

University of Cincinnati

**CRITERIA AND PROCEDURES FOR REAPPOINTMENT,
PROMOTION, AND TENURE OF LIBRARY FACULTY**

Approved September 2005

Note: The master copy of this document is maintained on the RPT disk under the name of RPT Criteria & Procedures. Additional copies of this document are available from the current chair of the Library Faculty RPT Committee.

TABLE OF CONTENTS

Section I:

Criteria for Initial Appointment, Reappointment, Promotion and Tenure of Library Faculty

Preamble	I. 1-2
Criteria for Faculty Ranking.....	I. 3-12
Levels of Job Responsibilities.....	I. 12-22
Glossary of Terms	I. 22-24
Appendix.....	I. 25-26

Section II: Procedures

Applicability	II. 1
Stages in the Review Process	II. 1-2
Assembling a Dossier	II. 3-6
Responsibilities	II. 6-7
Notification Dates	II. 8
Appendix	II. 9-10

Section I

Criteria for Initial Appointment, Reappointment, Promotion,
and Tenure of Library Faculty

PREAMBLE

RULES AND PRINCIPLES GOVERNING APPOINTMENTS AND TENURE OF LIBRARY FACULTY

The Criteria for Initial Appointment, Reappointment, Promotion and Tenure of library faculty are based on the following components:

- Job performance, as defined by the job description,
- Professional experience,
- Job development,
- Professional development,
- Professional service activities, and
- Scholarly or service accomplishments.

Definitions and examples of these components are provided within this document.

The Criteria provide an instrument of evaluation that ensures the retention and development of a productive and professionally active library faculty. Library Faculty who apply for reappointment, promotion or tenure must comply with specific performance standards identified by the Criteria. Chief among these performance standards is satisfactory job performance.

Compliance with the requirement of “satisfactory job performance” becomes increasingly difficult as the faculty member climbs the rungs of the promotion ladder. This is primarily because higher faculty ranks require higher levels of job responsibility, and partially because all other Criteria components similarly become more demanding at higher ranks. Therefore, the requirement of “satisfactory” in the case of job performance at higher ranks connotes a quality of performance not required at lower ranks.

Finally, the Criteria promote the performance of activities and accomplishments by faculty that are consistent with the central mission of the University of Cincinnati libraries. All faculty are expected to take advantage of new developments in information technology, knowledge enhancement and curricular design to facilitate the transmission of learning in the university environment. Therefore, reappointment, promotion and tenure are primarily dependent upon such activities or accomplishments that further the central mission of the University.

“All tenure track Faculty appointments shall be identified by one of the following unqualified titles: Professor, Associate Professor, Assistant Professor, or Instructor; and for Library Faculty: Senior Librarian, Associate Senior Librarian, Associate Librarian, Assistant Librarian, or Beginning Librarian.”

--Agreement between University of Cincinnati and American Association of University Professors, University of Cincinnati Chapter, September 1, 2004 to August 31, 2007. [Hereafter cited as Agreement] Article 6.2.1

“Assignment of a librarian to a rank shall be based upon the tasks, responsibilities, and qualification requirements of the position held, and the experience, professional development, and scholarly and service achievements of the Librarian. The satisfactory performance of job responsibilities shall be the primary requirement for the advancement of Librarians to a higher rank. In addition, Librarians seeking promotion should also demonstrate scholarly and service accomplishments appropriate to the level of advancement.”

--Agreement, Art. 6.5.5

“For all appointments, the probationary period for continuous full-time service shall not exceed seven years and shall begin at the initial date of appointment, except as stated in 6.2.2.1.”

--Agreement, Art. 6.2.2

“Normally, initial appointments of librarians are at the Beginning Librarian, Assistant Librarian, or Associate Librarian rank. The rank of initial appointment shall be based upon the established criteria and depend upon the experience and qualifications of the individual and the nature of the position being filled.”

--Agreement, Art 6.5.4

CRITERIA FOR FACULTY RANKING

BEGINNING LIBRARIAN

“Beginning Librarians initially shall be appointed for a term of one, two or three years and may be reappointed for additional one or two-year terms for a maximum of four years. No person may gain tenure at the rank of Beginning Librarian. Time spent as a Beginning Librarian shall be counted as part of the probationary period of service leading to tenure.”

--Agreement, Art. 6.2.1.9

Initial Appointment: Beginning Librarian shall be the initial appointment rank for library faculty with

- A. Predominantly Level One job responsibilities, and
- B. Masters Degree in library or information science from an ALA accredited program, or equivalent degree in a field appropriate to the position

Reappointment: Reappointment at the rank of Beginning Librarian requires

- A. Satisfactory job performance, and
- B. Demonstrated potential for achieving promotion to the rank of Assistant Librarian

ASSISTANT LIBRARIAN

“Assistant Librarians initially shall be appointed for a term of either one, two or three years and may be reappointed for additional terms of one, two, or three years to a maximum total of seven years of probationary service. No person may gain tenure at the rank of Assistant Librarian.”

--Agreement, Art. 6.2.1.8

Initial Appointment: Assistant Librarian shall be the initial appointment rank for library faculty with:

- A. Predominantly Level Two job responsibilities, and
- B. Masters Degree in library or information science from an ALA accredited program, or equivalent degree in a field appropriate to the position, and
- C. Previous professional experience or completion of a second Masters Degree or its equivalent, and
- D. Some professional development

Promotion: Promotion to the rank of Assistant Librarian requires:

- A. Satisfactory job performance as a Beginning Librarian, and
- B. Either the assumption of Level Two job responsibilities, or the demonstration of other job development, and
- C. Some professional development

Reappointment: Reappointment of an Assistant Librarian to this rank requires

- A. Satisfactory job performance, and
- B. Demonstrated potential for achieving promotion to the rank of Associate Librarian

ASSOCIATE LIBRARIAN

“Associate Librarians initially shall be appointed for a term of either two or three years and may be reappointed for additional terms of two or three years. Service beyond seven years shall be accompanied by a grant of tenure.”

--Agreement, Art. 6.2.1.7

Initial Appointment: Associate Librarian shall be the initial appointment rank for library faculty with

- A. Predominantly Level Two or Level Three job responsibilities, and
- B. Masters Degree in library or information science from an ALA accredited program, or equivalent degree in a field appropriate to the position, and
- C. Previous professional experience, and
- D. Continuing participation in professional development activities, and
- E. Scholarly or service accomplishments which should include basic achievement in one of the following areas:
 - Education, or
 - Publishing or creative work, or
 - Teaching, or
 - Professional service, and
- F. Regular involvement in professional service activities

Promotion: Promotion to the rank of Associate Librarian may be accompanied by a grant of tenure and requires

- A. Satisfactory job performance, and
- B. Predominantly Level Two or Level Three job responsibilities, and
- C. Some job development, and
- D. Continuing participation in professional development activities, and
- E. Scholarly or service accomplishments which should include basic achievement in one of the following areas:
 - Education, or
 - Publishing or creative work, or

Teaching, or
Professional service, and

F. Regular involvement in professional service activities

Reappointment: Reappointment to the rank of Associate Librarian requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Some job development, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include basic achievement in one of the following areas:

Education, or
Publishing or creative work, or
Teaching, or
Professional service, and

F. Regular involvement in professional service activities

Tenure: A grant of tenure at the rank of Associate Librarian requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Some job development, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include basic achievement in one of the following areas:

Education, or
Publishing or creative work, or
Teaching, or
Professional service, and

F. Regular involvement in professional service activities, and

G. Demonstrated potential to continue to meet the criteria for tenure

ASSOCIATE SENIOR LIBRARIAN

“Associate Senior Librarians initially shall be appointed for a term of three or five years unless granted indefinite tenure upon recommendation of the Librarians' Reappointment, Promotion, and Tenure Committee. The reappointment of an Associate Senior Librarian at the expiration of an initial five-year or second three-year term shall be accompanied by a grant of tenure. Tenure also may be granted prior to the expiration of a term appointment. Promotions to the rank of Associate Senior Librarian or above shall be accompanied by a grant of tenure.”

--Agreement, Art. 6.2.1.6

Initial Appointment: Associate Senior Librarian shall be the initial appointment rank for library faculty with

- A. Predominantly Level Two or Three job responsibilities, and
- B. Masters Degree in library or information science from an ALA accredited program, or equivalent degree in a field appropriate to the position, and
- C. Previous professional experience, and
- D. Continuing participation in professional development activities, and
- E. Scholarly or service accomplishments which should include outstanding achievement in one, or significant achievement in two of the following areas:
 - Community and University service, or
 - Education, or
 - Publishing or creative work, or
 - Teaching, or
 - Professional service, and
- F. Regular involvement in professional service activities

Promotion: Promotion to the rank of Associate Senior Librarian is accompanied by a grant of tenure, if the candidate is not already tenured, and requires

- A. Satisfactory job performance, and
- B. Predominantly Level Two or Level Three job responsibilities, and
- C. Considerable job development, and
- D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include outstanding achievement in one or significant achievement in two of the following areas:

- Community and University service, or
- Education, or
- Publishing or creative work, or
- Teaching, or
- Professional service, and

F. Regular involvement in professional service activities, and

G. Demonstrated potential to continue to meet the criteria for tenure.

Reappointment: The reappointment of an Associate Senior Librarian at the expiration of an initial five-year or second three-year term shall be accompanied by a grant of tenure, (Agreement Art. 6.2.1.6) and requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Considerable job development, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include outstanding achievement in one or significant achievement in two of the following areas:

- Community and University service, or
- Education, or
- Publishing or creative work, or
- Teaching, or
- Professional service, and

F. Regular involvement in professional service activities, and

G. Demonstrated potential to continue to meet the criteria for tenure.

Tenure: A grant of tenure at the rank of Associate Senior Librarian requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Considerable job development, and

- D. Continuing participation in professional development activities, and
- E. Scholarly or service accomplishments which should include outstanding achievement in one, or significant in two of the following areas:
 - Community and University service, or
 - Education, or
 - Publishing or creative work, or
 - Teaching, or
 - Professional service, and
- F. Regular involvement in professional service activities, and
- G. Demonstrated potential to continue to meet the criteria for tenure.

SENIOR LIBRARIAN

“Senior Librarians initially shall be appointed with tenure unless otherwise stipulated at the time of appointment. Senior Librarians may, under special circumstances, be initially appointed for a term of three years without tenure. The reappointment of a Senior Librarian at the expiration of an initial three-year term shall be accompanied by a grant of tenure.”

--Agreement, Art. 6.2.1.5

Initial Appointment: Senior Librarian shall be the initial appointment rank for library faculty with

- A. Predominantly Level Three job responsibilities, and
- B. Masters Degree in library or information science from an ALA accredited program, or equivalent degree in a field appropriate to the position, and
- C. Previous professional experience, and
- D. Continuing participation in professional development activities, and
- E. Scholarly or service accomplishments which should include: 1.) outstanding achievement in two, or 2.) outstanding achievement in one and significant in two of the following areas:
 - Community and University service, or
 - Education, or
 - Publishing or creative work, or
 - Teaching, or
 - Professional service, and
- F. Regular involvement in professional service activities.

Promotion: Promotion to the rank of Senior Librarian is accompanied by a grant of tenure and requires

- A. Satisfactory job performance, and
- B. Predominantly Level Two or Level Three job responsibilities, and
- C. Considerable job development, and
- D. Continuing participation in professional development activities, and

E. Scholarly, or service accomplishments which should include: 1) outstanding achievement in two, or 2) outstanding achievement in one and significant in two of the following areas:

Community and University service, or
Education, or
Publishing or creative work, or
Teaching, or
Professional service, and

F. External review of Candidate's dossier, and

G. Regular involvement in professional service activities, and

H. Demonstrated potential to continue to meet the criteria for tenure.

Reappointment: Reappointment of a Senior Librarian to this rank is accompanied by a grant of tenure and requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

C. Considerable job development, and

D. Continuing participation in professional development activities, and

E. Scholarly or service accomplishments which should include 1) outstanding achievement in two, or 2) outstanding achievement in one and significant in two of the following areas:

Community and University service, or
Education, or
Publishing or creative work, or
Teaching, or
Professional service, and

F. Regular involvement in professional service activities, and

G. Demonstrated potential to continue to meet the criteria for tenure

Tenure: Tenure at the rank of Senior Librarian requires

A. Satisfactory job performance, and

B. Predominantly Level Two or Level Three job responsibilities, and

- C. Considerable job development, and
- D. Continuing participation in professional development activities, and
- E. Scholarly or service accomplishments which should include: 1) Outstanding achievement in two, or 2) Outstanding achievement in one and significant in two of the following areas:
 - Community and University service, or
 - Education, or
 - Publishing or creative work, or
 - Teaching, or
 - Professional service, and
- F. Regular involvement in professional service activities, and
- G. Demonstrated potential to continue to meet the criteria for tenure

LEVELS OF JOB RESPONSIBILITIES

LEVELS OF JOB RESPONSIBILITIES

For initial appointments, these definitions show the level(s) at which the person assuming the position is expected to perform; for incumbents, these definitions show the level(s) of performance. The criteria related to job responsibilities are in terms of predominant level.

LEVEL 1 Performs assigned tasks requiring professional discretion and independent judgment.

LEVEL 2 Initiates and independently performs tasks that require managerial skills or an understanding of a discipline, language, or of a specialized category of library/information resources or library operations.

LEVEL 3 Plans, initiates, and has administrative responsibility for tasks that require managerial skills or uses expertise in a discipline, language, or in a specialized category of library/information resources or library operations.

JOB RESPONSIBILITIES ARRANGED BY FUNCTION

Most positions include responsibilities in more than one area, and the levels for each may vary. In any one function, an individual may have any or all of the responsibilities which are listed at a particular level.

ACQUISITIONS (see also other functions)

- LEVEL 1 Monitors and analyzes records and procedures internal to the acquisitions/receiving department or unit and recommends methods for their organization.
- LEVEL 2 Organizes, monitors, and analyzes operations between the acquisitions/receiving department or unit and the publishing industry or other departments, libraries, and institutions.
- Solves complex ordering and receiving problems.
- Serves as serials and/or monographs expert for the support staff.
- LEVEL 3 Responsible for coordination and evaluation of acquisitions/receiving operations with the Library System and the publishing industry, including electronic publishers, or other departments, libraries, and institutions. Responsible for funding decisions within established guidelines.

ADMINISTRATIVE/MANAGERIAL (see also other functions)

- LEVEL 1 Responsible for some managerial functions within a unit or department/division.
- LEVEL 2 Responsible for the management of a unit in a larger department/division.
- Trains and/or supervises staff.
- Assists with and participates in project management, such as implementation of information technologies.
- Actively involved in making decisions which determine or affect policy.
- Assists in the assessment and evaluation of library services and operations.
- LEVEL 3 Responsible for the administration of a department/division or of an independent unit with several distinct functions.
- Manages and supervises staff.
- Responsible for making decisions which determine or affect policy.
- Responsible for short and long-term planning which will determine the future development of the department/division or unit.

Integrates and coordinates policies, services, and procedures with local state, and national goals and standards.

Plans and integrates appropriate information technologies into the department, division or unit.

ARCHIVAL (see also other functions)

LEVEL 1 Processes archival materials as assigned.

Provides general tours or presentations on the use of basic archival tools; e.g., manual finding aids, databases or other information technologies.

LEVEL 2 Responsible for the management of a unit or particular collection of archival materials

Describes archival materials that require an understanding of a script, discipline, language, organizational history, or bibliographic format.

Devises and implements procedures for processing and describing archival materials.

Assists in liaison with other departments, libraries, administrators, and organizations inside and outside the library system.

Develops and provides archival instruction which requires an understanding of a script, discipline, language, organizational history, bibliographic format, database, or other information technology, or of a category of special archival resources for a specific audience within the university community.

Assists patrons with research and bibliographic problems which require an understanding of a script, discipline, language, bibliographic format, organizational history, or of a category of special archival resources.

LEVEL 3 Responsible for coordination of acquisitions and archival accessions with the University and external communities, state and local government, and the book industry.

Trains and/or revises the work of professional archivists.

Integrates and coordinates policies, services, and procedures with state,

regional, and national cooperative activities.

Responsible for collection development for (a) particular collection(s) or subject area(s), including evaluation and development.

Serves as a consultant for other departments, libraries, organizations, or institutions, on the use or establishment of archival services.

Participates in institutional educational planning.

Provides special assistance with complex research problems which require expertise in a script, discipline, language, bibliographic format, organizational history, or with a category of special archival resources.

Uses specialized databases or other information technologies for research requiring expertise in a discipline.

CATALOGING (see also other functions)

LEVEL 1 Creates or edits catalog records for local, state, national and international use for materials as assigned, interpreting the work and using AACR2, Library of Congress and OCLC standards, and MARC data codes, to make use of the indexing, and display capabilities of catalog databases for information retrieval.

Suggests procedures for a segment of cataloging operations.

LEVEL 2 Creates catalog records for local, state, national and international use for materials that require an understanding of a discipline, a language or a particular bibliographic format, interpreting the work and using AACR2, Library of Congress and OCLC standards, and MARC data codes, to make use of the indexing, and display capabilities of catalog databases for information retrieval.

Devises means to maximize UCLID access to electronic materials.

Devises cataloging and database maintenance procedures.

Serves as bibliographic expert for other catalogers.

Serves as catalog database records expert for other staff.

Trains or revises work of support staff.

- LEVEL 3** Creates catalog records for local, state, national and international use for materials that require an expertise in a discipline, a language or a particular bibliographic format, interpreting the work and using AACR2, Library of Congress and OCLC standards, and MARC data codes, to make use of the indexing, and display capabilities of catalog databases for information retrieval.
- Maintains quality control of a particular file within the catalog database.
- Devises cataloging and database policy and standards.
- Monitors local catalog database standards to co-ordinate them with OHIOLINK database standards.
- Trains or revises the work of professional catalogers.
- Integrates and coordinates policies and procedures pertaining to the catalog database with state, regional, and national networking goals.

CIRCULATION/INTERLIBRARY LOAN (see also other functions)

- LEVEL 1** Monitors and analyzes records and procedures internal to circulation and interlibrary loan and recommends methods for their organization.
- Participates in the identification of methods and types of data collection to improve unit operations and services.
- Participates in the identification and implementation of electronic document distribution systems for circulation/reserves and interlibrary loan.
- Performs complex bibliographic verification.
- LEVEL 2** Organizes, monitors, and analyzes operations between the library's circulation/ILL department or unit and its users.
- Participates in the development and implementation of services with other departments, libraries, organizations, or institutions.
- Assists in the planning and implementation of appropriate technologies for the delivery of resources and materials to library users.
- LEVEL 3** Integrates and coordinates policies, services, and procedures with state, regional, and national networking goals.

Responsible for coordination and evaluation of circulation/interlibrary loan operations with the library system and its users.

Responsible for integrating appropriate technologies into the department's operations and for delivery of resources and materials to library users.

COLLECTION DEVELOPMENT (see also other functions)

LEVEL 1 Participates or assists in selection of materials for a particular collection or subject area.

LEVEL 2 Participates in selection of materials for a particular collection(s) or subject area(s).

LEVEL 3 Responsible for collection development for a particular collection(s) or subject area(s) including evaluation, retrospective development, and collection maintenance.

Collects and analyses statistics of use of the collection.

Participates in creating collection development policies.

Plans and coordinates collection surveys.

LIAISON AND OUTREACH (see also other functions)

LEVEL 1 Assists in liaison with other departments in the library system.

LEVEL 2 Assists in liaisons with other departments, libraries, administrators, and organizations inside and outside of the library system.

Advises other departments, libraries, organizations, or institutions in the use or establishment of library services or information technologies.

LEVEL 3 Responsible for liaison with other departments, libraries, and administrators inside and outside of the library system.

Coordinates a library's involvement in cooperative activities, e.g., online networks or consortia.

Serves as consultant for other departments, libraries, organizations, or institutions in the use or establishment of library services, including information technologies.

LIBRARY INSTRUCTION (FOR PATRONS AND STAFF) (see also other functions)

LEVEL 1 Provides general tours or basic presentations on the use of library tools, e.g., library catalogs, general periodical indexes, databases, or search engines.

LEVEL 2 Provides library instruction which requires an understanding of a discipline, language, bibliographic format, database, or of a category of special library resources.

Provides instruction which requires an understanding in the use and application of information technologies; e.g., courseware, presentation software, Web page design.

Responsible for developing programs on library resources and information technologies for a specific level or audience within the academic community.

LEVEL 3 Provides library instruction which requires expertise in a discipline, language, bibliographic format, database, or of a category of special library resources.

Provides instruction which requires expertise in the use and application of information technologies; e.g., Web site design, advanced techniques for presentation software, such as streaming video and audio.

Responsible for developing programs on library resources and information technologies for diverse levels or audiences within the academic community.

LIBRARY SYSTEMS (see also other functions)

LEVEL 1 Assists with the development, testing, installation and/or operations of automated systems.

Assists in liaison with University departments outside of the libraries with the development, testing, installation and/or operations of automated systems.

Assists with documentation, trouble-shooting, and training for automated systems in the libraries.

Monitors and analyzes files and procedures internal to unit and

recommends methods for their organization.

- LEVEL 2** Responsible for significant parts of the development, testing, installation and/or operations of automated systems.
- Acts as liaison with University departments, administrators and organizations outside the libraries in the development, testing, installation and/or operations of automated systems.
- Provides documentation, trouble-shooting, and training for automated systems in the libraries.
- Devises and recommends procedures for automated processing of all types.
- Organizes, monitors, and analyzes operations between automated systems and their users.
- Advises users or other departments, libraries, organizations, or institutions in the purchase, use or establishment of automated systems and computer hardware or software, including microcomputer hardware and software. Responsible for implementation of automated processing policies.
- Maintains quality control of a particular database.

- LEVEL 3** Serves as a consultant for other departments, libraries, organizations, or institutions, on the use or establishment of automated services.
- Participates in automation planning at the institutional level.
- Responsible for coordination and evaluation of automated systems.
- Responsible for software development and computer hardware and software purchase policies.
- Responsible for automation project management.
- Provides special assistance with complex database maintenance problems which require expertise in automated systems.

MEDIA (see also other functions)

- LEVEL 1** Responsible for the maintenance of media materials (e.g. cleaning film, splicing microfilm) and equipment as assigned.

Provides instruction on the operation of basic media equipment (e.g. VCRs, CD players).

Answers patron questions requiring the use of basic media reference tools and databases.

Produces media in a variety of basic formats; e.g., Web pages, still photography, videotape, as assigned.

LEVEL 2 Responsible for implementation of cataloging policies for media resources.

Assists faculty, staff, and students with decisions on the purchase and use of media, including course and presentation software.

Participates in selection of equipment and software.

Provides instruction to faculty, staff and students in the production and utilization of media resources such as Web pages, digital imaging.

Participates in designing and producing media in a variety of formats, such as Web sites, interactive multimedia.

Assists in the planning and design of media production projects or distribution activities.

LEVEL 3 Responsible for coordination of media distribution operations for classroom and instructional support.

Responsible for planning and designing media production projects and distribution activities.

Responsible for evaluating and integrating new technologies into media production and distribution activities.

Responsible for the selection of equipment and software.

PRESERVATION/CONSERVATION (see also other functions)

LEVEL 1 Assists in developing educational programs for staff and patrons.

Performs treatments on non-rare materials.

Monitors storage and shelving conditions and makes recommendations

Monitors the library's internal environment; i.e., light, temperature, humidity and atmospheric pollution.

LEVEL 2 Evaluates and determines complex treatment options.

Assists in the development of preservation/conservation policies and procedures.

Coordinates reformatting of original materials, including digitization of collections.

Develops and implements in-house physical treatment activities appropriate to the collection.

LEVEL 3 Responsible for preservation/conservation liaison with other department heads, librarians, and community and professional organizations.

Performs sophisticated and complex individual treatments.

Trains and supervises conservation technicians and related personnel.

Develops specifications for contract binding, mass deacidification, preservation microfilming and digitization projects.

Develops preservation/conservation policies and priorities, including conservation projects.

REFERENCE (see also other functions)

LEVEL 1 Answers basic general reference questions.

Assists patrons with the basic reference tools and online databases of a discipline.

Prepares basic guides and bibliographies, e.g. pathfinders or web pages.

LEVEL 2 Assists patrons with basic research and bibliographic problems which require an understanding of a discipline, language, bibliographic format, or of a category of special library resources.

Searches specialized databases or indexes for complex research needs.

Prepares guides and bibliographies in print or electronic formats which

require an understanding of a discipline, language, bibliographic format, or of a category of special library resources.

LEVEL 3 Provides special assistance with complex research problems which require expertise in a discipline, language, bibliographic format, or with a category of special library resources.

Searches specialized databases for research needs requiring expertise in a discipline and database.

Develops guides and bibliographies in print or electronic format which require expertise in a discipline, language, bibliographic format, or with a category of special library resources.

GLOSSARY OF TERMS

BASIC

Definition: of, pertaining to, or forming a base; fundamental, essential

COMMUNITY AND UNIVERSITY SERVICE

Definition: Assistance provided through offices held, committee work, or special projects for the University or community which is beneficial to the Library or the University. Examples:

Arrangements for guest lectures

Service on University committees, councils, or governance groups

Work done for AAUP

Work done for civic or service organizations

EDUCATION

Definition: Another academic degree or equivalent graduate certificate, in addition to the required Masters degree in library or information science or equivalent degree in a field appropriate to the position. The attainment of an additional academic degree or graduate certificate in a job-related discipline will demonstrate an accomplishment in education. A degree completed after initial appointment can be used only once for a promotion as an achievement in education. (Accomplishments toward the attainment of an additional degree, i.e. course work, are considered accomplishments in professional development.)

EXTERNAL REVIEW

Promotion to the rank of Senior Librarian requires that the dossier be submitted for review to a qualified peer outside of the University of Cincinnati.

JOB DEVELOPMENT

Definition: Growth beyond the minimum requirements of job performance and responsibility as given in the librarian's original job description. Examples:

Excellence of job performance as evidenced by evaluations from supervisor, colleagues, or candidate.

Willingness and ability to take on new or more complex responsibilities.

Meaningful participation in department or library-wide decision-making.

Evaluating and implementing new projects, procedures, services, or technologies which contribute to departmental or library goals.

Disseminating information about librarianship in written or oral form to other library personnel so that their ability to serve library users is enhanced.

Preparation of written materials such as bibliographic guides, staff manuals, proposals, goal statements, reports, etc., beyond expectations of the job.

JOB PERFORMANCE

Definition: Execution of the responsibilities detailed in the job description which has been approved by the appropriate library administrator.

OUTSTANDING

Definition: Standing out from the rest; prominent, conspicuous, eminent, striking.

PROFESSIONAL DEVELOPMENT

Definition: Continuing education related to professional interests, goals, or areas of specialization. Examples:

Conference attendance

Course work

Membership in professional organizations

Self-instructional projects

Workshop attendance

PROFESSIONAL EXPERIENCE

Definition: Professional or pre-professional service in librarianship or in a field appropriate to the position.

PROFESSIONAL SERVICE

Definition: Contributions of a professional nature provided through offices held, committee work, or special projects to further the interests of the Library or library-related profession. Examples:

Work done for national or regional organizations, or for the libraries of the university (system, library, department)

Consultantships

Workshop organization

PUBLISHING AND CREATIVE WORK

Definition: Preparation of materials or creative presentations which convey information relating to professional interests or areas of specialization. Examples:

- Abstracts, articles, or reviews
- Books
- Conference proceedings
- Creative works
- Editing of journal
- Essays
- Indexes
- In-house materials (print or non-print)
- Media programs
- Web production

SIGNIFICANT

Definition: Important, notable.

TEACHING

Definition: Instructional activities which relate to professional interests or areas of specialization. Examples:

- Preparation and display of educational exhibits
- Workshop presentation
- National conference presentation
- Courses taught or class instruction

UNIVERSITY SERVICE see **COMMUNITY AND UNIVERSITY SERVICE**

APPENDIX

The Criteria for initial appointment, reappointment, promotion, and continuous appointment of librarians were initially prepared in 1980 by the Ad Hoc Criteria Committee, which consisted of the following librarians: Elaine McPheron, Chairman; Stephen Harmon, Cecily Johns, Bob Johnson, Don Tolzmann, Les Vuylsteke, and Jan Wardlaw.

A revised version of this document was assembled by the Ad Hoc Criteria Study Committee, in response to Vice-president and Provost John McCall's memorandum of September 22, 1981, calling for a review of the existing criteria. Members of the Ad Hoc Criteria Study Committee were Dorice Des Chene, Jane Gorsky, Alice Hurlebaus, Sally Moffitt, Randy Roberts, and Don Tolzmann. This document was accepted by the bargaining unit, but was not officially endorsed by the administration. Therefore, the 1980 criteria continued in force.

A reformatted version of the 1981 document was produced by the Council of Library Administrators and circulated in 1984. This document also did not negotiate the shoals of official acceptance.

In December 1984, the Executive Council of the Bargaining Unit Librarians impaneled an Ad Hoc Criteria Review Committee, whose charge was to compare the three versions of the Criteria and make recommendations. The committee, composed of Jane Thompson, Chairman; Dorothy Byers, Dorice Des Chene, Pat Denham, Randy Roberts, and Don Tolzmann, drafted a synthesis document which was presented to the Executive Council on January 29, 1985, to the Bargaining Unit February 6, and subsequently to a joint committee of librarians and administrators on March 14. The amended document was approved by the Bargaining Unit librarians in June 1985 and by the appropriate library administrators and the appropriate vice-presidents in August 1985. It went into effect on September 1, 1985, for Bargaining Unit librarians hired on or after September 1, 1985. For librarians already in the Bargaining Unit at that time, it became effective September 1, 1986.

The signing of a new Agreement between the University of Cincinnati and AAUP, University of Cincinnati chapter on January 6, 1987, necessitated a revision of the Procedures. In response, the Executive Council of the Bargaining Unit Librarians appointed an Ad Hoc Committee to produce a revised version of the Procedures which would reflect the text of the 1986/89 Agreement. This committee was composed of Elaine Hughes, Chair; Dorothy Byers and Jane Thompson. Copies of the resulting document were distributed to all members of the Bargaining Unit and the appropriate library administrators and the appropriate vice-presidents. Since the substance of the document was not changed, sequential approval was not necessary. Effective date was September 1, 1986 for all librarians in the Bargaining Unit.

Upon the expiration of the 1987-89 Agreement, a new contract was approved in August 1989, requiring another revision of the library faculty's Criteria and Procedures. The Executive Council of the Librarians' Bargaining Unit appointed an Ad Hoc Committee to Revise the Criteria & Procedures. Members of this committee were Don Tolzmann, Anne Gilliland and Jane Thompson, Chair. The revised document was presented to the Library Faculty Bargaining Unit at a special meeting on September 12, 1989. Approval of this document was not completed, and the RPT has continued to use the most recent approved version.

The approval of a new contract necessitated another revision. Editing was performed by the 1994/95 RPT Committee, chaired by Jane Thompson, and distributed to the Faculty Librarians and appropriate administrators.

In March 1997, an Ad Hoc Committee on RPT Criteria Review was charged with 1) specifically reviewing the Criteria revisions that had been voted on at the Spring 1995 faculty meeting, and, 2) broadly reviewing the Criteria to incorporate language that reflects the evolving nature of library faculty activities. Members of this Committee were: Frances Ott Allen, Doris Haag, Debra Oswald, Randall Roberts, and Elna Saxton (Chair). The revised documents were approved by the library faculty in August 1997 but were not approved by the appropriate library administrators, and the 1995 Criteria and Procedures remained in force.

The administration reviewed the proposed Criteria & Procedures of 1997, and in March 2000 notified the University Librarian that approval of the document rested on addressing two issues: the requirement for external review of the dossier for promotion to Senior Librarian, and a recognition of the importance of information technology in the work of librarians. The Librarians' RPT Committee, chaired by John Hopkins, initiated the work of revision, and then deferred to the Ad Hoc Committee to Revise the Criteria & Procedures, organized in April, 2000. Members were: Dorothy Byers, Paul Cauthen, Stephen Harmon, and Jane Thompson, chair. The bargaining of a new Agreement between UC and the AAUP University of Cincinnati Chapter delayed the work of the committee until 2002, when two members were added to the committee: Layne Klein and Don Blair. The Library Faculty Bargaining Unit approved the proposed revision of the Criteria and Procedures by mail ballot on November 13, 2002, and the Appropriate Library Administrators and the Provost approved the revision on April 30, 2003.

With the signing of a new Agreement between the University of Cincinnati and AAUP, University of Cincinnati chapter on September 1, 2004, the RPT Committee conducted a review of the Criteria & Procedures. The RPT Committee produced a revised version which was approved by UC Library Faculty in a June 2005 election. The Appropriate Library Administrators approved the revision on September 20, 2005.