



## **Criteria for the Appointment, Reappointment and Promotion of Non-Tenure Track (NTT) Faculty**

### **Rutgers University Libraries**

**July 20, 2012 and revised April 14, 2014, January 14, 2015 and January 29, 2016**

#### **Titles and Ranks for Non-Tenure Track Library Faculty**

The title *Librarian of Practice* will be used for non-tenure track (NTT) library faculty to distinguish them from the *Librarian* titles used for tenure-track and tenured library faculty.

The use of such titles for the purposes of contracts, appointments, reappointments, and promotion is separate from the use of administrative titles by the Libraries that describe positions held (e.g., Science Librarian, Metadata Librarian, Social Sciences Data Librarian, etc.). The administrative title signifies that the holder of the title possesses professional expertise, typically certified by the possession of a Master's degree in Library Science (or other appropriate terminal degree) in the discipline/area designated regardless of rank, tenure, or contract status.

The following new title structure and ranks have been established:

*Librarian of Practice IV*

*Librarian of Practice III*

*Librarian of Practice II*

*Librarian of Practice I*

## **A. Criteria for Appointment**

The two major components of all *Librarian of Practice* appointments are **Librarianship** and **Service** to the Libraries and the University.

It should be understood that the primary focus of a *Librarian of Practice* is his/her responsibilities.

For purposes of Appointment and Promotion of *Librarians of Practice*, Librarianship is defined as set forth in *Guidelines for Activities and Documentation with Respect to Reappointment and Promotion of Library Faculty* and *The Guidelines for Evaluation of Librarianship in the Reappointment/Promotion Process*.

For purposes of Appointment and Promotion, Service shall be considered in the process of appointment and promotion but shall not be accorded as much weight as Librarianship.

For purposes of Appointment and Promotion, Service shall include membership on Rutgers University Libraries committees and/or contributions to the effective operation of the Libraries, and/or contributions made to related organizations such as local, state and regional consortia or professional organizations.

*Librarians of Practice* may be appointed to fill a broad range of library services, such as reference, instruction, cataloging, metadata, data services, information technologies, archives and special collections, collection services, access services, etc. The scope of responsibilities will be described in the position profile at the time of appointment.

*Librarian of Practice* faculty may be appointed at any rank according to their level of experience, accomplishments and expertise in Librarianship, and record of Service to the libraries and the institutions where they have been employed.

Each successively higher rank (*Librarian of Practice IV* to *Librarian of Practice I*) is distinguished by a greater level of experience, accomplishment, and expertise in Librarianship as well as a more extensive level of Service.

Letters of appointment, including letters of reappointment, shall be provided to faculty members and to the AAUP-AFT and shall include the following: (1) annual salary; (2) title/rank; (3) effective dates and term of appointment; (4) notification date for reappointment; (5) notice that the position is covered under the Recognition Clause of the collective negotiations agreement between the AAUP-AFT and the University; (6) the faculty member's responsibilities, which may be amended with written notice to the faculty member; and (7) the evaluation criteria for reappointment and promotion.

## **B. Criteria for Reappointment**

Each candidate for reappointment will be evaluated on their performance in Librarianship related to their position and their accomplishments in Service. For reappointment, the candidate must have successfully fulfilled their roles and responsibilities and demonstrated their expertise in Librarianship as

it applies to the position they hold (i.e. Information Service Librarian, Metadata Librarian, Archivist, etc.); and they must have contributed appropriately to service activities. There is no predetermined limit on the number of reappointments for *Librarians of Practice*. Reappointment is contingent on a continuing need and funding for the position as well as the successful reappointment review.

## **C. Criteria for Promotion**

In general, *Librarian of Practice* faculty who have made the most important contributions to the University Libraries and have discharged their duties with the greatest distinction in Librarianship will be considered for promotion. Continued growth and continued contributions are required for all ranks. *Librarians of Practice* will be evaluated on their accomplishments in Librarianship and Service.

To attain the rank of *Librarian of Practice III*, the candidate will demonstrate excellence in Librarianship and Service beyond the level of professional competence required for appointment at the rank of *Librarian of Practice IV*. This might include leadership having a demonstrable impact on the Libraries, innovations in library services or practices as well as creative contributions to the Libraries.

To attain the rank of *Librarian of Practice II*, the candidate will demonstrate excellence and continued growth in Librarianship and Service beyond the level of professional competence required for appointment at the rank of *Librarian of Practice III*. This includes leadership in more than one area of impact as well as a high level of innovation or creative contributions.

To attain the highest academic rank for *Librarians of Practice*, *Librarian of Practice I*, the candidate should have made substantial progress and demonstrated further distinction beyond that required at the *Librarian of Practice II* level. Distinguished and outstanding Librarianship and Service is expected and should be easily recognized as such.

## **D. Procedures for Appointment**

Appointments will be made by the Vice President for Information Services and University Librarian (VP/UL) on the basis of a recommendation of the Associate University Librarian/Unit Director (AUL/Unit Director) following a search process and recommendation by a search committee appointed by the AUL/Unit Director.

Based on the experience, expertise in Librarianship, and Service record of the candidate, the VP/UL, in consultation with the AUL/Unit Director, determines the appropriate rank for appointment. Flexibility in the length of contract terms for appointments is important, so that the Libraries may recruit *Librarians of Practice* with specific (high) levels of expertise that may be needed on a specialized grant or unique assignment of short duration.

*Librarian of Practice IV* – appointments of up to 1 year

*Librarian of Practice III* – appointment of 1-3 years

*Librarian of Practice II* – appointments of 1- 5 years

*Librarian of Practice I* – appointments of 1-5 years

The titles above are reserved for those *Librarian of Practice* faculty expected to have appointments of one to five years' duration for non-grant funded faculty and of six months to five years' duration for grant-funded faculty.

## **E. Procedures for Reappointment**

For all level reappointments that maintain existing rank, the candidate will submit all documents required by the NTT 1-Short Form. These documents are evaluated by a three-member committee of library faculty known as the Peer Group Evaluation Committee. The *Peer Evaluation Committee* will complete a form known as the NTT-Short Form. The Peer Group Evaluation Committee will be appointed by the candidate's AUL/Unit Director and will include two tenured or tenure track Librarians from the candidate's unit and, wherever possible, one *Librarian of Practice* at or above the candidate's rank. The committee may include representatives from other Libraries' units when necessary.

There is no predetermined limit on the number of reappointments for *Librarians of Practice*. Reappointment is contingent on continuing need and funding for the position, and a positive review.

In accordance with Policy 60.5.12, *Librarians of Practice* holding appointments of one year or more must be given notice of non-reappointment, or of intention not to recommend reappointment, as follows: four months prior to the expiration of the first year of academic service; seven months prior to the expiration of the second year of academic service; not later than twelve months in advance of the termination of the appointment in all other cases. If notice is not given according to this timetable, the contract will automatically be extended for a six month period. *Librarian of Practice* Faculty in grant-funded positions may be released prior to the end of the term if grant funding ends or is reduced during the term of the appointment. In such case, the notice and six month extension requirements in this section are not applicable.

As of July 1, 2014, an individual who has served in a full-time *Librarian of Practice* title for at least six years within an eight year period, if reappointed thereafter, shall receive appointments of not less than two years, with one year notice of non-reappointment. This section does not apply to grant-funded *Librarian of Practice* faculty.

## **F. Procedures for Promotion**

For promotion to *Librarians of Practice III*, the NTT 1-Short Form will be completed and submitted by the Peer Evaluation Committee.

1. For promotion from *Librarian of Practice IV* to *Librarian of Practice III*:

*Librarians of Practice IV* shall be considered for promotion to *Librarian of Practice III* after six years of service in rank. Terms of contract may be from 2-3 years to be determined by the VP/UL based on recommendation of the AUL/Unit Director.

The candidate will submit all documents required by the NTT 1-Short Form. Procedures for evaluation may include user letters from relevant constituencies in the Libraries and/or University.

The Peer Group Evaluation Committee consists of two tenured or tenure-track librarians from the candidate's unit and one *Librarian of Practice* at or of higher rank when possible. In the event that no such *Librarian of Practice* at or above the rank of *Librarian of Practice III* is available, a tenured or tenure track librarian from the candidate's unit, whenever possible, will be acceptable. The Peer Group Evaluation Committee will be appointed by the candidate's AUL/Unit Director. The Peer Group Evaluation Committee shall vote and make a recommendation to the AUL/Unit Director. The AUL/Unit Director will make a recommendation to the VP/UL, and the VP/UL will make the final recommendation.

2. For promotions from *Librarian of Practice III* to *Librarian of Practice II*, and from *Librarian of Practice II* to *Librarian of Practice I* The Academic Promotion Instructions for Non Tenure Track University Library Faculty will apply.
3. Application for promotion shall be initiated by the *Librarian of Practice* faculty member. Should an individual not be awarded promotion, the decision should not jeopardize their current *Librarian of Practice* appointment, or the option to be reappointed at the same level.

*Librarian of Practice* faculty with six consecutive years of full-time service in the same rank shall be considered for promotion to the next higher rank, if requested, in accordance with the procedures for promotion set forth in University Policies. All other requests from *Librarian of Practice* faculty members to be considered for promotion may be granted in the department's or unit's discretion. *Librarian of Practice* faculty members may choose not to be considered for promotion, without prejudice to their continued employment or level of compensation within the department or unit.

## **G. Evaluation of *Librarians of Practice***

A. *Librarians of Practice* shall be evaluated by the VP/UL, AUL/Unit Director, and Peer Group Evaluation Committee.

B. *Librarians of Practice* shall be provided with written evaluations of their performance.

C. The following minimum standards shall apply to the frequency of the evaluation of *Librarian of Practice* faculty members.

1. During the term of a one or two year appointment, *Librarian of Practice* faculty shall be evaluated prior to the notice period for non-reappointment in accordance with Policy 60.5.12.

2. During the term of a three, four or five year appointment, NTT faculty shall be evaluated twice. For three-year appointments, evaluation shall occur at the end of the first year and prior to the notice period for non-reappointment in the second year in accordance with Policy 60.5.12. For four-year appointments, evaluation shall occur at the end of the first year and prior to the notice period for non-reappointment in the third year in accordance with Policy 60.5.12. For five-year appointments, evaluation shall occur at the end of the second and prior to the notice period for non-reappointment in the fourth year in accordance with Policy 60.5.12.

## **H. Current NTT Faculty at RUL**

During the period of July 1, 2014 through June 30, 2017, all *Librarian IVs* and *Librarians of Practice IV* with six consecutive years of full-time service at the rank equivalents of *Librarian IV*, *Librarian V*, *Librarian of Practice IV*, and *Librarian of Practice V* shall be considered for promotion to *Librarian of Practice III* in accordance with the procedures for promotion set forth in University Policies.

Thereafter, *Librarians of Practice IV* with six consecutive years of full-time service at that rank equivalent shall be considered for promotion to the next higher rank in accordance with the procedures for promotion set forth in University Policies. Requests of *Librarian of Practice IV* faculty members with fewer than six years of service to be considered for promotion may be granted in the Libraries' discretion. Such *Librarian of Practice* faculty members may choose not to be considered for promotion to the next higher rank, without prejudice to their continued employment or level of compensation within the department or unit.

By January 1, 2015, units and departments shall place all NTT faculty who commenced employment prior to February 1, 2014 in appropriate titles as follow:

*Librarian of Practice IV*

*Librarian of Practice III*

*Librarian of Practice II*

*Librarian of Practice I*

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