

University of South Carolina

University Libraries, Columbia Campus Policies and procedures for non-tenure track faculty

A. UNIVERSITY LIBRARIES POLICIES

INTRODUCTION

The University of South Carolina is a comprehensive research institution offering academic programs in diverse fields. University faculty exercise pivotal responsibility in the development, delivery, and evaluation of these programs. The library faculty is primarily a service rather than a teaching or research faculty. Its members are partners with the teaching faculty and administration in maintaining and enhancing the quality of instruction, research, and service at the University. In keeping with University policies, the Libraries' policies and procedures for non-tenure track faculty are designed to contribute to the academic excellence of the University by fostering high standards of librarianship.

The Libraries are under the overall supervision of the Dean of University Libraries, hereinafter referred to as the Dean. The library faculty, Columbia Campus, hereinafter referred to as the library faculty, consists of the faculty in the University Libraries. The role of these units is to acquire and access materials in support of the University's programs, to organize them physically and bibliographically, to facilitate access to them through the appropriate technologies, to preserve them, and to provide assistance to faculty, students, and others in using these materials and services for the retrieval of information. This complex mission requires an awareness of technological advances, database files and services, research collections, and other means by which the librarian connects users and information. Successful performance of this role requires that librarians be involved in, aware of, and responsive to the information needs of academic programs while working within generally accepted standards and established policies.

B. APPOINTMENT AND HIRING PROCEDURES

Terms of appointment shall follow institutional procedures for all faculty as outlined in the University's Policies and Procedures Manual. At the time of appointment, all non-tenure track faculty members are to be advised of the University's review, non-reappointment, and termination procedures and provided a copy of the University Libraries' Policies and Procedures for non-tenure track faculty. Candidates for appointment are normally expected to hold the master's degree in library science from an institution accredited by the American Library Association or in another professionally appropriate discipline.

C. REVIEW AND PROMOTION

UNIT CRITERIA

All non-tenure track librarians must demonstrate a consistently high standard of performance in Librarianship and Service. A consistently high standard of performance for Librarianship and Service equates to Outstanding or Excellent, as defined in this document. Librarianship, because it contributes most directly to the academic community, is the most important consideration during annual review. A record of Research and Scholarship is not required but would add strength to an annual review.

1. Librarianship refers to competence, creativity and initiative in the performance of professional responsibilities, effectiveness in applying subject knowledge and bibliographic techniques in managing library collections, skills in meeting user needs and in stimulating wider use of resources, and development of administrative skills necessary for the operation of the library, i.e., the duties and activities which constitute the librarian's primary responsibilities. The following list is not exhaustive not all items listed are required:

1. Developing library resources through the selection and acquisition of library materials.
2. Instructing and advising library users and colleagues, both formally and informally, in the efficient and effective use of library resources.
3. Extending access to library resources through bibliographic control.
4. Demonstrating effective communication skills.
5. Using appropriate tools to assist library users in information acquisition.
6. Organizing bibliographic and other information files.
7. Developing innovative programs that facilitate the delivery of library or informational services.
8. Improving library performance through creative problem solving.
9. Pursuing continuing education or professional development in relevant fields through formal coursework, workshops, seminars, etc.
10. Enhancing library and information resources through technology.
11. Ensuring continuing access to library collections through implementation of preservation and conservation policies, training, and treatments.
12. Providing efficient access to materials through document delivery, interlibrary loan, or other means.
13. Implementing or developing systems or processes designed to enhance access to library resources or to improve overall or departmental performance.
14. Understanding the operations and services of the Library units and their inter-relationships and one's position within the Library organization.
15. Communicating and cooperating with faculty, students, and library staff in furthering the objectives and priorities of the Library and the University.

Descriptive terms used for annual review in the area of Librarianship

Outstanding Examples of outstanding performance may include, but are not limited

to:

- creative problem solving that improves or enhances departmental performance,
- demonstrating initiative in the development of new projects and/or innovative programs,
- taking a leadership role in the provision or development of services, procedures, or systems,
- cooperating with other libraries and institutions to facilitate research and to develop regional and national library services,
- development of administrative skills necessary to provide leadership.

Excellent

Examples of excellent performance may include, but are not limited to:

- demonstrating subject knowledge and professional expertise used to build, organize, and preserve collections,
- demonstrating subject knowledge and professional expertise necessary to meet user needs and stimulate wider use of resources,
- employing knowledge of foreign languages,
- translating knowledge of the curriculum and University policies into effective Library services and collections,
- assessing and monitoring changing research patterns and trends in order to anticipate user needs,
- skillfully using teaching and training techniques,
- Encouraging others to reach their highest potential by fostering an atmosphere of open communication and receptiveness to suggestions and criticism,
- teaching University courses.

Good

Examples of good performance may include, but are not limited to:

- demonstrated ability in the performance of the primary job assignment,
- development of skills necessary to meet user needs and stimulate wider use of resources,
- demonstrated oral and written communication skills,
- demonstrating an awareness of community and University issues and concerns as they affect the Library,
- sustained professional development through participation in continuing education activities, reading of professional literature, or monitoring relevant electronic discussion lists,
- strong potential for further development.

Fair

Examples of Fair performance may include, but are not limited to:

- minimally acceptable ratings in the performance of the primary job

assignment

- minimally acceptable development of skills necessary to meet user needs
 - minimally acceptable oral and written communication skills
 - minimally acceptable demonstration of awareness of community and university issues and concerns as they affect the library
 - minimally acceptable demonstration of professional development
- minimally acceptable potential for further development

Unacceptable Candidate's job performance is consistently assessed as ineffective.

Assessment of Librarianship is supported through administrative review, ?, and letters from colleagues.

2. Service refers to participation in institutional collaborations, successful service on committees, contributions to the educational component of the University Libraries, and sharing professional knowledge with the University and the community. The following list is not exhaustive; not all items listed are required:

1. Participating actively, or assuming a leadership role, in Library or Division committees, task forces, and other in-house forums.
2. Participating in University committee work and/or collaborative projects
3. Participating substantially in the management of community projects under the auspices of the University or the Library.
4. Participating in community organizations or activities.
5. Serving as chair or member of a committee, or as an officer of a local, state, regional, national, or international professional organization,
6. Actively participating in the regular meetings of professional organizations.
7. Receiving recognition for professional activities, awards, honors, etc.
8. Organizing and programming workshops, professional meetings or conferences, etc.
9. Consulting or assisting in a professional capacity.

Descriptive terms used for annual review in the area of Service

Outstanding Examples of outstanding performance may include, but are not limited to:

- University level committee assignments,
- University level project collaborations,
- consulting in a professional capacity,
- serving a professional organization as an officer or as a committee chair,
- recognition for professional activities such as the receipt of awards or honors,
- planning workshops, professional meetings, or conferences.

- Excellent Examples of excellent performance may include, but are not limited to:
- serving a professional organization on a committee,
 - leadership roles in community organizations or activities
 - active participation in Library committees or task forces,
 - participation on search committees,
 - supervising internships,
 - sharing of professional knowledge as a guest presenter.
- Good Examples of good performance may include, but are not limited to
- active participation in community organizations or activities,
 - active participation in regular meetings of professional organizations,
 - holding memberships in appropriate professional organizations.
- Fair Examples of fair performance may include, but are not limited to:
- minimal participation in community organizations or activities
 - minimal participation in regular meetings of professional organizations
- Unacceptable Candidate's service record in quality and quantity is consistently assessed as ineffective.

Assessment of service is supported through administrative review, , and letters from colleagues.

3. Research and Scholarship refers to activities related to inquiry and research, for example, publication in professional and scholarly journals, presentation of papers, and reviews of books or other resources. The following list is not exhaustive not all items listed are required:

1. Presenting papers, moderating or participating in panel discussions, etc.
2. Publishing professional or scholarly articles, book chapters, or monographs.
3. Contributing as author, editor, indexer, or translator to publications in any format.
4. Preparing research reports.
5. Reviewing books, databases, software, etc.
6. Preparing bibliographies, guides, or web pages, which significantly enhance access to and use of information resources.
7. Submitting grant proposals and serving as principal investigator.
8. Preparing and mounting exhibits.
9. Preparing and presenting poster sessions.

Descriptive terms used for annual review in the area of Research and Scholarship

Outstanding Examples of outstanding performance may include, but are not limited

to:

- contributing as author, editor, indexer, or translator to state, regional, or national publications in any format,
- publishing professional or scholarly articles, book chapters, or monographs.
- submitting a successful grant proposal and serving as the Principal Investigator (PI).

Excellent Examples of excellent performance may include, but are not limited to:

- presenting papers at professional conferences,
- submitting grant proposals and serving as principal investigator,
- moderating or participating in panel discussions at a regional, national, or international level,
- preparing and mounting in-depth exhibitions.
- submitting a successful grant proposal and/or serving as a team member of a successful grant.

Good Examples of good performance may include, but are not limited to:

- moderating or participating in panel discussions at local or state level,
- publishing reviews,
- preparing and mounting exhibits or poster sessions,
- contributing as an author, editor, indexer, or translator to local publications and newsletters in any format.

Fair Examples of fair performance may include, but are not limited to:

- Moderating or participating in panel discussions within the University Libraries system
- Making presentations within the University Libraries system

Not applicable A rating of “not applicable” may be used for Research and Scholarship since performance in this area is encouraged but not required. No scholarly activity will be considered “unacceptable.”

Assessment of scholarly performance is supported through administrative review, external peer review, and letters from colleagues.

ANNUAL REVIEW

Annual Review: Non-tenure track faculty will be reviewed annually by their immediate supervisor. Non-tenure track faculty shall also be reviewed by University Libraries faculty peers either by a select committee formed for this purpose or by the standing Peer Review Committee.

PROMOTION

Library faculty do not have rank and are not eligible for promotion, regardless of tenure status.

NON-REAPPOINTMENT AND TERMINATION

Non-Reappointment and Termination: Appointments of non-tenure track faculty shall be in writing and shall specify the beginning and ending date of appointment. Appointments shall terminate on the date specified and no further notice of non-reappointment is required. If a non-tenure track faculty member is appointed without a specified ending date, notice of non-reappointment shall be given in writing to the faculty member at least twelve months prior to the termination date. Termination of employment before the end of the contract period can be for lack of satisfactory performance, just cause and/or insufficient funds.

ACADEMIC GRIEVANCE PROCEDURES

Academic grievance procedures are outlined in the USC Columbia *Faculty Manual*.

CHANGE OF STATUS

The change of status to and from the tenure-track faculty *is* governed by the USC Columbia *Faculty Manual* and University Policy ACAF 1.18 Change of Status to and from Tenure-Track Faculty.

D. VOTING RIGHTS

Colleges/schools and academic sub-units (e.g., departments) specify the voting rights, if any, for non-tenure-track faculty members. These rights govern action on matters at the level of the college/school or sub-unit. As with tenure-track faculty members, voting rights of non-tenure-track faculty members at the university-level of governance, including matters of tenure and promotion, are specified in the USC Columbia *Faculty Manual*.

Approved by University Libraries Faculty (May 12, 2011)