

Policy on Appointment, Evaluation, Compensation and Length of Service Of Library Administrators

Goal

The Harold B. Lee Library is committed to nurturing the leadership potential of its faculty, providing leadership opportunities for those interested in library administration, and ensuring that its administrators perform at the high levels expected by the library and the university. This policy outlines the procedures for appointing and evaluating library administrators. It applies to the University Librarian, Associate University Librarian, Assistant University Librarians and department chairs.

Appointment

The University Librarian, Associate University Librarian, and Assistant University Librarians are appointed by the academic vice president. Appointments typically follow nation-wide searches conducted by search and screen committees following established university and library policies. Department chairs are appointed by the appropriate assistant university librarian in consultation with Administrative Council and the department. Typically, chairs are appointed from within existing departmental faculty who hold continuing faculty status and based on relevant experience and aptitude.

Evaluation

In addition to annual evaluations, the University Librarian, Associate University Librarian, Assistant University Librarians and department chairs are reviewed periodically relative to their service as administrators. This review includes a written self-evaluation as well as a standard evaluation instrument and open comments from those to whom the administrator reports and those who report to the administrator as shown in the following chart.

Administrator	Evaluators	Schedule
University Librarian	Associate Academic Vice President, deans, Associate and Assistant University Librarians, library department chairs, and other positions reporting directly to the University Librarian	Every 5 years
Associate University Librarian	University and Assistant University Librarians, department chairs, and other positions reporting directly to the Associate University Librarian	Every 5 years
Assistant University Librarians	University, Associate and Assistant University Librarians, department chairs, and other positions reporting directly to the Assistant University Librarian	Every 5 years
Department Chairs	University, Associate and Assistant University Librarians, department chairs in the same division and all department employees	Every 3 years

Term of Service

Periodic evaluation of library administrators provides an opportunity for the administrator and the library to determine whether the administrator should continue in their appointment. It is expected that administrative appointments will rotate over time. Thus, rotation is not an indication of poor performance but rather a desire on the part of the faculty member to pursue other career opportunities. It is also expected that chairs in departments with three or more faculty members will rotate more frequently than other administrators.

Compensation

The goal of the library and the university is to compensate library administrators at levels comparable to their colleagues in other research libraries. Chairs of departments with three or more faculty members receive an annual stipend during their term of service as compensation for their increased level of administrative responsibility. The stipend is awarded during the chair's first full-year of service and is discontinued during the first full-year when the chair assumes a new assignment. The University Librarian, Associate University Librarian, Assistant University Librarians and chairs of departments with fewer than three faculty members do not receive stipends but are compensated through their base salary in recognition of their administrative responsibilities.