faculty.

CATALOGING & METADATA (see also other functions)

LEVEL 1   Creates or edits bibliographic and/or metadata for resources as assigned; interprets the work and uses accepted national codes, standards, or local protocol to make use of the indexing and display capabilities of databases for access and discovery.

Proposes departmental operations and procedures.

Assists with database integrity activities.

LEVEL 2   Creates or edits bibliographic and/or metadata for unique and/or complex resources; determines appropriate standards and protocols to maximize indexing, display, and discovery capabilities of databases for access.

Devises and recommends methods to maximize access to resources.

Develops and manages the process of downloading, exporting, ingesting, or crosswalking records within and between information systems of the libraries to ensure data integrity, utilizing scripts, macros, or programs.

Serves as bibliographic knowledge expert or metadata consultant for library staff with expertise in format, subject, language and/or schema areas.

Assists with database integrity and management projects including quality control for databases and digital collections.

LEVEL 3   Develops, implements, and evaluates procedures, policies, and /or standards for catalog and/or metadata records for various collections in all formats.

Develops and implements procedures to ensure database integrity and serves as consultant for complex database maintenance problems which require expertise in information systems.

Serves as a bibliographic knowledge expert and/or metadata consultant for other departments, libraries, organizations, or institutions, on the use or establishment of metadata schema and standards or on format, subject, language and/or schema areas.

Designs workflow and leads staff engaged in metadata and cataloging work associated with physical or digital collections.

Maintains database integrity (authority control, quality control).

Devises cataloging and/or metadata policy and standards.

Develops policies and procedures to ensure coordination of local, regional, and global access across information systems, including OhioLINK.

CIRCULATION & INTERLIBRARY LOAN (see also other functions)

LEVEL 1   Monitors and analyzes records and procedures internal to circulation and interlibrary loan and recommends methods for their organization.

Participates in the identification and implementation of electronic document distribution systems for circulation/reserves and interlibrary loan.

Performs complex bibliographic verification.

LEVEL 2   Organizes, monitors, and analyzes operations between the library's circulation/Interlibrary Loan department or unit and its users.

Participates in the development and implementation of services with other departments, libraries, organizations, or institutions.

Assists with the planning and implementation of innovative technologies for the delivery of resources to library users.

LEVEL 3   Integrates, coordinates, and complies with state, regional, and national standards, principles, policies, services, and codes of practice.

Responsible for coordination and evaluation of circulation/interlibrary loan operations with the library system and its users.

Responsible for integrating innovative technologies into the department's operations and for delivery of resources to library users.

COLLECTION DEVELOPMENT (see also other functions)

LEVEL 1   Assists with the selection of resources for a particular collection or discipline.

LEVEL 2   Participates in selection of resources for particular collection(s) or disciplines.

Serves as a liaison with colleges and departments on collections that meets the needs of departments, colleges, and the University.

LEVEL 3   Responsible for collection development for a particular collection(s) or discipline including evaluation, appraisal, retrospective development, and collection maintenance and management (e.g. deselection, move to online, manages expenditures within established funds).

Collects, assesses and analyzes collection statistics.

Participates in creating collection development policies.

Plans and coordinates collection surveys (e.g. ARL, AALL, AAHSL).

DIGITAL SCHOLARSHIP (see also other functions)

LEVEL 1   Assists faculty and university departments with digital content (digitized and born-digital) and research data access, management, and digital preservation.

Assists and advises faculty and university departments on content capture and/or publishing, including support for open access publishing.

Assists and advises faculty and university departments on copyright compliance, rights management, and fair-use.

Develops and maintains websites and or subject guides.

LEVEL 2   Designs policies and procedures for digital content (digitized and born-digital) and research data access, management, and digital preservation.

Advises researchers and scholars on e-science and digital humanities initiatives such as data mining, visualization, and social network analysis.

Devises and recommends procedures and policies on copyright compliance, rights management, and fair-use.

Devises and recommends policies and procedures for content capture and/or publishing, including support for open access publishing.

LEVEL 3   Responsible for implementation of services and systems in support of digital content (digitized and born-digital) and research data access, management, and digital preservation

Responsible for implementation of services and systems in support of digital publishing, including open access.

Responsible for copyright compliance, rights management, and fair use for University publishing platforms.

Develops digital preservation policies and priorities for collections including data sets, born-digital and digitized content.

LIAISON (see also other functions)

LEVEL 1   Assists the liaison(s) to academic departments, administrators within the University, and other UC library jurisdictions regarding library services, resources, policies, procedures and information technologies.

Participates in University sponsored organizational activities that promote library services.

LEVEL 2   Serves as a liaison to academic departments, administrators within the University, and other UC library jurisdictions regarding library services, resources, policies, procedures and information technologies.

Coordinates communication activities of a unit, department, or division in the library system (e.g. Libraries' communication department, University communications departments, student newspapers, library visits, and special events).

LEVEL 3   Coordinates a library's involvement in cooperative activities (e.g. online networks or consortia).

Serves as a consultant for the library system and other libraries, academic departments, and administrators within the University in development and implementation of services and information technologies that support the academic and research mission of the University.

Establishes or maintains collaborative and/or entrepreneurial relationships within or external to the University to develop and implement library services and information technologies that support the academic and research mission of the University.

LIBRARY INFORMATION TECHNOLOGY (see also other functions)

LEVEL 1   Assists with the development, testing, installation and/or operations of information systems, internally and/or with university departments outside of the libraries.

Assists with documentation, trouble-shooting, and training for information systems in the libraries.

Monitors and analyzes files and procedures internal to unit and recommends methods for their organization.

Maintains quality control of a database or digital collection.

LEVEL 2   Responsible for significant parts of the development, testing, installation and/or operations of information systems.

Serves as liaison with university departments, administrators and organizations outside the libraries in the development, testing, installation and/or operations of information systems.

Provides documentation, trouble-shooting, and training for access and information systems in the libraries.

Participates in software development.

Devises and recommends procedures for data processing of all types.

Organizes, monitors, and analyzes operations between information systems and their users.

Advises users or other departments, libraries, organizations, or institutions in the purchase, use or establishment of information systems and computer hardware or software.

Responsible for implementing systems and data processing policies.

Develops procedures for managing the process of downloading, exporting, ingesting and/or crosswalking records within and between information systems.

LEVEL 3   Serves as a consultant for other departments, libraries, organizations, or institutions, on the use or establishment of information systems, applications, and services.

Participates in information systems planning at the institutional level including new technologies.

Responsible for coordination and evaluation of information systems including new technologies.

Responsible for software development.

Responsible for computer hardware and software purchase policies.

Responsible for information systems project management.

Serves as consultant / knowledge expert for local, regional and /or national communities in access and discovery tools and processes.

LIBRARY PEDAGOGY (FOR STUDENTS, FACULTY, AND STAFF) (see also other functions)

LEVEL 1   Teaches library sessions on developing foundational information literacy skills, digital literacy skills, and/or technical applications.

LEVEL 2   Teaches library sessions which require a working knowledge of a discipline, language, citation format, database, or of a category of special library resources.

Teaches library sessions which require a working knowledge in the use and application of information technologies; e.g., citation management, courseware, data management, digital scholarship, presentation software, or web page design.

Collaborates with faculty on research assignments, curriculum design for library instruction, and library sessions.

Collaborates in the creation and development of online learning modules and digital objects.

Coordinates the libraries' role in college and university-wide information and digital literacy initiatives.

Develops, implements, and assesses programs and course instruction on library resources and information technologies for a specific level or audience within the academic community.

Utilizes current teaching techniques and pedagogies based on best practices.

LEVEL 3   Teaches library sessions which require expertise in a discipline, language, citation format, database, or of a category of special library resources.

Teaches library sessions which require expertise in the use and application of information technologies; e.g., citation management, courseware, data management, digital scholarship, presentation software, software development, or web page design.

Develops, implements, and assesses programs and course instruction on library resources and information technologies for diverse levels or audiences within the academic community.

Creates online learning modules and digital learning objects.

Manages programs, statistics, and reports to inform and develop new initiatives.

Provides cross-jurisdictional leadership representing the Libraries and/or College(s) in university-wide information and digital literacy initiatives.

Demonstrates teaching expertise and leadership at the regional and national level.

OUTREACH & PROMOTION (see also other functions)

LEVEL 1   Assists with developing and maintaining library marketing materials (e.g. social media,   annual reports) for a unit or department in the library system.

            Participates in local, regional, or national organizational activities that promote library services or the profession.

LEVEL 2   Develops and maintains library marketing materials for a unit, department, or division in the library system.

            Represents the University libraries on local, regional, or national organizations promoting the profession and/or information or digital literacy.

LEVEL 3   Responsible for the development and implementation of marketing, communications or   publicity plans.

            Oversees the implementation of outreach strategies of a unit, department, or division in the library system (i.e. promotional and communication activities, programming, and materials).

            Responsible for development activities (e.g. grant proposals and/or identification of donors).

            Establishes collaborative and/or entrepreneurial relationships outside the University to develop and implement library services and information technologies that support the academic and research mission of the University.

PRESERVATION (see also other functions)

LEVEL 1   Assists with developing educational programs for staff and users.

            Performs treatment on general circulating resources and/or enclosures for special collections.

            Monitors the library's internal environment; i.e., light, temperature, humidity and atmospheric pollution, storage and shelving conditions.

            Participates in the libraries' disaster recovery and response team.

LEVEL 2   Evaluates and determines complex treatment options.

            Assists with the development of preservation policies and procedures for the libraries, including those related to the internal environment.

Collaborates with IT, metadata librarians, grants coordinator, archivists, and selectors to prepare resources for reformatting during the digital curation of special and archival collections.

Develops and implements in-house physical treatment activities (special projects) appropriate to the collection.

Compiles, analyzes, and reports preservation statistics (general and special collections work flows).

Provides leadership to the libraries' disaster recovery and response team.

LEVEL 3   Responsible for preservation liaison with other department heads, librarians, and community and professional organizations.

Performs sophisticated and complex individual treatments.

Develops specifications for contract binding, mass deacidification, preservation reformatting and digitization projects.

Develops preservation policies and priorities for the Libraries.

Collaborates with other cultural heritage institutions to determine treatment options for objects (non-book or paper).

Consults with other cultural heritage institutions to determine treatment options for book or paper resources, or evaluate storage, handling, temperature and humidity conditions.

REFERENCE & RESEARCH CONSULTATION (see also other functions)

LEVEL 1   Provides basic reference and research consultation using general resources.

Assists users with the basic reference and information resources of a

discipline. Develops guides, web content, and digital objects.

Participates in the assessment and evaluation of reference and research consultation services and operations.

Participates in the collection, analysis, and reporting of statistics related to reference and research consultation services.

LEVEL 2   Provides users with specialized reference and research assistance which require a working knowledge of a discipline, language, citation format, or of a category of special library resources.

Searches specialized databases for complex research needs.

Develops guides, web content, digital objects, and bibliographies which require a working knowledge of a discipline, language, or a citation format.

Actively involved in the assessment and evaluation of reference and research consultation services and operations.

Actively involved in the collection, analysis, and reporting of statistics related to reference and research consultation services.

LEVEL 3   Provides special assistance with complex research problems which require expertise in a discipline, language, citation format, or with a category of special library resources.

Searches specialized databases for research needs requiring expertise in a discipline and database.

Develops guides, web content, digital objects, and bibliographies requiring expertise in a discipline, language, citation format, or with a category of special library resources.

Provides specialized consultation to researchers with needs related to grant preparedness and research funding, including the development of data management plans.

Provides leadership with innovative and new technologies for reference and research services.

Responsible for the assessment and evaluation of reference and research consultation services and operations.

Responsible for the collection, analysis and reporting of statistics related to reference and research consultation services.

SPECIAL COLLECTIONS AND ARCHIVES (see also other functions)

LEVEL 1   Processes special collections resources as assigned.

Provides instruction on the use of basic archival tools; e.g., finding aids, databases or other information technologies.

Promotes collections and heightens access and awareness through exhibit curation.

LEVEL 2   Develops collections for (a) particular collection(s) or subject area(s) (may include, but not limited to, archives, rare books, preservation, cultural material, records management, organizational history, or legal guidelines).

Describes special collections resources that require a working knowledge of a script, discipline, language, organizational history, or citation format.

Devises and implements procedures for processing and describing special collections resources.

Assists with liaison role to other departments, libraries, administrators, and organizations inside and outside the library system.

Assists users with research which requires a working knowledge of a script, discipline, language, citation format, organizational history, or of a category of special archival resources.

Develops and provides special collections instruction which requires a working knowledge of a script, discipline, language, organizational history, citation format database, or other information technology, or of a category of special collections resources for a specific audience within the university community.

LEVEL 3   Curates special collections resources (may include, but not limited to, archives, rare books, preservation, cultural material, records management, organizational history, or legal guidelines).

Coordinates acquisitions and accession of special collections and records within and for the University and external communities, state and local government, and the book industry.

Develops preservation priorities and policies for collections which may include physical, born digital, and digitized content.

Serves as a consultant for other departments, libraries, organizations, or institutions, on the use or establishment of archival services.

Provides special assistance with complex research problems which require expertise in a script, discipline, language, bibliographic format, organizational history, or with a category of special archival resources.

Provides research, reference, and reporting support to university administrative and academic units in documenting policies, procedures, and outcomes for curricula and degree programs.

Uses specialized databases or other information technologies for research requiring expertise in a discipline.

Integrates and coordinates policies, services, and procedures in cooperation with institutions, agencies, and repositories.

Collaborates with IT, metadata librarians, grants coordinator, and other professionals to execute the full range of activities involved in the digital curation of special and archival collections.

GLOSSARY OF TERMS

BASIC
Of; pertaining to or forming a base; fundamental; essential.

COMMUNITY AND UNIVERSITY SERVICE
Assistance provided through offices held, committee work, or special projects for the University or the community which is beneficial to the Library or the University.

        Examples: Arrangements for guest lectures
                              Service on University committees, councils or governance groups
                              Work done for the AAUP
                              Work done for civic or service organizations

DIGITAL LITERACY
A person's ability to perform tasks effectively in a digital environment; includes the ability to read and interpret media, to reproduce and/or create data or images through digital manipulation, and to evaluate and apply new knowledge gained from digital environments.

DIGITAL OBJECT
Objects or materials found on the web such as videos, social media profiles, images; may also refer to born digital items such as tutorials or research guides that are created in-house. They are composed of data and formalized by schemes or ontologies that are generalized as "metadata".

EDUCATION
Completion of another academic degree or equivalent graduate certificate, in addition to the required Master's degree in Library or Information Science or equivalent degree in a field appropriate to the position. A degree completed after the initial appointment can be used only once for a promotion as an achievement in education. (Courses taken toward the completion of an academic degree or certificate are considered Professional Development.)

EXTERNAL REVIEW
Peer review from a qualified expert outside of the University of Cincinnati Libraries; promotion to the rank of Senior Librarian requires that the candidate include at least one external review letter in their submitted dossier.

INFORMATION LITERACY
A repertoire of understandings, practices, and abilities that involves finding, evaluating, using, and managing information.

JOB DEVELOPMENT
Growth beyond the minimum requirements of job performance and responsibility as stated in the librarian's current job description.

        Examples: Excellence of job performance as evidenced by evaluations from the supervisor, colleagues, or candidate
                              Demonstrated growth of job duties
                              Meaningful participation in decision-making
                              Evaluating and implementing projects, procedures, services, or technologies

JOB PERFORMANCE
Execution of the responsibilities detailed in the job description which has been approved by the supervisor and librarian.

LEARNING MODULE
A tool that provides course materials in a logical, sequential order guiding students through the contents and assessment in the order specified by the instructor. It may include formatted text, files, web links, discussion topics, assignments, and/or tests and quizzes.

LIAISON
A person who helps organizations or groups to work together or communicate more efficiently.

OUTSTANDING
Standing out from the rest; prominent; conspicuous; eminent; striking.

PEDAGOGY
Instructional activities which relate to professional interests or areas of specialization.

        Examples: Conference presentation (e.g.: paper, panel)
                              Classes or courses taught (credit or non-credit)
                              Preparation and display of educational exhibit / poster
                              Workshop presentation

PROFESSIONAL DEVELOPMENT
Continuing education related to professional interests, goals, strategic direction of the organization.

        Examples: Conference attendance
                              Course work
                              Membership in professional organizations
                              Self-instructional projects
                              Workshop attendance

PROFESSIONAL EXPERIENCE
Professional experience or pre-professional service in librarianship or in a field appropriate to the position.

PROFESSIONAL SERVICE
Contributions of a professional nature provided through offices held, committee work, or special projects to further the interests of the Library or library-related profession.

Examples:　　Consulting
　　　　　　　Work performed for national, regional, or local organization
　　　　　　　Work performed for the libraries of the University
　　　　　　　Workshop organization

PUBLISHING AND CREATIVE WORK
Preparation of materials or creative presentations which convey information relating to professional interests of area of specialization.

Examples:　　Abstracts, articles, or reviews
　　　　　　　Books
　　　　　　　Computer application / App
　　　　　　　Conference proceedings
　　　　　　　Creative works
　　　　　　　Digital object
　　　　　　　Editing a journal
　　　　　　　Essays
　　　　　　　Indexes
　　　　　　　Media program
　　　　　　　Web material

SIGNIFICANT
Important; notable; influential.

TEACHING see **PEDAGOGY**

UNIVERSITY SERVICE see **COMMUNITY AND UNIVERSITY SERVICE**

APPENDIX

The Criteria for initial appointment, reappointment, promotion, and continuous appointment of librarians were initially prepared in 1980 by the Ad Hoc Criteria Committee, which consisted of the following librarians: Elaine McPheron, Chairman; Stephena Harmony, Cecily Johns, Bob Johnson, Don Tolzmann, Les Vuylsteke, and Jan Wardlaw.

A revised version of this document was assembled by the Ad Hoc Criteria Study Committee, in response to Vice-president and Provost John McCall's memorandum of September 22, 1981, calling for a review of the existing criteria. Members of the Ad Hoc Criteria Study Committee were Dorice Des Chene, Jane Gorsky, Alice Hurlebaus, Sally Moffitt, Randy Roberts, and Don Tolzmann. This document was accepted by the bargaining unit, but was not officially endorsed by the administration. Therefore, the 1980 criteria continued in force.

A reformatted version of the 1981 document was produced by the Council of Library Administrators and circulated in 1984. This document also did not negotiate the shoals of official acceptance.

In December 1984, the Executive Council of the Bargaining Unit Librarians impaneled an Ad Hoc Criteria Review Committee, whose charge was to compare the three versions of the Criteria and make recommendations. The committee, composed of Jane Thompson, Chairman; Dorothy Byers, Dorice Des Chene, Pat Denham, Randy Roberts, and Don Tolzmann, drafted a synthesis document which was presented to the Executive Council on January 29, 1985, to the Bargaining Unit February 6, and subsequently to a joint committee of librarians and administrators on March 14. The amended document was approved by the Bargaining Unit librarians in June 1985 and by the appropriate library administrators and the appropriate vice-presidents in August 1985. It went into effect on September 1, 1985, for Bargaining Unit librarians hired on or after September 1, 1985. For librarians already in the Bargaining Unit at that time, it became effective September 1, 1986.

The signing of a new Agreement between the University of Cincinnati and AAUP, University of Cincinnati chapter on January 6, 1987, necessitated a revision of the Procedures. In response, the Executive Council of the Bargaining Unit Librarians appointed an Ad Hoc Committee to produce a revised version of the Procedures which would reflect the text of the 1986/89 Agreement. This committee was composed of Elaine Hughes, Chair; Dorothy Byers and Jane Thompson. Copies of the resulting document were distributed to all members of the Bargaining Unit and the appropriate library administrators and the appropriate vice-presidents. Since the

substance of the document was not changed, sequential approval was not necessary. Effective date was September 1, 1986 for all librarians in the Bargaining Unit.

Upon the expiration of the 1987-89 Agreement, a new contract was approved in August 1989, requiring another revision of the library faculty's Criteria and Procedures. The Executive Council of the Librarians' Bargaining Unit appointed an Ad Hoc Committee to Revise the Criteria & Procedures. Members of this committee were Don Tolzmann, Anne Gilliland and Jane Thompson, Chair. The revised document was presented to the Library Faculty Bargaining Unit at a special meeting on September 12, 1989. Approval of this document was not completed, and the RPT has continued to use the most recent approved version.

The approval of a new contract necessitated another revision. Editing was performed by the 1994/95 RPT Committee, chaired by Jane Thompson, and distributed to the Faculty Librarians and appropriate administrators.

In March 1997, an Ad Hoc Committee on RPT Criteria Review was charged with 1) specifically reviewing the Criteria revisions that had been voted on at the Spring 1995 faculty meeting, and, 2) broadly reviewing the Criteria to incorporate language that reflects the evolving nature of library faculty activities. Members of this Committee were: Frances Ott Allen, Doris Haag, Debra Oswald, Randall Roberts, and Elna Saxton (Chair). The revised documents were approved by the library faculty in August 1997 but were not approved by the appropriate library administrators, and the 1995 Criteria and Procedures remained in force.

The administration reviewed the proposed Criteria & Procedures of 1997, and in March 2000 notified the University Librarian that approval of the document rested on addressing two issues: the requirement for external review of the dossier for promotion to Senior Librarian, and a recognition of the importance of information technology in the work of librarians. The Librarians' RPT Committee, chaired by John Hopkins, initiated the work of revision, and then deferred to the Ad Hoc Committee to Revise the Criteria & Procedures, organized in April,2000. Members were: Dorothy Byers, Paul Cauthen, Stephena Harmony, and Jane Thompson, chair. The bargaining of a new Agreement between UC and the AAUP University of Cincinnati Chapter delayed the work of the committee until 2002, when two members were added to the committee: Layne Klein and Don Blair. The Library Faculty Bargaining Unit approved the proposed revision of the Criteria and Procedures by mail ballot on November 13, 2002, and the Appropriate Library Administrators and the Provost approved the revision on April 30, 2003.

With the signing of a new Agreement between the University of Cincinnati and AAUP, University of Cincinnati chapter on September 1, 2004, the RPT Committee conducted a review of the Criteria & Procedures. The RPT Committee produced a revised version which was

approved by UC Library Faculty in a June 2005 election. The Appropriate Library Administrators approved the revision on September 20, 2005.

In June 2013, an Ad Hoc Committee on RPT Criteria Review was charged with updating the 2005 criteria. The committee followed a three prong approach - broad input during the initial draft phase by holding individual meetings with faculty deeply engaged in particular functions, a critical review of the language and direction apparent in the Libraries' most recent job descriptions, and holding a steady eye to the future being shaped by the 2014 Strategic Plan and 2019 Academic Master Plan. Members of the committee where Pam Bach, Susan Banoun, Sean Crowe, Stephena Harmony, Holly Prochaska (Chair), and Sharon Purtee. The RPT Committee produced a revised version which was approved by UC Library Faculty in an April 2014 election.

On January 23, 2015 the Appropriate Library Administrators (ALA's) responded to the Ad Hoc Committee on RPT Criteria Review with a memo that included suggestions for changes to the revised RPT Criteria approved by Library Faculty in April 2014. Within days of receiving the ALA response memo, the Library Faculty Chair, Susan Banoun, organized an Ad Hoc Committee to carefully review the ALA response, gather feedback from Library Faculty, and ultimately craft a response to the ALA's including possible revisions based on their suggestions.

In July, Ron Jones joined the Committee when he was elected Chair of the Library Faculty and Susan Banoun stepped down from her position.

In an October 2015 election, the UC Library Faculty voted to approve the Ad Hoc Committee's Library Faculty Response, as well as a new glossary, to the Appropriate Library Administrators and related RPT Criteria revisions. Members of the Committee were: Susan Banoun, Sean Crowe, Tiffany Grant, Ron Jones, Heather Maloney, Wahib Nasrallah, Sharon Purtee, Debbie Tenofsky, Eira Tansey.