

1 **THE UNIVERSITY OF KANSAS LIBRARIES**
2 **Criteria for Academic Ranks of Library Faculty (June 2017)**
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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.
9

10 **Tenure-Track Librarians**

11 The minimum requirement for appointment to any librarian rank is a degree from an ALA-
12 accredited master's program or equivalent from a foreign institution in library and information
13 studies. Appointment to certain positions may require additional subject expertise, experience,
14 or educational preparation. In the closely related, specialized field of archives, a graduate
15 degree (may be master's or Ph.D. depending on position requirements) in an appropriate field
16 OR an archival certification by the Academy of Certified Archivists may be considered for a
17 recognized exception.
18

19 **Assistant Librarian**

20 Persons being considered for appointment at this rank 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 Librarian.
25 Appointees may remain at this rank for a maximum of six years before mandated review for
26 award of tenure and promotion. This is not a tenurable rank. This rank is equivalent to Assistant
27 Professor.
28

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,
34 the University, and the profession. In addition, they shall have an appropriate record of
35 consistent, quality research contributions in areas related to librarianship, or a specialized
36 subject area as it relates to their practice of librarianship or a related area. Factors such as the
37 quality and quantity of scholarly contributions or creative activities demonstrate a successfully
38 developing scholarly program. The record of service must demonstrate a pattern of service to
39 the University at one or more levels, to the discipline or profession, and/or to the local, state,
40 regional, national, or international communities.
41

42 After achieving tenure, it is possible to remain at this rank indefinitely. If a candidate seeks
43 promotion to the rank of Librarian and does not achieve promotion, this does not preclude a
44 later consideration. This rank is tenurable and is equivalent to Associate Professor.
45

46 **Librarian**

47 Although there may be some variation, continuing productivity should prepare most library
48 faculty for promotion to full Librarian within six years of their promotion to the rank of Associate
49 Librarian or its equivalent. They shall have achieved and documented evidence of professional
50 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.

Librarian II

Persons being considered for appointment at or promotion to this rank shall have at least four years of successful professional experience at the rank of Librarian I or its equivalent. They shall have achieved and documented substantial evidence of high level, professional expertise and have a demonstrated record of accomplishments that advances the goals of KU Libraries, the University, and the profession. 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.

Librarian III

Persons being considered for appointment at or promotion to this rank shall have a minimum of six years at the rank of Librarian II or its equivalent. They shall have achieved and documented (a) distinguished professional performance in a successfully developing career, with evidence of sustained, high quality professional productivity, and (b) a measure of national recognition in librarianship or a related field. 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.

Unclassified Academic Staff

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

Academic Staff must have education, degrees, and experience comparable to tenured and tenure-track faculty. At a minimum, candidates must hold an ALA-accredited master's degree in Library/Information Science (or foreign equivalent) or other terminal degree, or a master's degree and a minimum of two years of academic library experience by time of appointment. Unclassified Academic Staff serve the Libraries by providing specialized expertise as determined to be appropriate by the department and Dean.

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

Assistant [Specialist]

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

Associate [Specialist]

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

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

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

Senior [Specialist]

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

The candidate shall have a sustained record of research 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 their field of expertise and specialized subject areas.

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

These positions are equivalent to those of faculty in educational preparation and intellectual complexity. Allocation of effort is more flexible than with tenure-track positions and allows for highly-specialized and focused jobs that may vary widely position to position.

Revision History:

Recommended by the Library Faculty Assembly (adopted May 1980)

Revised: October 1985

Revised: July 2000

Revised: June 2006 and approved by the Dean

Revised: November 2008 to reflect new titles

Revised: June, 2009, July 1st 2009 by the Library Faculty and Professionals Assembly and approved by the Dean, July 2009.

Revised: December 17, 2009, passed in a vote by the Library Faculty and Professionals Assembly and approved by the Dean of Libraries.

Revised: July 2014, by the Library Faculty and Professionals Assembly and the Dean to reflect the incorporation of Unclassified Academic Staff.

Revised: May 2015, by the Library Faculty and Professionals Assembly and the Dean to clarify the level of experience needed for Assistant level.

Revised: December 2016, by the Library Faculty Assembly and the Dean to clarify aspects of Unclassified Academic Staff and for the adoption of the *Promotion and Tenure Procedures for the Faculty of the University of Kansas Libraries*.

Approved: Spring 2017, by SPPT