

51 professional productivity, and have achieved a measure of national recognition in librarianship
52 or a related area. In addition, they shall have a sustained record of research and service
53 demonstrating significant achievement. The record of research must demonstrate a successfully
54 established scholarly program, as reflected in such factors as a consistent and ongoing pattern
55 of quality, scholarly or creative contributions in librarianship or a related area, or a specialized
56 subject area. The record of service must demonstrate an ongoing pattern of service reflecting
57 substantial contributions to the University at one or more levels, to the discipline or profession,
58 and to any of the following: local, regional, state, national, or international communities.

59
60 Tenure is normally recommended if initial appointment is made at this rank. This rank is
61 equivalent to Professor.

62
63 **Non-Tenure Track Librarians**

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

70
71 Librarians appointed to this rank are usually hired on limited term appointments, or less than
72 full-time, with no obligations to perform research or service. Non-tenure track librarian
73 appointments cannot be converted to tenured or tenure-track faculty. Non-tenure track librarians
74 are not eligible for tenure or sabbatical leave.

75
76 **Librarian I**

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

83
84 **Librarian II**

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

92
93 **Librarian III**

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

101 **Unclassified Academic Staff**

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

107
108 Academic Staff must have education, degrees, and experience comparable to tenured and
109 tenure-track faculty. At a minimum, candidates must hold an ALA-accredited master's degree in
110 Library/Information Science (or foreign equivalent) or other terminal degree, or a master's
111 degree and a minimum of two years of academic library experience by time of appointment.
112 Unclassified Academic Staff serve the Libraries by providing specialized expertise as
113 determined to be appropriate by the department and Dean.

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

118
119 **Assistant [Specialist]**
120 Appointment at this rank may not require any professional experience but the candidate should
121 be well-qualified in their designated field or area of specialization and demonstrate evidence of
122 potential achievement in areas of professional performance, service, and/or research as
123 indicated in the job description. Candidates normally remain in this rank for a minimum of six
124 years before promotion to the Associate level.

125
126 **Associate [Specialist]**
127 Persons being considered for appointment at or promotion to this rank shall have at least four
128 years of successful professional experience at the rank of Assistant or its equivalent. They shall
129 have achieved and documented evidence of a high level of expertise in their field or area of
130 specialization and have a demonstrated record of accomplishment that advances the goals of
131 KU Libraries, the University, and their related profession.

132
133 The candidate shall have an appropriate record of consistent, quality research contributions in
134 areas related to their field of expertise and/ or specialized subject areas. Factors such as the
135 quality and quantity of scholarly contributions or creative activities demonstrate a successfully
136 developing scholarly program.

137
138 The candidate's record must demonstrate a pattern of service to the University, to the related
139 discipline or profession, and/or to the local, state, regional, national, or international
140 communities. It is possible to remain at this rank indefinitely. If a candidate seeks promotion to
141 the Senior level and does not achieve promotion, this does not preclude a later consideration.

142
143 **Senior [Specialist]**
144 Persons being considered for appointment at or promotion to this rank shall have a minimum of
145 six years at the rank of Associate or its equivalent. They shall have achieved and documented
146 evidence of a distinguished level of expertise in their field or area of specialization, with
147 sustained, high quality productivity, and have achieved a measure of national recognition in their
148 area of specialization or a related field.

149

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

154
155 The candidate's record of service must demonstrate an ongoing pattern of service reflecting
156 substantial contributions to the University, to the related discipline or profession, and to any of
157 the following: local, regional, national, or international communities.

158
159 These positions are equivalent to those of faculty in educational preparation and intellectual
160 complexity. Allocation of effort is more flexible than with tenure-track positions and allows for
161 highly-specialized and focused jobs that may vary widely position to position.

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167 **Revision History:**

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

169 Revised: October 1985

170 Revised: July 2000

171 Revised: June 2006 and approved by the Dean

172 Revised: November 2008 to reflect new titles

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

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

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

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

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

184 Approved: Spring 2017, by SPPT