

**HAROLD B. LEE LIBRARY**

**POLICIES AND PROCEDURES FOR  
APPOINTMENT, RANK ADVANCEMENT, AND CONTINUING STATUS**

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## **1. PURPOSE**

Two categories of faculty exist at Brigham Young University: professorial faculty and professional faculty. Librarians are appointed as professional faculty. This document is intended to serve as a guideline for faculty appointment, rank advancement, and continuing status in the Harold B. Lee Library. It embraces librarians, curators, archivists, conservators, media technologists, and related professionals required for adequately staffing a large and complex academic research library system.

## **2. APPOINTMENT OF LIBRARY FACULTY**

### **2.1 Professional Responsibilities**

Faculty members are characterized by their educational preparation, commitment, experience, library expertise, and contributions to the profession. The fulfillment of faculty responsibilities requires professional knowledge (both theoretical and applied) that may include specialized skills, academic training, or administrative expertise. It requires both a broad, basic understanding of libraries and their operation as well as a specialized understanding of a particular assignment.

A faculty member applies professional knowledge throughout the full contingent of library technical and subject specialties. This includes the selection, appraisal, acquisition, description, organization, classification, preservation, conservation, communication, creation, or dissemination of knowledge and information in their varied forms. This also includes library instruction and consultation.

A faculty member uses independent judgment and action in such activities as the establishment of policy and procedures; planning, organizing, and administering programs and services; evaluating research; integrating theory into practice in formulating original and creative solutions to problems; personnel management; conducting original research and communicating the results; and evaluating the effectiveness of policies, procedures, programs, and services.

### **2.2 Academic and Professional Credentials**

Individuals hired into permanent faculty positions must have an MLS or an equivalent library science degree from an ALA-accredited graduate school or equivalent scholarly credentials in order to be considered. In all cases where formal study in library science is lacking, the applicant must demonstrate a knowledge of library science sufficient to fulfill the responsibilities of the position. Some positions may require an additional master's or doctoral degree as specified in the position description.

Faculty positions require specialized knowledge and expertise. Individuals applying for positions requiring specialized academic or technical knowledge or foreign language skills will be expected to present sufficient evidence that they possess this knowledge. As defined in the position description, some latitude may be given vis-à-vis the types of

experience--formal degrees, professional experience, additional coursework--which are accepted as contributing to this knowledge.

In unusual cases, the Search and Screen Committee may recommend candidates who lack some part of the educational requirement, but who have extraordinary experience or equivalent education, such as years of experience, a formal apprenticeship, or other pertinent training required by the position description

## 2.3 Hiring

2.3.1 Library Administrative Council will select the members of the Search and Screen Committee. The Committee chair will be appointed by the Library administration. The hiring department will always be adequately represented on the committee. The committee will generally be composed of the department chair, at least two members from within the division, one member from outside the division and, where appropriate, one member from the professorial faculty. The Associate University Librarian will call the committee together, instruct them in policies and procedures, and will act as liaison to the committee.

### 2.3.2 Search

- Openings will generally be advertised nationally. The Search and Screen Committee may make recommendations regarding appropriate advertising sites and will ensure timely posting of the job announcement on appropriate venues.
- The department and/or Search and Screen Committee should make a vigorous effort to identify the most qualified candidates for a faculty position. This effort may include recruiting at conferences, advertising broadly in professional publications, on the university's website, in *BYU Magazine*, in the *Church News*, etc., and consulting the database in the Library Administrative Office which tracks potential faculty applicants on behalf of BYU-Provo and other CES libraries.

### 2.3.3 Selection, Input, and Recommendation

- The Search and Screen Committee identifies final applicants and invites them to interview.
- Final applicants are thoroughly interviewed by the Search and Screen Committee, make a presentation and engage in Q&A at a meeting open to any library employee.
- Library employees are invited to submit comments to the Search and Screen Committee regarding any of the final applicants and to rank all acceptable applicants for the position.
- Based on 1) the applicant interviews, 2) the applicant presentations, and 3) input received from library employees, the Search and Screen Committee provides to the

University Librarian a written recommendation ranking all acceptable applicants and including a dossier on the candidate selected as their first choice.

- Library faculty are invited to vote to support or not support the Search and Screen Committee's first-choice recommendation for hire. A recommendation for hire requires the support of at least a majority of voting faculty.

#### 2.3.4 University Librarian Recommendation

- Based on 1) the recommendation from the search committee, 2) the result of the faculty vote, and 3) his/her own interview with the applicants, the University Librarian chooses to support or not support the recommendation for hire.

- If the University Librarian concurs with the recommendation from the Search and Screen Committee, he/she recommends the final applicant to the Academic Vice President with the necessary supporting documentation including his/her evaluation of the candidate.

- If the University Librarian chooses not to support a recommendation from the Search and Screen Committee, she/he must communicate that decision to the Committee and to the Academic Vice President with a detailed written justification. The University Librarian may then recommend one of the other acceptable candidates ranked by the Search and Screen Committee.

2.3.5 To be hired, candidates must be recommended and ranked by the Search and Screen Committee and approved by the University Librarian, the Academic Vice President, the President, and the Board of Trustees.

2.3.6 If the search and screen process does not reach a successful conclusion, the University Librarian will meet with the Search and Screen Committee to discuss recommendations for further action.

2.3.7 Final candidates for all library positions will be informed by the appropriate administrator (University Librarian or Associate University Librarian) of the specific standards and expectations associated with employment at Brigham Young University.

2.3.8 At the time of appointment, the Executive Administrative Council will recommend initial rank and, in accordance with university policy, set the calendar for rank advancement and continuing status reviews. These matters will be determined by comparable library and/or related professional experience, and will be based on demonstrated professional achievements at a level consistent with Lee Library faculty rank definitions. Those who have the educational and other relevant minimum requirements, as stated in their respective position descriptions, will be appointed Assistant Librarians. In cases in which persons have significantly established themselves in the library profession or have significant equivalent experience in a position outside of the library, appointment may be made at the

Associate or Senior Librarian rank. Candidates whose qualifications do not meet the minimum requirements, but who show promise and make a commitment to complete the requirements, may be recommended by the University Librarian for appointment at the rank of Affiliate Librarian.

The timetable for continuing faculty status and for time in rank generally begins on September 1<sup>st</sup> following the initial starting date of employment. In unusual cases, the University Librarian may petition the Academic Vice-President for an initial appointment with continuing status. When an appointment is made at either Associate or Senior Librarian rank, the University Librarian may request that the final review for continuing status occur concurrently with the initial review.

2.3.9 Appointments at the Affiliate level are temporary appointments. Where it is anticipated that the candidate will move to a permanent position (with rank of Assistant Librarian), the initial contract must clearly specify deficiencies that need to be remedied prior to such an appointment and a fixed term within which the person must become eligible for such an appointment.

2.3.10 Years spent as an Affiliate Librarian do not count toward the time in rank mandated for continuing faculty status, nor does the timetable begin until September 1 following the granting of Assistant Librarian rank.

2.3.11 Persons may be recommended to the Academic Vice-President by the University Librarian for temporary positions without review by a Search and Screen Committee. However, in no case will temporary faculty be moved to a permanent position without following the procedures outlined for hiring to such positions.

### **3. EXPECTATIONS OF FACULTY**

Expectations fall into two categories: citizenship and librarianship.

#### **3.1 The Standard of University Citizenship**

As a university owned by The Church of Jesus Christ of Latter-day Saints, Brigham Young University expects all faculty to adhere to the highest standards of personal behavior and to exemplify honor and integrity. LDS faculty should be loyal to the Church, and all faculty should support the university mission and work to further the principles stated in the Mission of Brigham Young University and The Aims of a BYU Education. Faculty should observe university policies. They should willingly serve on committees and in other department, library, and university assignments. They should mentor, encourage, advise, and collaborate with colleagues. Although professionalism requires vigorous review and critique, faculty should always interact with colleagues, students, and others with civility and respect. They should promote collegiality and harmony in their departments. They should not denigrate other faculty or students or engage in disruption, manipulation, or contention. They should not abuse the moral climate of discourse on the campus. Faculty should be involved in the discipline by serving as referees of scholarship and by providing

service and leadership in professional associations. They are encouraged to use their professional expertise to give service to the community and the Church. They should actively participate in the life of the university community by attending department, library, and university meetings.

### 3.1.1 Assessment of Citizenship

The Rank Advancement and Continuing Status Committees, (hereafter referred to as rank advancement committees), Department Chairs, Assistant University Librarians, and the University Librarian must all carefully assess a faculty member's citizenship. Though it is recognized that any faculty member may participate in only a portion of these and other citizenship activities, evaluations should consider the following types of citizenship evidence:

- Adheres to the BYU Code of Honor
  
- For LDS faculty, demonstrates loyalty to The Church of Jesus Christ of Latter-day Saints.
  
- Supports and makes affirmative contributions to the university mission and The Aims of a BYU Education.
  
- Demonstrates behavior reflecting honor, integrity, collegiality, civility, respect, concern for others, and observance of university policies.
  
- Participates in activities that strengthen the university; this includes administrative service and committee service or teaching in academic departments as requested.
  
- Collaborates with colleagues in the library to improve the library's services, collections, and contributions to the faculty and students.
  
- Participates on library committees that go beyond assigned responsibilities; e.g., specialized task forces, search and screen committees, rank advancement committees, professional development committees, etc.
  
- Mentors Colleagues.
  
- Serves the profession, which includes holding offices and committee assignments in professional organizations, organizing professional meetings and panels, editing newsletters and journals, serving on editorial boards, consulting, and public appearances in the interest of the profession.
  
- Serves the community and an individual's church as an extension of university performance where professional expertise is used to serve public or church interests. Service to the community may include such areas as serving as a librarian or archivist for a community organization, lectures, presentations, and

continuing education courses taught in the community if they are related to the individual's role as a librarian and/or university faculty member. It may also include community library boards or commissions.

- Attends department and library meetings, devotionals, forums, convocations, etc.

### 3.2 The Standard of Librarianship

The mission of the library is distinctively unique and sets it apart from all other campus departments and colleges. The mission statement reflects the goals of the library not only to gather and preserve collections of recorded information, but also to provide the means to access these collections and to teach members of the university community how such information can be located and used to enhance scholarly activity as well as to promote spiritual and intellectual growth. It may be noted that the ultimate goal expressed in this mission has not changed throughout the history of BYU, although the means, technologies, and media used to achieve the goal have changed, and will continue to change.

It is critical to consider this mission when attempting to evaluate the performance of library faculty, since the university hires professionally trained librarians first and foremost to achieve the mission. This means that a faculty member's accomplishments, however noteworthy, must be judged in light of the contributions they make to the overall mission of the organization.

All library faculty will likely participate in a wide variety of assigned activities throughout their careers. Certain activities in every position revolve around the ongoing performance of established procedures necessary for the day-to-day provision of library services. The diligent fulfillment of such tasks is an essential part of every position, but it alone does not constitute truly professional performance.

Faculty members possess a vision that enables them not only to adapt to changing resources, circumstances and needs, but also to foresee change and prepare for it. They are able to look critically at their own work and creatively expand and enhance their services. They accept responsibility for resolving problems and dealing with obstacles. Commitment to the profession and to the goals of the organization, leadership, innovation, and creativity characterize the mature library professional.

No individual possesses, at the outset, all of the knowledge and skills necessary for the completion of a successful career. Indeed, the skills needed for any professional library position are constantly changing as the means of collecting and disseminating information change. Beyond formal training, every professional needs to have a broad range of professional experiences in order to develop the kind of competency, commitment, vision, and creativity described above.

#### 3.2.1 Assessment of Librarianship

Librarianship should be assessed in a manner that examines the full range of knowledge, skills, and activities necessary to perform one's assignment. It is incumbent upon the candidate to provide persuasive documentation of overall balanced accomplishments as outlined in section 3.2.2.

3.2.2 The personal annual reports and subsequent summary of accomplishments should address areas of librarianship including job assignment, professional development, and creative works. The following list of possible accomplishments in librarianship provides a framework for assessment but is not meant to be all inclusive.

A. Job assignment

- Setting and accomplishing significant job-related goals.
- Achieving a satisfactory quantity and quality of work in each major position responsibility.
- Using sound judgment in decision making.
- Managing personnel and budgetary resources effectively.
- Participating on library committees that are a direct outgrowth of assigned responsibilities.
- Cooperating with peers, faculty, and patrons to accomplish library and university goals.
- Demonstrating effectiveness in building and assessing collections; in selecting, acquiring, and providing access to library materials in all formats; and in providing access to automated information and bibliographic services.
- Demonstrating effectiveness in the development and maintenance of bibliographic control by verifying, ordering, and processing materials; by classifying and cataloging materials; or by utilizing other bibliographic processes, resources, or systems.
- Demonstrating effectiveness in guiding and assisting students and faculty by satisfying reference needs, by developing subject bibliographies, by teaching research strategies formally and informally, and by promoting the effective use of the library and its collections.
- Demonstrating effectiveness in preserving or conserving the physical integrity and intellectual content of items within the library and in educating users in their careful use.
- Demonstrating effectiveness in administering and managing the university library, a division, a department, or other sub-unit.

B. Professional Development

Professional development activities will normally be an outgrowth of one's professional assignments. It is possible, however, that professional development activities not directly related to job assignment may be considered for rank advancement. (Approval of activities not directly related to job assignment should be documented in personal annual reports and performance evaluations.)

- Studying relevant literature/research in librarianship and incorporating new ideas and knowledge into one's professional assignment.
- Taking courses to enhance one's professional assignment and/or career in librarianship.
- Attending relevant seminars, panels, workshops and conferences.
- Improving performance through professional development leaves.

#### C. Creative Works

Creative works will normally be an outgrowth of one's professional assignments. It is possible, however, that creative works not directly related to job assignment may be considered for rank advancement. (Approval of projects not directly related to job assignment should be documented in personal annual reports and performance evaluations.)

- Researching, inventing, or implementing significant and effective library procedures, tools, or other innovative techniques, processes, or systems that result in the improvement of library services.
- Presenting research or innovative or unique information at library conferences and professional meetings.
- Publishing significant and original contributions relevant to the profession.

## 4. CONTINUING STATUS

The University views Continuing Status as the most important long-term commitment it makes to the faculty member. It is not granted lightly nor automatically upon completion of the probationary period, but is based on excellent performance and the promise of continued excellence and professional growth. While the evaluation of an individual for continuing status is based to a great extent on a person's performance in a particular department or unit of the library, it is also critical that the librarian demonstrate qualities which extend beyond the requirements of a particular professional assignment and which support the university's mission of teaching, research, and service. This status protects the librarian from termination without cause and without a hearing. Implicit in the granting of continuing status is an understanding that the librarian has demonstrated a high level of professionalism and will continue to exhibit this same level of professionalism throughout

his or her career. Evidence of promise and commitment sufficient to warrant continuing status at the university is measured by satisfactory performance in two areas:

- A proven record of university citizenship, as defined in section 3.1.
- A proven record of achievement in all areas of the faculty member's library assignment, as defined in section 3.2.

#### 4.1 Continuing Status Review Procedures

4.1.1 The first six years of service after appointment in a continuing faculty status track are a probationary period during which a faculty member's performance is reviewed annually by the department chair. During the first year the department chair, in consultation with the faculty member, will assign a mentor to advise and assist the faculty member. To receive continuing faculty status, faculty members must pass two formal university reviews. During the winter semester of their third year, an initial review will occur to assess their progress and to decide whether to advance them to candidacy for continuing faculty status. In addition, a final continuing faculty status review will occur during the fall semester of their sixth year. Except as provided otherwise by this policy, these reviews and their timing are mandatory. A faculty member may withdraw from the process at any stage, but withdrawal constitutes a resignation from the university at the end of the contract year.

4.1.2 The purpose of the continuing faculty status reviews is to assure the present and future fulfillment of promise sufficient to warrant a permanent commitment to a faculty member by the university. Granting continuing faculty status creates a long-term relationship that significantly affects the quality of the university, its ability to fulfill its mission, and the lives of its students over many years. The principal reasons for the continuing faculty status reviews are to provide the best education for our students, to assist in faculty development, and to establish ongoing expectations for faculty. Assessments and recommendations by reviewers at all levels should be as open, honest, and complete as feasible. Strengths and weaknesses of faculty members should be fully discussed, and specific reasons for positive or negative recommendations should be clearly stated.

#### 4.2 Initial Review

4.2.1 The initial review will include an assessment of the faculty member's performance and promise in citizenship and librarianship. The evaluation should also consider the faculty member's development plan, which includes a statement of goals, description of past activities and accomplishments, and a plan for future professional development and creative work. Essentially the same procedures apply to initial and final continuing faculty status reviews. Faculty who are progressing satisfactorily will be granted candidacy for continuing faculty status. The Rank Advancement Committee will draft comments to the faculty member indicating areas for praise and concern to help the faculty member prepare for the

final review. The letter will be placed in the faculty member’s personnel file and included in the final review file. Faculty who are not progressing satisfactorily and who do not become candidates for continuing faculty status will be notified that they will not receive another contract after the existing contract period ends. The university, in its sole discretion, may grant such an individual a one-year temporary position while the person seeks employment elsewhere.

4.2.2 For initial reviews, the division and library Rank Advancement Committees must recommend one of the following:

- Progress to date is satisfactory and the faculty member is admitted to candidacy for continuing status to be determined by review in the fall semester of the sixth year; or
- Progress to date is deficient as specifically outlined in writing by the committee chair, but the faculty member will be offered employment for an additional period, to be specified, but with a final review for continuing status no later than in the sixth year; or
- Progress to date has been unsatisfactory and a terminal contract for a specified period will be issued.

4.2.3 The normal calendar for initial or third-year reviews is as follows. Deadlines that fall on weekends will be extended to the next business day.

<b>ACTIVITY</b>	<b>DEADLINE</b>
Applicant submits file to Department Chair. If the applicant reports directly to an Assistant University Librarian, the file is submitted to the AUL.	January 2
Department Chair (or AUL) writes a letter summarizing performance evaluations and providing a recommendation of support or non-support.	
Department Chair (or AUL) delivers the file (including his/her letter) to the Division Rank Advancement Committee Chair.	January 10
Division Committee Chair solicits letters of reference from individuals listed in file.	
Division Committee reviews the file (including letters of reference and Department Chair’s letter) and makes a recommendation.	
Division Committee Chair writes a letter to the chair of the library committee reflecting the Committee’s recommendation. A copy of this letter is sent to the Department Chair.	
Division Committee Chair delivers file (including all letters) to Assistant University Librarian.	February 5
AUL writes a letter to the chair of the library committee concurring or not concurring with Division Committee’s recommendation.	
AUL notifies the applicant of the Division Committee’s recommendation and delivers a copy of the Division Committee’s letter to the applicant.	
AUL delivers file (including all letters) to the Library Rank Advancement Committee Chair.	February 10
Library Committee reviews the file (including all letters) and makes a	

recommendation.	
Library Committee writes a letter to the University Librarian reflecting the Committee's recommendation and detailing areas of strength and weakness. A copy of this letter is sent to the Department Chair.	
Library Committee invites all library faculty who hold continuing status to vote to support or oppose the Library Committee's recommendation.	
The applicant's file is made available to those who wish to review it prior to casting their vote. Items available for review include a) the file as originally submitted by the applicant, b) the Division Committee's letter, and c) the Library Committee's letter. Excluded are a) the Department Chair's letter, b) the AUL's letter, and c) letters of reference, if the applicant has waived his/her right to see those letters.	
Faculty members casting negative votes are invited to submit confidential memoranda to the Library Committee Chair detailing their concerns. Anonymous input is not considered by the Committee. If, in the opinion of the Committee Chair, any faculty objections introduce serious questions regarding the candidate's qualifications, the objector is asked to present his/her concerns to the full Committee for additional review. If this occurs, the applicant is invited to respond to those concerns, after which the Committee reaches a final decision.	
Library Committee Chair delivers file (along with all letters and the results of the faculty vote) to University Librarian.	March 5
University Librarian adds his/her recommendation to the file.	
University Librarian notifies the applicant of the Library Committee's recommendation and delivers a copy of the Library Committee's letter to the applicant. A copy of this letter and the division committee letter are also given to the Assistant to the University Librarian for Human Resources to be placed in the faculty member's personnel file.	
University Librarian forwards entire file to the University Committee.	March 20
University Committee makes a recommendation and forwards the file to the Academic Vice-Presidents' Council and then to the University President who grants or denies candidacy for continuing status.	
University Librarian receives preliminary decisions.	April 10
University Librarian receives final decisions.	May 1
University Librarian communicates the decision of the President to the faculty member, removes reference letters from the file if the applicant has waived his/her right to see those letters, and returns the file to the applicant.	

### 4.3 Final Review

4.3.1 The final continuing faculty status review will include an assessment of the faculty member's performance and promise in citizenship and librarianship. The evaluation should also consider the faculty member's development plan, which includes a statement of goals, description of past activities and accomplishments, and a plan for future professional development and creative work. To receive continuing faculty status, faculty must clearly demonstrate by their performance that they meet the criteria set forth by the department, college and university. Faculty who are not granted continuing faculty status will be notified that they will not receive another contract after the existing contract period ends. The university,

in its sole discretion, may grant such an individual a one-year temporary position while the person seeks employment elsewhere.

4.3.2 The timetable for the sixth-year continuing faculty status review is as follows. Deadlines that fall on weekends will be extended to the next business day.

<b>ACTIVITY</b>	<b>DEADLINE</b>
Applicant submits file to Department Chair. If the applicant reports directly to an Assistant University Librarian, the file is submitted to the AUL.	August 15
Department Chair (or AUL) writes a letter summarizing performance evaluations and providing a recommendation of support or non-support.	
Department Chair (or AUL) delivers the file (including his/her letter) to the Division Rank Advancement Committee Chair.	September 1
Division Committee Chair solicits letters of reference from individuals listed in file.	
Division Committee reviews the file (including letters of reference and Department Chair's letter) and makes a recommendation.	
Division Committee Chair writes a letter to the chair of the Library Committee reflecting the Committee's recommendation. A copy of this letter is sent to the Department Chair.	
Division Committee Chair delivers file (including all letters) to Assistant University Librarian.	October 15
AUL writes a letter to the chair of the Library Committee concurring or not concurring with Division Committee's recommendation.	
AUL notifies the applicant of the Division Committee's recommendation and delivers a copy of the Division Committee's letter to the applicant.	
AUL delivers file (including all letters) to the Library Rank Advancement Committee Chair.	October 20
Library Committee reviews the file (including all letters) and makes a recommendation.	
Library Committee Chair writes a letter to the University Librarian reflecting the Committee's recommendation and detailing areas of strength and weakness. A copy of this letter is sent to the Department Chair.	
Library Committee invites all library faculty who hold continuing status to vote to support or oppose the Library Committee's recommendation.	
The applicant's file is made available to those who wish to review it prior to casting their vote. Items available for review include a) the file as originally submitted by the applicant, b) the Division Committee's letter, and c) the Library Committee's letter. Excluded are a) the Department Chair's letter, b) the AUL's letter, and c) letters of reference, if the applicant has waived his/her right to see those letters.	
Faculty members casting negative votes are invited to submit confidential memoranda to the Library Committee Chair detailing their concerns. Anonymous input is not considered by the Committee. If, in the opinion of the Committee Chair, any faculty objections introduce serious questions regarding the candidate's qualifications, the objector is asked to present his/her concerns to the full Committee for additional review. If this occurs, the applicant is invited to respond to those concerns, after which the Committee reaches a final decision.	
Library Committee Chair delivers file (along with all letters and the results of the faculty vote) to University Librarian.	November 15
University Librarian adds his/her recommendation to the file.	

University Librarian notifies the applicant of the Library Committee's recommendation and delivers a copy of the Library Committee's letter to the applicant. A copy of this letter and the division committee letter are also given to the Assistant to the University Librarian for Human Resources to be placed in the faculty member's personnel file.	
University Librarian forwards entire file to the University Committee.	December 1
University Committee makes a recommendation and forwards the file to the Academic Vice-Presidents' Council and then to the University President who grants or denies continuing status.	
University Librarian receives preliminary decisions.	March 1
University Librarian receives final decisions.	May 1
University Librarian communicates the decision of the President to the faculty member, removes reference letters from the file if the applicant has waived his/her right to see those letters, and returns the file to the applicant.	

## 5. RANK ADVANCEMENT

Faculty members may be considered for appointment or advancement in rank when they have met the established qualifications. Advancements are given to reward ability, initiative, productivity, and excellence--not merely time in rank.

As library faculty advance in rank, the quality of their performance should continually improve. Accomplishments used for advancement to one rank will not be accepted as justification for advancement to higher ranks. Evidence of continued growth and achievement must be submitted.

### 5.1 Criteria

5.1.1 Assistant Librarian. Qualifications for appointment to the rank of Assistant Librarian are:

- Demonstrated competence or clear promise of ability as a professional librarian.
- Required skills and knowledge appropriate to the position as defined in the position description.
- A master's degree in library science or equivalent education as defined in the position description.
- A commitment to university citizenship.
- A commitment to professional contributions in the field of librarianship.

5.1.2 Associate Librarian. Qualifications for promotion to the rank of Associate Librarian are:

- A proven record of university citizenship, as defined in section 3.1 and 3.1.1.

- A proven record of achievement since appointment as Assistant Librarian. This encompasses the three areas of librarianship defined in section 3.2.2.
- A minimum of six years of service as an Assistant Librarian. This means that the review for promotion could take place during the candidate's sixth year of appointment and at the same time she/he applies for the sixth year review for continuing status. Therefore, candidates may apply at the beginning of their sixth year.

5.1.3 Senior Librarian. Promotion to the rank of Senior Librarian is not a reward for long service but a recognition that the candidate has reached a successful balance between job performance and important contributions to the profession. It is expected that the successful candidate will sustain this exemplary balance as a senior librarian. Qualifications for promotion to Senior Librarian are:

- A sustained record of university citizenship, as defined in section 3.1 and 3.1.1.
- A sustained record of achievement since appointment as Associate Librarian. This encompasses the three areas of librarianship as defined in sections 3.2.2.
- A minimum of five years of service as an Associate Librarian. This means that at minimum the review for promotion could take place during the candidate's fifth year of service in rank, therefore, candidates may apply at the beginning of their fifth year.

## 5.2 Rank Advancement Review Procedures

5.2.1 Individuals may be considered for advancement from Assistant to Associate Librarian at any time during or after their sixth year of employment at the Assistant rank. Individuals may be considered for rank advancement from Associate to Senior Librarian at any time during or after their fifth year of employment at the Associate rank.

5.2.2 Each candidate must be evaluated on all criteria as set forth in the rank advancement and continuing status guidelines and must provide documentation of a comprehensive and balanced program of achievement in the various aspects of citizenship as described in section 3.1 and librarianship as described in section 3.2.

5.2.3 The timetable for rank advancement applications is as follows. Deadlines that fall on weekends will be extended to the next business day.

ACTIVITY	DEADLINE
The candidate notifies his/her Supervisor, Department Chair and Assistant University Librarian via written memo of his/her intention to apply for rank	June 1

advancement.	
Applicant submits file to Department Chair. If the applicant reports directly to an Assistant University Librarian, the file is submitted to the AUL.	August 15
Department Chair (or AUL) writes a letter summarizing performance evaluations and providing a recommendation of support or non-support.	
Department Chair (or AUL) delivers the file (including his/her letter) to the Division Rank Advancement Committee Chair.	September 1
Division Committee Chair solicits letters of reference from individuals listed in file.	
Division Committee reviews the file (including letters of reference and Department Chair's letter) and makes a recommendation.	
Division Committee Chair writes a letter to the chair of the Library Committee reflecting the Committee's recommendation. A copy of this letter is sent to the Department Chair.	
Division Committee Chair delivers file (including all letters) to Assistant University Librarian.	October 15
AUL writes a letter to the chair of the Library Committee concurring or not concurring with Division Committee's recommendation.	
AUL notifies the applicant of the Division Committee's recommendation and delivers a copy of the Division Committee's letter to the applicant.	
AUL delivers file (including all letters) to the Library Rank Advancement Committee Chair.	October 20
Library Committee reviews the file (including all letters) and makes a recommendation.	
Library Committee Chair writes a letter to the University Librarian reflecting the Committee's recommendation and detailing areas of strength and weakness. A copy of this letter is sent to the Department Chair.	
Library Committee invites all library faculty holding (a) continuing status, and (b) at least the rank for which the candidate is applying, to vote to support or oppose the Library Committee's recommendation.	
The applicant's file is made available to those who wish to review it prior to casting their vote. Items available for review include a) the file as originally submitted by the applicant, b) the Division Committee's letter, and c) the Library Committee's letter. Excluded are a) the Department Chair's letter, b) the AUL's letter, and c) letters of reference, if the applicant has waived his/her right to see those letters.	
Faculty members casting negative votes are invited to submit confidential memoranda to the Library Committee Chair detailing their concerns. Anonymous input is not considered by the Committee. If, in the opinion of the Committee Chair, any faculty objections introduce serious questions regarding the candidate's qualifications, the objector is asked to present his/her concerns to the full Committee for additional review. If this occurs, the applicant is invited to respond to those concerns, after which the Committee reaches a final decision.	
Library Committee Chair delivers file (along with all letters and the results of the faculty vote) to University Librarian.	November 15
University Librarian adds his/her recommendation to the file.	
University Librarian notifies the applicant of the Library Committee's recommendation and delivers a copy of the Library Committee's letter to the applicant. A copy of this letter and the division committee letter are also given to the Assistant to the University Librarian for Human Resources to be placed in the faculty member's personnel file. If one or more of the recommendations are negative, the University Librarian gives the applicant an opportunity to withdraw the application.	

University Librarian forwards entire file to the University Committee.	December 1
University Committee makes a recommendation and forwards the file to the Academic Vice-Presidents' Council and then to the University President who grants or denies rank advancement.	
University Librarian receives preliminary decisions.	March 1
University Librarian receives final decisions.	May 1
University Librarian communicates the decision of the President to the faculty member, removes reference letters from the file if the applicant has waived his/her right to see those letters, and returns the file to the applicant.	

## 6. PEER REVIEW

The performance of library faculty in their professional assignments warrants primary consideration. No advancement in rank or granting of continuing status will occur when a faculty member's performance in citizenship or librarianship is consistently deemed less than proficient as evidenced by the annual evaluations. As the criteria in sections 3.1 and 3.2 stipulate, faculty members must demonstrate sustained and innovative accomplishments to qualify for advancement in rank or continuing status. Peer review involves discretion, insight, thoroughness, and wisdom in evaluating every applicant for both overall excellence and appropriate balance.

The general expectation in the library and the university is that those faculty qualified to be appointed Associate Librarians will be mature professionals of recognized competence. It is expected that those qualified to be appointed Senior Librarians will have consistently excelled in their performance during their tenure as associate librarians.

### 6.1 Rank Advancement and Continuing Status Committees

All rank advancement and continuing status applications will be considered by at least two peer committees: 1) a Division Rank Advancement Committee, and 2) a Library Rank Advancement Committee.

The committees will be composed of five members each. The members and the chair are appointed by Administrative Council. Members will serve staggered three-year terms. Members of the committees must themselves hold continuing status. The library committee will include at least one member representing each division and both Associate and Senior Librarian ranks will be represented.

### 6.2 Administrators' Role

In implementing the rank advancement and continuing status programs of the library, the Assistant University Librarians and department chairs should direct division faculty members towards qualifying for rank advancements through goal setting and annual evaluation interviews and should encourage faculty to apply for advancements when they are fully qualified. By May 1 of each year, the Assistant to the University Librarian for Human Resources will notify in writing all faculty who are eligible to apply for rank

advancement or scheduled for continuing status review. The department chair, Assistant University Librarian, and chairs of the division and library rank advancement committees of each eligible faculty will also be notified at this time.

## **7. APPEAL OF PRESIDENT'S DECISION**

Filing an Appeal. A faculty member may appeal the president's decision to deny candidacy, continuing faculty status, or rank advancement. See the University Document, section 8, for procedures and conditions.

## APPENDIX A

### APPLICANT'S CHECKLIST FOR ADVANCEMENT IN RANK AND CONTINUING FACULTY STATUS DOCUMENTATION

The faculty member should be selective about what to include in the file, because the file itself is an indication of professional maturity. A concise file that emphasizes the best evidence is more persuasive than a file cluttered with documents. Personal letters from students to the faculty member should be excluded. Plastic page protectors should be avoided (copies of certificates should be used instead of originals). Generally, the file should fit in a two-inch binder.

To increase the consistency of documentation presented for advancement in rank or continuing status, please collect the following materials and present them to the Division Rank Advancement Committee. Materials should be arranged in the following sequence.

\_\_\_\_\_ UNIVERSITY NOMINATION FORM [Available in Library Administrative Office].  
The top section of this form should be completed by the applicant.

\_\_\_\_\_ SIGNED WAIVER of access to reviews obtained from external peers and others.  
[Form available in Library Administrative Office]

\_\_\_\_\_ CURRENT VITA

\_\_\_\_\_ LIST OF REFERENCES

Names and addresses (including email) of at least three professional references as specified below. Indicate relationship of reference to applicant. No one in direct line of supervision may be used as a professional reference, and generally Assistant University Librarians not in the direct line of supervision should not be used as a professional reference.

For advancement in rank to Associate Librarian, continuing status initial review, or continuing status final review:

- One division faculty member
- One library faculty from outside the division
- One university colleague (either constituent professorial faculty or other university professional) OR one librarian from outside the university

For advancement in rank to Senior Librarian:

- One division faculty member
- One library faculty from outside the division
- One university colleague (either constituent professorial faculty or other university professional)
- One or more librarians from outside the university

\_\_\_\_\_ INDIVIDUAL, LABELED TABS for the following documents that are added to your file after initial submission.

1. Letter from Department Chair
2. Letters of Reference
3. Recommendation from Division Committee
4. Recommendation from Assistant University Librarian
5. Recommendation from Library Committee
6. Recommendation from University Librarian

\_\_\_\_\_ POSITION DESCRIPTION. The position description must be current (description must be dated) and bear the appropriate signatures.

\_\_\_\_\_ SUMMARY OF PROFESSIONAL ACCOMPLISHMENTS. In this summary, the applicant must demonstrate not only an appropriate quantity of activity, but also the significance of it. Specify dates and timeframes. For initial and sixth-year continuing status reviews, include the faculty development plan and all activities since date of faculty appointment. For rank advancement reviews, include only those activities since the last application which resulted in rank advancement. Materials included in appendices should be clearly referenced in the summary.

1. Citizenship – Evidence of achievement in all areas of university citizenship as defined in section 3.1.
2. Librarianship – Evidence of achievement in all areas of professional assignment as defined in section 3.2.

\_\_\_\_\_ PERSONAL ANNUAL REPORTS.

For initial and sixth-year continuing status review, include all reports since date of faculty appointment. For rank advancement reviews, include only those reports since the last application that resulted in rank advancement.

\_\_\_\_\_ SIXTH-YEAR CONTINUING STATUS REVIEW APPLICANTS should also include the following documentation from the initial review.

1. Letter from Department Chair
2. Recommendation from the Division Committee
3. Recommendation from the Assistant University Librarian
4. Recommendation from the Library Committee
5. Recommendation from the University Librarian
6. Recommendation from the University Rank Advancement Committee

APPENDIX B

Date

To Prospective Reviewers:

As part of the review process for continuing faculty status or rank advancement, I recognize that letters of evaluation will be requested from supervisors, peers, or students. For your information, the following represents my choice regarding the waiver of my rights to see those letters.

I waive the right to see the letters of evaluation requested in the review process.

---

[Signature of Faculty Member]

I do not waive the right to see the letters of evaluation requested in the review process.

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[Signature of Faculty Member]

## APPENDIX C

### Sample Professional Reference Letter

Dear \_\_\_\_\_:

[Mary/John Doe], in accordance with Brigham Young University policy, is being reviewed for [continuing status candidacy, continuing status, and/or promotion in rank]. The purpose of this review is to determine if [her/his] performance has been such that a positive review for [continuing status candidacy, continuing status, and/or advancement to \_\_\_\_\_ rank] can be expected. If this review is positive, [continuing status candidacy, continuing status and/or promotion will be granted. [NOTE: use the following statement for continuing status reviews only] If the review is negative, [her/his] contract will be terminated.

The official evaluation process is currently in progress. Our university policy requires input from knowledgeable peers in the academic and professional community. [Name] has identified you as an individual who could provide an objective appraisal of [her/his] work.

Whereas our evaluation process considers all aspects of performance related to librarianship and citizenship, we realize that it is impossible for you to have a complete grasp of all aspects of [her/his] performance. We are particularly interested in your assessment of [her/his] professional involvement and contributions to the field of librarianship.

Of particular concern are such questions as:

1. What is your assessment of [her/his] contributions in terms of quality, quantity, soundness of judgment, and knowledge and skills as compared to other colleagues at this level in their careers?
2. How does [her/his] other professional contributions compare to [her/his] peer group in [her/his] field of expertise?
3. Overall, based upon your knowledge of [her/his] work and compared to others, would [he/she] be given tenure and/or promoted in peer institutions?
4. What is your assessment of [her/his] citizenship and service given to Brigham Young University and/or the library profession.

If you are to participate in this review, we would appreciate receiving your letter by [ ]. If you have any questions or concerns, please do not hesitate to call me at 378-[ ].

[OPTION 1] Please note that the complete file including letters of reference is open to the applicant. Thank you for your help and consideration.

[OPTION 2] Please note that the applicant has waived [his/her] right to see letters of evaluation. Thank you for your help and consideration.