

1 **THE UNIVERSITY OF KANSAS LIBRARIES**
2 **Criteria for Academic Ranks of Library Faculty (December 2016)**
3

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
12 The minimum requirement for appointment to any librarian rank is a degree from an ALA-
13 accredited master's program or equivalent from a foreign institution in library and information
14 studies. Appointment to certain positions may require additional subject expertise, experience, or
15 educational preparation. In the closely related, specialized field of archives, a graduate degree
16 (may be master's or Ph.D. depending on position requirements) in an appropriate field OR an
17 archival certification by the Academy of Certified Archivists may be considered for a recognized
18 exception.
19

20 **Assistant Librarian**

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

30 **Associate Librarian**

31 Persons being considered for appointment at or promotion to this rank shall have at least four
32 years of successful professional experience at the rank of Assistant Librarian or its equivalent.
33 They shall have achieved and documented evidence of high level, professional expertise, and
34 have a demonstrated record of accomplishments that advances the goals of the KU Libraries, the
35 University, and the profession. In addition, they shall have an appropriate record of consistent,
36 quality research contributions in areas related to librarianship, or a specialized subject area as it
37 relates to their practice of librarianship or a related area. Factors such as the quality and quantity
38 of scholarly contributions or creative activities demonstrate a successfully developing scholarly
39 program. The record of service must demonstrate a pattern of service to the University at one or
40 more levels, to the discipline or profession, and/or to the local, state, regional, national, or
41 international communities.
42

43 After achieving tenure, it is possible to remain at this rank indefinitely. If a candidate seeks
44 promotion to the rank of Librarian and does not achieve promotion, this does not preclude a later
45 consideration. This rank is tenurable and is equivalent to Associate Professor.
46

47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92

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.

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

93 department/Libraries, these positions may also include service at various levels ranging from
94 Libraries to national/international.

95

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.

104

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 will include different allocations of
110 time and required knowledge.

111

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

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

122

123 **Assistant [Specialist]**

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

129

130 **Associate [Specialist]**

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

136

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

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

146
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.

153
154 The candidate shall have a sustained record of research demonstrating significant achievement.
155 The record of research must demonstrate a successfully-established scholarly program, as
156 reflected in such factors as a consistent and ongoing pattern of quality, scholarly or creative
157 contributions in their field of expertise and specialized subject areas.

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

162
163 These positions are equivalent to those of faculty in educational preparation and intellectual
164 complexity. Allocation of effort is more flexible than with tenure-track positions and allows for
165 highly-specialized and focused jobs that may vary widely position to position.

166 **Revision History:**
167 Recommended by the Library Faculty Assembly (adopted May 1980)
168 Revised: October 1985
169 Revised: July 2000
170 Revised: June 2006 and approved by the Dean
171 Revised: November 2008 to reflect new titles
172 Revised: June, 2009, July 1st 2009 by the Library Faculty and Professionals Assembly and
173 approved by the Dean, July 2009.
174 Revised: December 17, 2009, passed in a vote by the Library Faculty and Professionals
175 Assembly and approved by the Dean of Libraries.
176 Revised: July 2014, by the Library Faculty and Professionals Assembly and the Dean to reflect
177 the incorporation of Unclassified Academic Staff.
178 Revised: May 2015, by the Library Faculty and Professionals Assembly and the Dean to clarify
179 the level of experience needed for Assistant level.
180 Revised: December 2016, by the Library Faculty Assembly and the Dean to clarify aspects of
181 Unclassified Academic Staff and for the adoption of the *Promotion and Tenure Procedures for*
182 *the Faculty of the University of Kansas Libraries.*