

1 **THE UNIVERSITY OF KANSAS LIBRARIES**
2 **Criteria for Academic Ranks of Library Faculty (May 2015)**
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4 The criteria for appointment, promotion, and tenure are designed to reflect the national norms in
5 academic librarianship and to provide guidance for KU Libraries faculty members to achieve
6 excellence in their profession. Meeting these requirements does not guarantee a particular
7 outcome, but does guarantee serious consideration in appointment, promotion, and tenure
8 decisions.
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10 The minimum requirement for appointment to any librarian rank is a degree from an
11 ALAAccredited master’s program in library and information studies. Appointment to certain
12 positions may require additional subject expertise, experience, or educational preparation. In the
13 closely related, specialized field of archives, a graduate degree (may be master’s or Ph.D.
14 depending on position requirements) in an appropriate field OR an archival certification by the
15 Academy of Certified Archivists may be considered for a recognized exception.
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17 **Tenure-Track Librarians**
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19 **Assistant Librarian**

20 Persons being considered for appointment at this rank may or may not be required to have any
21 professional library experience but should be well-qualified to practice librarianship and
22 demonstrate evidence of potential achievement in librarianship, research, and service that
23 contributes to the mission of the Libraries, the University, and the profession. Appointees shall
24 normally remain in this rank for a minimum of five years before promotion to Associate
25 Librarian. Appointees may remain at this rank for a maximum of six years before mandated
26 review for award of tenure and promotion. This is not a tenurable rank. This rank is equivalent to
27 Assistant Professor.
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29 **Associate Librarian**

30 Persons being considered for appointment at or promotion to this rank shall have at least four
31 years of successful professional experience at the rank of Assistant Librarian or its equivalent.
32 They shall have achieved and documented evidence of high level, professional expertise, and
33 have a demonstrated record of accomplishments that advances the goals of the KU Libraries, the
34 University, and the profession. In addition, they shall have an appropriate record of consistent,
35 quality research contributions in areas related to librarianship, or a specialized subject area as it
36 relates to their practice of librarianship or a related area. Factors such as the quality and quantity
37 of scholarly contributions or creative activities demonstrate a successfully developing scholarly
38 program. The record of service must demonstrate a pattern of service to the University at one or
39 more levels, to the discipline or profession, and/or to the local, state, regional, national, or
40 international communities.
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42 After achieving tenure, it is possible to remain at this rank indefinitely. If a candidate seeks promotion to
43 the rank of Librarian and does not achieve promotion, this does not preclude a later consideration. This
44 rank is tenurable and is equivalent to Associate Professor.

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Librarian

Although there may be some variation, continuing productivity should prepare most library faculty for promotion to full Librarian within six years of their promotion to the rank of Associate Librarian or its equivalent. They shall have achieved and documented evidence of professional performance in a successfully developing career, with evidence of sustained high quality professional productivity, and have achieved a measure of national recognition in librarianship or a related area. In addition, they shall have a sustained record of research and service demonstrating significant achievement. The record of research must demonstrate a successfully established scholarly program, as reflected in such factors as a consistent and ongoing pattern of quality, scholarly or creative contributions in librarianship or a related area, or a specialized subject area. The record of service must demonstrate an ongoing pattern of service reflecting substantial contributions to the University at one or more levels, to the discipline or profession, and to any of the following: local, regional, state, national, or international communities.

Tenure is normally recommended if initial appointment is made at this rank. This rank is equivalent to Professor.

Non-Tenure Track Librarians

Use of non-tenure track (NTT) faculty appointments in the Libraries applies under special circumstances that require (a) **temporary (less than a year) or limited-term (typically 1-5 years)** positions or (b) part-time faculty employment. Non-tenure track (NTT) faculty appointments are best used to provide needed flexibility while maintaining the Libraries’ commitment to the core of professional expertise and standards of the tenured and tenure-track, faculty body.

Librarians appointed to this rank are usually hired on limited term appointments, or less than full-time, with no obligations to perform research or service. Non-tenure track librarian appointments cannot be converted to tenured or tenure-track faculty. Non-tenure track librarians are not eligible for tenure or sabbatical leave.

Librarian I

Appointment at this rank does not require any professional library experience but the candidate should be well-qualified to practice librarianship and demonstrate evidence of potential achievement in librarianship that contributes to the Libraries’ and KU’s mission. Appointees remain in this rank for a minimum of five years before promotion to Librarian II. At the discretion of the supervisor and based on the needs of the department/Libraries, these positions may also include service at various levels ranging from Libraries to national/international.

87 **Librarian II**

88 Persons being considered for appointment at or promotion to this rank shall have at least four
89 years of successful professional experience at the rank of Librarian I or its equivalent. They shall
90 have achieved and documented substantial evidence of high level, professional expertise and
91 have a demonstrated record of accomplishments that advances the goals of KU Libraries, the
92 University, and the profession. At the discretion of the supervisor and based on the needs of the
93 department/Libraries, these positions may also include service at various levels ranging from
94 Libraries to national/international.

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96 **Librarian III**

97 Persons being considered for appointment at or promotion to this rank shall have a minimum of
98 six years at the rank of Librarian II or its equivalent. They shall have achieved and documented
99 (a) distinguished professional performance in a successfully developing career, with evidence of
100 sustained, high quality professional productivity, and (b) a measure of national recognition in
101 librarianship or a related field. At the discretion of the supervisor and based on the needs of the
102 department/Libraries, these positions may also include service at various levels ranging from
103 Libraries to national/international.

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105 **Unclassified Academic Staff**

106 Academic Staff are faculty-equivalent positions with specialized training, knowledge, skills,
107 competencies, and experience in a particular field or discipline, comparable, but not identical to,
108 that of the libraries tenured and tenure-track faculty. Unclassified academic staff may perform
109 duties that are similar to those of faculty, but their positions may also include significantly
110 different allocations of time and required knowledge.

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112 Academic Staff must have education, degrees, and experience comparable to tenured and
113 tenure-track faculty. At a minimum, candidates must hold a master's degree or a Ph.D. in an
114 applicable field. Unclassified Academic Staff serve the Libraries by providing specialized
115 expertise as determined to be appropriate by the department and Dean.

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117 **Rank & Title:** According to campus policy, academic staff positions within the Libraries that
118 are supported in whole or in part by State funds may use the title of *Specialist* with the ranks of
119 *Assistant, Associate, or Senior*. These titles are viewed as matching the equivalent faculty ranks
120 of Assistant Librarian, Associate Librarian, and Librarian.

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122 **Assistant [Specialist]**

123 Appointment at this rank may or may not require any professional experience but the candidate
124 should be well-qualified in their designated field or area of specialization and demonstrate
125 evidence of potential achievement in areas of professional performance, service, and/or research
126 as indicated in the job description. Candidates normally remain in this rank for a minimum of six
127 years before promotion to the Associate level.

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129 **Associate [Specialist]**

130 Persons being considered for appointment at or promotion to this rank shall have at least four
131 years of successful professional experience at the rank of Assistant or its equivalent. They shall
132 have achieved and documented evidence of a high level of expertise in their field or area of
133 specialization and have a demonstrated record of accomplishment that advances the goals of KU
134 Libraries, the University, and their related profession.

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136 When research is required, the candidate shall have an appropriate record of consistent, quality
137 research contributions in areas related to their field of expertise and/ or specialized subject areas.
138 Factors such as the quality and quantity of scholarly contributions or creative activities
139 demonstrate a successfully developing scholarly program.

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141 When service is required, the candidate's record must demonstrate a pattern of service to the
142 University, to the related discipline or profession, and/or to the local, state, regional, national, or
143 international communities. It is possible to remain at this rank indefinitely. If a candidate seeks
144 promotion to the Senior level and does not achieve promotion, this does not preclude a later
145 consideration.

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147 **Senior [Specialist]**

148 Persons being considered for appointment at or promotion to this rank shall have a minimum of
149 six years at the rank of Associate or its equivalent. They shall have achieved and documented
150 evidence of a distinguished level of expertise in their field or area of specialization, with
151 sustained, high quality productivity, and have achieved a measure of national recognition in their
152 area of specialization or a related field.

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154 When research is required, the candidate shall have a sustained record of research demonstrating
155 significant achievement. The record of research must demonstrate a successfully-established
156 scholarly program, as reflected in such factors as a consistent and ongoing pattern of quality,
157 scholarly or creative contributions in their field of expertise and/ or specialized subject areas.

158 When service is required, the candidate's record of service must demonstrate an ongoing pattern
159 of service reflecting substantial contributions to the University, to the related discipline or
160 profession, and to any of the following: local, regional, national, or international communities.

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162 These positions are equivalent to those of faculty in educational preparation and intellectual
163 complexity. There is no requirement for the inclusion of all three of the following areas:
164 teaching/professional duties, research, and service. As a result, allocation of effort is more
165 flexible than with tenure-track positions and allows for highly-specialized and focused jobs that
166 may vary widely position to position.

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169 **Revision History:**

170 Recommended by the Library Faculty Assembly (adopted May 1980)

171 Revised: October 1985

172 Revised: July 2000
173 Revised: June 2006 and approved by the Dean
174 Revised: November 2008 to reflect new titles
175 Revised: June, 2009, July 1st 2009 by the Library Faculty and Professionals Assembly and
176 approved by the Dean, July 2009.
177 Revised: December 17, 2009, passed in a vote by the Library Faculty and Professionals
178 Assembly and approved by the Dean of Libraries.
179 Revised: July 2014, by the Library Faculty and Professionals Assembly and the Dean to reflect the
180 incorporation of Unclassified Academic Staff.
181 Revised: May 2015, by the Library Faculty and Professionals Assembly and the Dean to clarify the level
182 of experience needed for Assistant level.