

A GOVERNANCE SYSTEM FOR LIBRARIANS AND ARCHIVISTS OF THE UNIVERSITY OF MISSOURI LIBRARIES

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ACADEMIC FREEDOM AND RESPONSIBILITY

Librarians and Archivists are committed to providing access to information representing all points of view, resisting the abridgment of free expression and free access to information, and protecting the privacy of library users. MU Librarians seek to abide by the CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION, 2008 (see Appendix 1). MU Archivists seek to follow the CODE OF ETHICS FOR ARCHIVISTS, approved by the Council of the Society of American Archivists in 2005 and revised in 2012 (see Appendix 2).

Professionalism

MU Librarians and Archivists endeavor to:

- improve the quality and effectiveness of the Libraries' services and processes,
- treat the Libraries' users and coworkers with courtesy, respect, and equity,
- continuously improve their own skills and knowledge, and share that knowledge with the Libraries' users and with coworkers,
- participate in academic forums and University committees,
- practice open, honest communication,
- recognize and, when possible, reward creativity, clear thinking, and productivity in their coworkers.

To protect the intellectual freedom of others, Librarians and Archivists must be assured of the right of intellectual freedom for themselves. Unwarranted dismissal or threat of dismissal must not restrain Librarians and archivists in the responsible exercise of that academic freedom. Librarians and Archivists have that explicit protection under the University of Missouri Collected Rules and Regulations (hereafter referred to as CRR) ACADEMIC GRIEVANCE PROCEDURES.

AMENDMENT AND REVISION OF THE GOVERNANCE DOCUMENT

This document, unless otherwise noted, may be amended or revised by a two-thirds vote of the MU Librarians and Archivists Council (MULAC) membership and by the approval of the Vice Provost for Libraries and University Librarian (hereafter referred to as Vice Provost for Libraries). Any Librarian or Archivist may propose amendments and revisions. The MULAC Administrative Affairs, Policy, and Nomination Committee shall oversee the amendment process. All MULAC members must be provided with proposed amendments or revisions at least one week prior to voting. A copy of the document and any subsequent amendments thereto shall be filed with the Vice Provost for Libraries and the Provost. The Appendices to this document do not require a membership vote for amending or revising.

The Collected Rules and Regulations of the University of Missouri have precedence over any conflicting provisions contained in this document. Such conflicts must be discussed and addressed by MULAC in this document as soon as they are known.

BYLAWS OF THE MU LIBRARIANS AND ARCHIVISTS COUNCIL (MULAC)

Article I. Organization

The name of this organization shall be the MU Librarians and Archivists Council (MULAC). MULAC is an independent, self-governing, collegial body, comprised of all persons with an appointment of Librarian or Archivist at the University of Missouri Libraries.

Article II. Purpose

MULAC serves as:

- A forum, where issues may be discussed freely, in an atmosphere of trust and mutual respect
- A learning community, dedicated to sharing expertise, fostering professional development, and maintaining the highest standards of professional practice
- An advocate, actively representing the interests of its members, and communicating their concerns, ideas, and judgments on library services, policies, and other matters to the Vice Provost for Libraries and, as appropriate, to the students, faculty and staff of the University of Missouri
- A catalyst, improving morale and fostering communication, participation, and collegiality

MULAC has overall responsibility for Librarian and Archivist governance. MULAC shall advise and recommend on all matters of policy and decision, including:

- Development of library services, resources, calendar, and facilities
- Library budget and funding objectives and priorities
- Faculty benefits, including salaries, travel, and professional development
- Facilitation of librarianship and research
- Freedom of expression and academic freedom

MULAC, in its areas of authority, shall forward its recommendations to the Vice Provost for Libraries.

Article III. Membership and Voting

Membership of MULAC shall consist of all benefits-eligible employees (as defined by CRR 320.050) with an appointment of Librarian or Archivist at the University Libraries. The Vice Provost for Libraries is not a member of MULAC.

All MULAC members shall have voting privileges. Methods of voting shall include, but are not limited to: general consent; voice vote; show of hands; roll call; paper ballot; electronic ballot.

Article IV. Officers

Section 1. Officers

The elected officers of this organization shall consist of a Chair, a Vice-Chair, and a Recorder.

Section 2. Eligibility

Librarians and Archivists II or higher shall be eligible to serve as Chair or Vice-Chair/Chair-Elect. All members shall be eligible to serve as Recorder. No officer shall hold more than one

office at any time.

Section 3. Terms

Officers shall serve one-year terms, beginning on July 1. The Chair assumes office on July 1 following her/his term of office as Vice-Chair/Chair-Elect. The Recorder shall be eligible for two consecutive terms.

Section 4. Duties of Officers

- A. The Chair shall:
 - a. Preside at MULAC and Executive Committee meetings
 - b. Serve as the contact point between MULAC and the Vice Provost for Libraries and advise the Vice Provost for Libraries on Librarian and Archivist issues
- B. The Vice-Chair shall:
 - a. Assist the Chair in the performance of his or her duties
 - b. Assume duties of Chair in his/her absence
 - c. Serve as liaison to the MU Libraries' Staff Representative Committee, or similar committee
- C. The Recorder shall:
 - a. Announce MULAC meetings and cancellations
 - b. Record and distribute minutes of MULAC meetings
 - c. Distribute Bylaws and other MULAC documentation to new members

Article V. Meetings

There shall be no fewer than six meetings of the organization per year. Special meetings may be called by the Chair or by at least twenty percent of the membership. Quorum to conduct business shall be one-third of the membership. Significant action may be deferred to electronic vote, or other appropriate venue, at the discretion of the Chair.

Article VI. Standing Committees

Section 1. General Provisions

The Standing Committees of this organization shall be the MULAC Executive Committee; the MULAC Administrative Affairs, Policy, and Nomination Committee; the MULAC Promotion Committee; and the MULAC Welfare and Professional Development Committee.

Section 2. MULAC Executive Committee

- A. Composition: The MULAC Executive Committee shall consist of the Chair, Vice-Chair, Recorder, Faculty Council Representative, and the NTT Standing Committee Representative.
- B. Duties: The MULAC Executive Committee shall:
 - Provide overall leadership of MULAC
 - Establish the agenda for MULAC meetings
 - Appoint ad-hoc committees as needed to address specific tasks
 - Address member conflicts and concerns and provide guidance on potential grievance matters

- Should the need arise, act as the authority for interpreting MULAC governance documents

Section 3. MULAC Administrative Affairs, Policy, and Nomination Committee

- A. Composition and Term of Service: The MULAC Administrative Affairs, Policy, and Nomination Committee shall consist of three members who serve staggered two-year terms.
- B. Eligibility: All MULAC members except the MULAC Chair and Vice-Chair shall be eligible to serve on the MULAC Administrative Affairs, Policy, and Nomination Committee.
- C. Duties: The MULAC Administrative Affairs, Policy, and Nomination Committee shall:
 - Solicit nominations and conduct all elections
 - Formulate any necessary MULAC policies
 - Work with the Office of the Provost on evaluation of the Vice Provost for Libraries
 - Advise and act on administrative policies and procedures that affect MULAC members
 - Review and update *A Governance System for Librarians and Archivists of the University of Missouri Libraries*, Bylaws and other MULAC documentation

Section 4. MULAC Promotion Committee

- A. Composition and Term of Service: The MULAC Promotion Committee shall consist of five regular members and two alternates. The regular members serve staggered two-year terms; the alternates serve one-year terms. Alternates do not attend meetings unless serving in an active capacity.

Regular members may not serve consecutive terms. Alternates may serve two consecutive terms.

- B. Eligibility: MULAC members with the rank of Librarian/Archivist III or Librarian/Archivist IV, and who have served at least one year in the University Libraries, shall be eligible to serve on the Promotion Committee.

A committee member must be replaced by an alternate during consideration of a candidate who is at the same rank, is a relative (as defined by CRR 320.040) or domestic partner, or is in his or her direct reporting line. Other potential conflicts of interest will be assessed on an individual basis by the Chair of the committee. The Chair of the Promotion Committee shall appoint eligible Librarian/Archivist IVs as needed to ensure that a candidate's committee is composed of NTT faculty at the promotable rank or above.

If a committee member becomes a candidate for promotion, he or she must resign from the Promotion Committee.

- C. Duties: As an elected committee of peers, the MULAC Promotion Committee shall:
- Conduct an objective review of the qualification of Librarians and Archivists seeking promotion in rank and make recommendations for promotion
 - Work with the Vice Provost for Libraries regarding determination of rank when hiring Librarians and Archivists
 - Evaluate degrees from programs not accredited by the American Library Association or other appropriate national body to determine if degrees meet criteria for appointment

Section 5. MULAC Welfare and Professional Development Committee

- A. Composition and Term of Service: The MULAC Welfare and Professional Development Committee shall consist of three members who serve staggered two-year terms.
- B. Eligibility: All MULAC members shall be eligible to serve on the Welfare and Professional Development Committee.
- C. Duties: The Welfare and Professional Development Committee shall:
- Promote professional growth, development leave, and work-related interests of Librarians and Archivists
 - Advise on salary and non-salary benefits, including travel monies, research leaves, and professional development
 - Oversee MULAC mentoring program

Article VII. Faculty Council Representative

Section 1. Duties

The University Libraries is entitled to one seat on the MU Faculty Council. The Faculty Council Representative attends Council meetings and has all rights and privileges of a regular Council member but may not vote on any action. The Faculty Council Representative shall make a report of issues discussed at Faculty Council meetings to librarians and archivists in a timely manner. The Faculty Council Representative shall serve as the backup for the NTT Standing Committee Representative.

Section 2. Eligibility

MULAC members at Librarian II, Archivist II, or higher, and who have served at least one year in the University Libraries, shall be eligible for election.

Section 3. Term of Service

The term of office shall be for three years. The Faculty Council Representative may not serve more than two consecutive terms.

Article VIII. Non-Tenure Track Faculty Representative

Section 1. Duties

The University Libraries is entitled to one representative on the Non-Tenure Track Faculty Standing Committee. The NTT Representative shall make a report of issues discussed at standing committee meetings to librarians and archivists in a timely manner. The NTT Representative shall serve as the backup for the Faculty Council Representative.

Section 2. Eligibility

MULAC members at Librarian II, Archivist II, or higher, and who have served at least one year in the University Libraries, shall be eligible for election.

Section 3. Term of Service

The term of office shall be for three years. The NTT Representative may not serve more than two consecutive terms.

Article IX. Elections

Section 1. General Provisions

Unless otherwise specified, the MULAC Administrative Affairs, Policy, and Nomination Committee shall solicit self-nominations for all open positions on or near April 1. Self-nominations must result in at least one candidate per open position. If not enough self-nominations are solicited by May 1, names of all MULAC members shall be placed on the ballot for the open positions, in accordance with eligibility rules. In this case, Librarians and Archivists not wishing to be candidates must notify the Chair of the MULAC Administrative Affairs, Policy, and Nomination Committee by May 15.

Elections shall be conducted by secret ballot on or near June 1. Unless otherwise specified, a plurality of votes cast shall constitute election. Tie-votes will be resolved by run-off elections. Terms of office begin July 1.

Section 2. Election of Promotion Committee Members

All eligible Librarians and Archivists shall be considered nominees for election to the Promotion Committee. The option to decline nomination is allowed only if the Librarian or Archivist declares intention to seek promotion in the upcoming cycle. Declaration of intent is to be made to the Candidate's Division head, the Chair of the MULAC Promotion Committee, and the Chair of the MULAC Administrative Affairs, Policy, and Nomination Committee by May 15.

Each Librarian and Archivist must cast votes equal to the number of vacancies specified on the ballot. Ballots that do not meet this criterion will be voided. Candidates receiving the highest votes will fill the vacant seats on the Promotion Committee and serve as regular members. The two candidates with next highest votes will serve as first and second alternate.

Section 3. Election of Chairs of Standing Committees

With the exception of the Executive Committee, the chairs of standing committees are elected annually by the members of the committee.

Section 4. Vacancies

- A. Unless otherwise specified, special elections shall be held to fill vacancies.
- B. **Officers:** In case of vacancy of the Chair, the Vice-Chair shall assume all duties and obligations of the Chair.
- C. **Promotion Committee:** When a vacancy occurs on the Promotion Committee, the first alternate fills the first vacancy; the second alternate, the second vacancy. Alternates who fill vacancies serve the unexpired term of the member they replace.

Article X. Rules of Order

The rules contained in the current edition of The Standard Code of Parliamentary Procedure (aka Sturgis Standard Code of Parliamentary Procedure) shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt.

APPOINTMENTS OF LIBRARIANS AND ARCHIVISTS

ACADEMIC STATUS OF LIBRARIANS AND ARCHIVISTS

Librarians and Archivists are ranked, non-regular faculty (non-tenure track [NTT] faculty). Academic non-regular status was granted to librarians in A PROVISION MAKING AVAILABLE ACADEMIC STATUS FOR PROFESSIONAL LIBRARIANS IN THE UNIVERSITY OF MISSOURI (adopted February 22, 1971 and amended 1976; see Appendix 3). NTT faculty status was granted to Librarians and Archivists on April 9, 2018 (see Appendix 4).

APPOINTMENT

Librarians and Archivists have term appointments. Renewal of contract is discretionary with the University. Extended term appointments do not result in automatic renewal of contract. Professional Librarians and Archivists normally have twelve month appointments; other lengths of contracts may be granted when appropriate.

The procedures for appointment of new Librarians are detailed in Library Policy No. 21 RECRUITMENT AND HIRING OF LIBRARIANS (see <http://mulibraries.missouri.edu/staff/policies/POL21.htm>). It includes procedures for updating job descriptions, advertising in national journals, and appointment of a Screening Committee composed of librarians/archivists (and other staff) to evaluate the candidates. Library Policy No. 21 also applies to the recruitment and hiring of Archivists. Final decisions on appointment are made by the Vice Provost for Libraries, contingent on approval of the Provost or designee.

Assignment of rank to newly appointed Librarians should follow guidelines established in the MULAC Promotion Committee Operating Papers under RANKS AND QUALIFICATIONS OF LIBRARIANS (see Page 12). Similarly, assignment of rank for newly appointed Archivists should follow guidelines established in the MULAC Promotion Committee Operating Papers under RANKS AND QUALIFICATIONS OF ARCHIVISTS (see Page 17).

TEMPORARY AND PART-TIME APPOINTMENTS

Librarians and Archivists with temporary appointments (under grants, for example), and with less than 75% FTE appointments, will not be eligible for promotion or bound by the requirements of time in title as expressed therein. Their experience during temporary or part-time status, however, may be considered for promotion if they receive a regular appointment.

Temporary appointment, as described herein, is not to be confused with an interim position held by a Librarian or Archivist who has a regular appointment.

PRACTICES AND POLICIES RELATING TO DISCIPLINARY ACTION AND TERMINATION

Librarians and Archivists are given the same protections as all other non-regular academic appointees. Librarians and Archivists are also protected under University of Missouri Academic Grievance Procedures.

For those subject to limitations of time in title, conditions regarding dismissal are described in MULAC Promotion Committee Operating Papers under RANKS AND QUALIFICATIONS OF LIBRARIANS (see Page 12) and RANKS AND QUALIFICATIONS OF ARCHIVISTS (see Page 17).

1. Termination of employment initiated during the term of employment by the University Libraries or the University is governed by CRR 310.020.C.2 which states “Appointees to the academic staff under term appointments, either regular or nonregular, are subject to termination prior to expiration of the stated term only for cause or under extraordinary circumstances because of financial exigencies or discontinuance of a program or department of instruction.”
2. A Librarian or Archivist who does not perform as expected may be counseled by her/his administrative supervisor, department head, and/or the Vice Provost for Libraries. The unsatisfactory performance must be documented, and the suggested remedy communicated to the Librarian or Archivist.
3. Dismissal recommendations should be forwarded to the Vice Provost for Libraries through the supervising department head. If the Vice Provost for Libraries concurs with the dismissal recommendation, based on the documented evidence, she/he will transmit the recommendation with documentation to the Provost or designee to take appropriate action under the Collected Rules and Regulations.

NON-RENEWAL OF CONTRACTS

A Librarian or Archivist who is not to be reappointed should be informed in writing at least three months in advance of the appointment end date unless extenuating circumstances exist.

COMPENSATION

Career salaries, properly graduated through the academic ranks, should be provided to offer incentive for professional growth and to recruit well-qualified personnel. To facilitate this, a schedule of minimum salaries should be developed and maintained by the Library Administration separate from this document.

VACATION, PERSONAL DAYS, AND SICK LEAVE

Librarians and Archivists for purposes of vacation, personal days and sick leave are treated the same as administrative and professional staff. Those policies can be accessed through Campus Human Resource Services.

RESEARCH, DEVELOPMENT, AND OTHER LEAVES

Librarians and Archivists are eligible for research leave. They are likewise eligible for developmental leave and development projects insofar as funding permits. See the section “Professional Development” regarding release time for academic staff enrolled in courses.

PERFORMANCE REVIEWS

Purpose

Annual performance reviews are required of all Librarians and Archivists in order to:

- Recognize value and contributions of employee to the organization
- Establish and clarify expectations and standards of performance
- Align individual goals with departmental and library goals, thereby:
 - establishing the necessity and importance of a position to the department and the library
 - allowing the library to respond in timely fashion to changes in strategic direction
- Encourage individual initiative and creativity and foster improved communication between employee and supervisor
- Provide documentation of job performance, thereby:
 - protecting the employee against inappropriate, arbitrary or capricious personnel action
 - identifying basis for appropriate personnel actions such as merit increases, etc.

Important Dates

Annual performance reviews are to be conducted for all Librarians and Archivists between January 1 and March 15, with a completion deadline including all necessary signatures of March 31. The review will evaluate performance from the previous year (January-December) and will set goals for the current year (January-December).

- On or before January 1 of each year, University Libraries Human Resources Office will provide Librarians and Archivists with the following:
 - a reminder of process, procedures, and deadlines;
 - a link to the current job description for review and updating as necessary.
- At the beginning of March, University Libraries Human Resources Office will send all Librarians and Archivists a reminder of the review deadline.
- Completed performance reviews and annual reports are due to the University Libraries Human Resources Office by March 31.
 - Division Heads have the responsibility to ensure completion of reviews within their divisions.

EMERITUS DESIGNATION FOR LIBRARIANS AND ARCHIVISTS

Granting the title of Librarian or Archivist Emeritus/Emerita shall originate in the University Libraries. The appropriate title will be granted, (i.e., Librarian Emeritus/Emerita III, Librarian Emeritus/Emerita IV, Archivist Emeritus/Emerita III, Archivist Emeritus/Emerita IV), to any Librarian or Archivist in good standing at the time of her or his retirement, who:

1. holds the rank of Librarian or Archivist III or IV (the equivalent of Associate or Full Professor) and has been a Librarian or Archivist for at least fifteen (15) years; or has held the rank of Librarian or Archivist IV for at least five (5) years;
2. requests the designation. The request in the form of a letter can either be a nomination by a professional colleague within the University Libraries or by the Candidate. The letter will be submitted to the Vice Provost for Libraries, indicating a desire to receive Emeritus/Emerita status, and an abbreviated current curriculum vitae outlining career highlights and contributions; and
3. whose contributions to the University Libraries and the University of Missouri are recognized as meritorious as determined by simple majority vote of all current Librarians and Archivists III and IV, such determination then being transmitted by letter to the Chancellor through the Office of Provost.

Once the Vice Provost for Libraries has received a request, he/she will request that the Chair of the MULAC Administrative Affairs, Policy, and Nomination Committee conduct a vote of the Librarians and Archivists III and IV. The process as prescribed by the Provost's Office each year will guide the timing of the process.

In cases where the title and/or years of service do not meet the criteria as outlined above, a designation of Emeritus/Emerita may be recommended by a majority vote of all current Librarians and Archivists III and IV, and the positive recommendation of the Vice Provost for Libraries. The Vice Provost for Libraries will forward the recommendation to the Office of the Provost for review. If approved, the recommendation is forwarded to the Chancellor.

Each person receiving Emeritus/Emerita status will have the same rights granted other Emeriti under University policies.

MULAC PROMOTION COMMITTEE OPERATING PAPERS

The MULAC Promotion Committee Operating Papers may be revised or amended by two-thirds vote.

RANKS AND QUALIFICATIONS OF LIBRARIANS

The NTT ranks for Librarians are Librarian I/II, III, and IV.

The following qualifications and requirements pertain to appointment and promotion to these ranks. Please refer to the section on the CANDIDATE'S PROMOTION DOSSIER for further details regarding experience, performance, education, and professional activities. Appointment, herein, refers to initial hiring.

No degree of educational advancement, participation in professional or scholarly activities can compensate for less than high quality job performance. Likewise, no achievements can obviate professional behavior as judged by our peers and as described in part under ACADEMIC FREEDOM AND RESPONSIBILITY, above.

Graduate education, because of its emphasis on inquiry, research, and explication, is of value per se to the work of libraries, even when not directly related to assigned responsibilities.

One graduate degree may not be used to obviate further education. The same graduate degree, publication, professional activity, or committee work may not be used to qualify for more than one promotion. Likewise, experience, performance, education, degrees, and professional activities completed prior to appointment as a librarian at the University Libraries may not be used to qualify for promotion at this institution.

Professional Degree

A master's degree in library and information studies from an American Library Association accredited program is required of all librarians regardless of rank. Exceptions are allowed for master's level programs in library and information studies from other countries recognized or accredited by the appropriate national body of that country. Any other exceptions must be approved by vote of the MULAC Promotion Committee before a candidate's vita may be considered.

I. LIBRARIAN I

Part of the Librarian I/II rank, Librarian I is the entry-level title assigned to those librarians who have just begun their professional careers or who have served only a short time in a professional capacity.

A. Minimum Qualifications

A master's degree in Library Science from an A.L.A. accredited program is the minimum qualification for Librarian I. Prior professional experience is not required for appointment to this rank.

B. Limitation of Time in Title

Because Librarians are not tenure-track faculty, limitation of time in title is a self-imposed requirement to foster high levels of performance. A Librarian I must attain promotion to Librarian II before the sixth anniversary of his/her start date. Consequently, due to the annual nature of the promotion calendar, a Librarian I must apply for promotion no later than the August 1 prior to the fifth anniversary of his/her start date.

Extension of Time in Title for Librarian I - For Librarians who take Family and Medical Leave (as outlined in CRR 340.070) in excess of six weeks, the time in title at Librarian I may be extended for a period of one year with a maximum of two one-year extensions. Librarians may choose to decline this extension.

If the Librarian I does not successfully attain promotion to Librarian II within the allotted time, the Librarian **will not be reappointed, but will retain her/his appointment until the end of that contract year**. In this case, written notice will be given to the Librarian by the appropriate administrative officer no later than 90 days prior to the end of the term appointment.

It is very important that the Librarian I consult with her/his supervisor and the MULAC Promotion Committee to have a clear understanding of when to submit the dossier and whether his/her activities and performance meet the necessary qualifications for promotion.

II. LIBRARIAN II

Part of the Librarian I/II rank, a Librarian II is recognized to be a competent, productive, contributing librarian who seeks to exemplify professionalism, as described in part under ACADEMIC FREEDOM AND RESPONSIBILITY. There is no limitation of time in title at this level, thus promotion to Librarian II is recognition that further promotion need not be sought. The Librarian II should have the following qualifications.

A. Experience

Three years of professional library experience is recommended for appointment or promotion to this rank. Two years of service in the University Libraries as Librarian I must be completed before applying for promotion to Librarian II.

B. Performance

Job performance must be judged productive, competent, and energetic, demonstrating active participation and the potential for growth.

C. Education

The librarian should be engaged in at least one of the following for promotion/appointment to Librarian II.

i. Graduate Education

Completion of, or progress towards, an additional graduate degree fulfills this requirement. At minimum, two courses in the same subject discipline should be completed.

ii. Continuing Education

Continuing education may include academic course work, short courses, seminars, research, and/or self-directed study to attain new proficiencies relevant to library service.

D. Professional Activities

The librarian should also demonstrate active participation in at least one of the following for promotion/appointment to Librarian II.

i. Professional Organizations

Activities in professional organizations include committee appointments and involvement in professional meetings. Activities may be in professional organizations at the local, state, national, or international level.

ii. Library and University Service

Library and university service may include such things as participation in the work of committees, liaison activities with external organizations, or special assignments beyond those required by the position.

iii. Publications, Teaching, and Innovation

Scholarly and professional activities may include publications, editorships, lectures, teaching, grant writing/administration, software development, presentation of papers, posters and poster sessions.

III. LIBRARIAN III

The rank of Librarian III is for those with a proven record of accomplishment, marked by increasing challenges and higher levels of responsibility. At this level, the librarian must be effective, productive, and resourceful, seek to improve the quality of library service as well as her/his professional capabilities, and exemplify professionalism, as described in part under ACADEMIC FREEDOM AND RESPONSIBILITY.

The Librarian III should have the following qualifications.

A. Experience

Six years of professional library experience is recommended for promotion/appointment to this rank. For promotion, at least two of the six years should have been served in the University Libraries.

B. Performance

Job performance must exhibit leadership, resourcefulness, energy, dedication to service, problem-solving ability, and skill in interpersonal interactions.

C. Education

For appointment/promotion to Librarian III the librarian must have accomplished at least one of the following:

i. Graduate Education

Significant course work or the completion of an additional graduate degree;

ii. Continuing Education

Continuing education may take a variety of forms (academic course work, short courses, seminars, research, and/or self-directed study, etc.) but should represent significant efforts to extend the librarian's awareness and develop new proficiencies relevant to library service.

D. Professional Activities

For appointment/promotion to Librarian III the librarian must have accomplishments in at least one of the following categories.

i. Professional Organizations

Activities in professional organizations at this level should include active participation in professional organizations. Commitment should be demonstrated by committee leadership (not limited to chairships), the holding of offices, and recognizable accomplishments. Activities may be in professional organizations at the local, state, national, or international level.

ii. Library and University Service

Committee work, liaison activities with external organizations, and special assignments should be characterized by leadership and should involve productive activities directed toward significant issues with recognizable contributions.

iii. Publications, Teaching, and Innovation

Scholarly and professional activities include publications editorships, lectures, teaching, grant writing/administration, software development, presentation of papers, posters and poster sessions. Such contributions will be judged on their quality and significance.

IV. LIBRARIAN IV

The rank of Librarian IV is reserved for those whose contributions to library service are widely recognized, are proven by tangible accomplishments, and are accompanied by the highest standards of professional behavior, as described in part under ACADEMIC FREEDOM AND RESPONSIBILITY. A librarian at this level has not been merely a participant in library activities, but has taken risks to seek progress, shown energy and resourcefulness in solving significant problems, and has accomplished positive change.

A. Experience

Ten years of professional library experience is recommended for promotion/appointment to this rank. For promotion, at least three of the ten years should have been served in the University Libraries.

B. Performance

Job performance must be judged over time to be of excellent quality, characterized by collaborative and cooperative behavior, creative thinking, productivity, knowledgeability, and a continuous effort to improve skills and performance. Accomplishments must prove dedication to improving service, problem-solving ability, thoughtful leadership (not necessarily in a management position), and skills in both planning and interpersonal interactions.

C. Education

Educational achievements must be extensive and noteworthy. Some level of continuing education is expected regardless of academic degrees. Such achievements are required in at least one of the following areas

i. Graduate Education

At this level, significant course work or an additional graduate degree is highly recommended to enhance expertise or enlarge the scope of the librarian's knowledge.

ii. Continuing Education

Continuing education may take any of its variety of forms (academic course work, short courses, seminars, research, and/or self-directed study, etc.), but should involve diversification and lead to special proficiencies, breadth of knowledge, innovation, improved performance, and superior judgment. The result must be cumulative expertise and the sharing and application of this knowledge.

D. Professional Activities

Professional stature is recognized in and beyond the local setting and must exhibit dedication and accomplishment over time. Participation is required in at least two of the following areas.

i. Professional Organizations

Activities should include the holding of major offices, high-level committee work or

chairships in professional organizations. Contributions should be long-term and of such magnitude as to be recognized by those who are competent to judge, and should involve significant issues which impact library service or enhance knowledge/skills for library service. Activities may be in professional organizations at the local, state, national, or international level.

ii. Library and University Service

Library and University service (such as committee work), liaison activities with external organizations, and special assignments, must be characterized by consistent leadership. These accomplishments are to be directed towards solving significant problems and improving the services of the library and/or university.

iii. Publications, Teaching, and Innovation

Scholarly and professional activities, such as publications, editorships, lectures, teaching, grant writing/administration, software development, presentation of papers, posters and poster sessions, should be more than occasional and must reflect expertise recognized by those who are competent to judge. The quality and significance of such contributions must be consistently high.

RANKS AND QUALIFICATIONS OF ARCHIVISTS

The NTT ranks for Archivists are Archivist I/II, III, and IV.

The following qualifications and requirements pertain to appointment and promotion to these ranks. Please refer to the section on THE CANDIDATE'S PROMOTION DOSSIER for further details regarding experience, performance, education, and professional activities. Appointments, herein, refers to initial hiring.

No degree of educational advancement, participation in professional or scholarly activities can compensate for less than high quality job performance. Likewise, no achievements can obviate professional behavior as judged by our peers and as described in part under ACADEMIC FREEDOM AND RESPONSIBILITY.

Graduate education, because of its emphasis on inquiry, research, and explication, is of value per se to the work of archivists, even when not directly related to assigned responsibilities.

One graduate degree may not be used to obviate further continuing education. The same graduate degree, publication, professional activity, or committee work may not be used to qualify for more than one promotion.

Professional or Graduate Degree

A master's degree in library science from an American Library Association accredited program or an accredited graduate degree in a field supporting the appraisal, management, preservation or interpretation of historical records and documentation is required. The master's degree in library science or the Master of Arts degree in history, political science, the social sciences, or the humanities is considered standard for the archival profession. Master of Arts degrees should include at least six hours of research methodology and practice or course work directly related to the theory and practice of archives.

I. ARCHIVIST I

Part of the Archivist I/II rank, this is the entry-level title assigned to those archivists who have just begun their professional careers or who have served only a short time in a professional capacity.

A. Minimum Qualifications

A master's degree in Library Science from an A.L.A. accredited program or an accredited master of arts degree in a supporting discipline with a minimum of 6 hours of credit in courses concentrating on research methodology or archival administration. Prior professional experience is not required for appointment to this rank.

B. Limitation of Time in Title

Because Archivists are not tenure-track faculty, limitation of time in title is a self-imposed requirement to foster high levels of performance. An Archivist I must attain

promotion to Archivist II before the sixth anniversary of his/her start date. Consequently, due to the annual nature of the promotion calendar, a Librarian I must apply for promotion no later than the August 1 prior to the fifth anniversary of his/her start date.

Extension of Time in Title for Archivist I - For Archivists who take Family and Medical Leave (as outlined in CRR 340.070) in excess of six weeks, the time in title at Archivist I may be extended for a period of one year with a maximum of two one-year extensions. Archivists may choose to decline this extension.

If the Archivist I does not successfully attain promotion to Archivist II within the allotted time, the Archivist **will not be reappointed, but will retain her/his appointment until the end of that contract year**. In this case, written notice will be given to the Archivist by the appropriate administrative officer no later than 90 days prior to the end of the term appointment.

It is very important that the Archivist I consult with her/his supervisor and the MULAC Promotion Committee to have a clear understanding of when to submit the dossier and whether his/her activities and performance meet the necessary qualifications for promotion.

II. ARCHIVIST II

Part of the Archivist I/II rank, an Archivist II is recognized to be a competent, productive, contributing archivist who seeks to exemplify professionalism, as described in part under ACADEMIC FREEDOM AND RESPONSIBILITY. There is no limitation of time in title at this level, thus promotion to Archivist II is recognition that further promotion need not be sought. The Archivist II should have the following qualifications.

A. Experience

Three years of professional library or archives experience is recommended for appointment or promotion to this rank. Two years of service in the University Libraries as Archivist I must be completed before applying for promotion to Archivist II.

B. Performance

Job performance must be judged productive, competent, and energetic, demonstrating active participation and the potential for growth.

C. Education

The archivist should be engaged in at least one of the following for promotion/appointment to Archivist II.

i. Graduate or Professional Education

Completion of, or progress towards, an additional graduate or professional degree fulfills this requirement. At minimum, two courses in the same subject discipline should be completed.

ii. Continuing Education

Continuing education may include academic course work, short courses, seminars, research, and/or self-directed study to attain new proficiencies relevant to library and archival service.

D. Professional Activities

The archivist should also demonstrate active participation in at least one of the following for promotion/appointment to Archivist II.

i. Professional Organizations

Activities in professional organizations include committee appointments and involvement in professional meetings. Activities may be in professional organizations at the local, state, national, or international level.

ii. Library and University Service

Library and university service may include such things as participation in the work of committees, liaison activities with external organizations, or special assignments beyond those required by the position.

iii. Publications, Teaching, and Innovation

Scholarly and professional activities may include publications, editorships, lectures, teaching, grant writing/administration, software development, presentations of papers, posters and poster sessions.

III. ARCHIVIST III

The rank of Archivist III is for those with a proven record of accomplishment, marked by increasing challenges and higher levels of responsibility. At this level the archivist must be effective, productive, and resourceful, seek to improve the quality of service as well as her/his professional capabilities, and exemplify professionalism, as described in part under ACADEMIC FREEDOM AND RESPONSIBILITY.

The Archivist III should have the following qualifications.

A. Experience

Six years of professional library or archives experience is recommended for promotion/appointment to this rank. For promotion, at least two of the six years should have been served in the University Libraries.

B. Performance

Job performance must exhibit leadership, resourcefulness, energy, dedication to service, problem-solving ability, and skill in interpersonal interaction.

C. Education

For appointment/promotion of Archivist III the archivist must have accomplished at least one of the following:

i. Graduate Education

Significant course work or the completion of an additional graduate degree;

ii. Continuing Education

Continuing education may take a variety of forms (academic course work, short courses, seminars, research, and/or self-directed study, etc.) but should represent significant efforts to extend the archivist's awareness and develop new proficiencies relevant to archives service.

D. Professional Activities

For appointment/promotion to Archivist III the archivist must have accomplishments in at least one of the following categories.

i. Professional Organizations

Activities in professional organizations at this level should include active participation in professional organizations. Commitment should be demonstrated by committee leadership (not limited to chairships), holding of offices, and recognizable accomplishments. Activities may be in professional organizations at the local, state, national, or international level.

ii. Library and University Service

Committee work, liaison activities with external organizations, and special assignments should be characterized by leadership and should involve productive activities directed toward significant issues with recognizable contributions.

iii. Publications, Teaching, and Innovation

Scholarly and professional activities include publications editorships, lectures, teaching, grant writing/administration, software development, presentation of papers, poster and poster sessions. Such contributions will be judged on their quality and significance.

IV. ARCHIVIST IV

The rank of Archivist IV is reserved for those whose contributions to library and archives service are widely recognized, are proven by tangible accomplishments, and are accompanied by the highest standards of professional behavior, as described in part under ACADEMIC FREEDOM AND RESPONSIBILITY. An archivist at this level has not been merely a participant in library and archives activities, but has taken risks to seek progress, shown energy and resourcefulness in solving significant problems, and has accomplished positive change.

A. Experience

Ten years of professional library or archives experience is recommended for promotion/appointment to this rank. For promotion, at least three years should have been served in the University Libraries.

B. Performance

Job performance must be judged over time to be of excellent quality, characterized by collaborative and cooperative behavior, creative thinking, productivity, knowledge, ability, and a continuous effort to improve skills and performance. Accomplishments must prove dedication to improving service, problem-solving ability, thoughtful leadership (not necessarily in a management position), and skills in both planning and interpersonal interactions.

C. Education

Educational achievements must be extensive and noteworthy. Some level of continuing education is expected regardless of academic degrees. Such achievements are required in at least one of the following areas.

i. Graduate Education

At this level, significant course work or an additional graduate degree is highly recommended to enhance expertise or enlarge the scope of the archivist's knowledge.

ii. Continuing Education

Continuing education may take any of a variety of forms (academic course work, short courses, seminars, research, and/or self-directed study, etc.), but should involve diversification and lead to special proficiencies, breadth of knowledge, innovation, improved performance, and superior judgment. The result must be cumulative expertise and the sharing and application of this knowledge.

D. Certification

The earning of professional credentials is one means by which a professional may be recognized for specialized expertise within the archives and historical records professions. At least one of the following professional credentials is expected for appointment/promotion to Archivist IV:

- i. “Certified Archivist,” (CA) from the Academy of Certified Archivists
- ii. “Certified Records Manager,” (CRM) from the Institute of Certified Records Managers

E. Professional Activities

Professional stature is recognized in and beyond the local setting and must exhibit dedication and accomplishment over time. Participation is required in at least two of the following areas.

i. Professional Organizations

Activities should include the holding of major offices, high level committee work or chairships in professional organizations. Contributions should be long-term and of such magnitude as to be recognized by those who are competent to judge, and should involve significant issues which impact archives and library service or enhance knowledge/skills for archives and library service. Activities may be in professional organizations at the local, state, national, or international level.

ii. Library and University Service

Library and University service (such as committee work), liaison activities with external organizations, and special assignments, must be characterized by consistent leadership. These accomplishments are to be directed towards solving significant problems and improving the services of the archives and/or university.

iii. Publications, Teaching, and Innovation

Scholarly and professional activities, such as publications, editorships, lectures, teaching, grant writing/administration, software development, presentation of papers, posters and poster sessions, should be more than occasional and must reflect expertise recognized by those who are competent to judge. The quality and significance of such contributions must be consistently high.

RESPONSIBILITIES OF THE MULAC PROMOTION COMMITTEE

The primary responsibility of this elected committee of peers is to conduct an objective review of the qualifications of Librarians and Archivists seeking promotion in rank and to make recommendations for promotion in accordance with the guidelines for Promotion for Non-Tenure Track Faculty set forth by the Provost.

In conducting such reviews, the Committee:

1. notifies all Librarians and Archivists of the annual calendar of promotion procedures
2. meets with Librarians and Archivists who are prospective candidates for promotion to review promotion procedures; upon request, assesses the strengths and weaknesses of curricula vitae of prospective candidates for promotion
3. solicits recommendations from references supplied by the candidate for promotion
4. obtains a written recommendation from the supervising Division head or highest ranked supervising Librarian or Archivist in the Candidate's division or area (except for candidates who report directly to the Vice Provost for Libraries)
5. obtains a written recommendation from the Librarian's or Archivist's direct supervisor (if different from the supervising Division head; except for candidates who report directly to the Vice Provost for Libraries)
6. if considered necessary, interviews coworkers and others (outside the MULAC Promotion Committee) who are familiar with the Candidate's qualifications
7. summarizes any such interviews in writing and signs them
8. evaluates the Candidate's Promotion Dossier
9. recommends candidates for promotion
10. meets with Candidates following the recommendation as appropriate

PROCEDURES FOR PROMOTION

- A. The Chair of the MULAC Promotion Committee sends written notification to all Librarians and Archivists to signal the beginning of promotion considerations in accordance with the CALENDAR OF PROMOTION PROCEDURES.
- B. **Due to the limitations of time in title, it is required that the Librarian I and Archivist I meet with the Committee early to have a clear understanding of what performance and activities are likely to qualify for promotion.** Librarians or Archivists considering promotion to Librarian III or IV and Archivist III or IV are advised to request a meeting with the Committee prior to applying for promotion to review promotion procedures. Upon request, the Committee will review curricula vitae to assess their strengths and weaknesses in relation to the qualifications for the rank to which the Librarians or Archivists will apply. The Committee, however, cannot evaluate job performance, contributions to the profession, or like considerations, except during the regular procedures for promotion.
- C. It is the responsibility of the individual Librarian or Archivist seeking promotion to apply

for consideration. The Librarian or Archivist initiates the process by declaring his/her intent to apply as outlined in the Promotion Calendar and by sending materials as described in THE CANDIDATE'S PROMOTION DOSSIER, below.

- D. At any time after applying for promotion, a candidate may stop the process of consideration for promotion by sending a memo stating this intention to the Chair of the MULAC Promotion Committee. The Committee will write a memo extending the opportunity to the Candidate to withdraw after initial review of the CV and before soliciting references *if* it judges the CV to be deficient and as such will result in a negative recommendation.
- E. After carefully studying the Candidate's Promotion Dossier, weighing the Candidate's qualifications and documenting them in writing, the Committee votes on the Candidate's suitability for promotion.

The majority vote constitutes the Committee's recommendation. The Committee then sends its written recommendation with the dossier to the Vice Provost for Libraries for her/his recommendation.

- 1. When the Committee and the Vice Provost for Libraries concur in a negative recommendation, the Vice Provost for Libraries composes a letter to the Candidate:
 - a. Informing him/her of the recommendation,
 - b. Summarizing the reasons for the negative recommendation,
 - c. Stating that he/she has ten working days to submit a written statement, presenting evidence in support of a more favorable recommendation, if desired,
 - d. Setting the date and time of a meeting to be held with the Candidate within fifteen working days from the date of the letter. This meeting is held at the option of the candidate and should include the Candidate, the Committee, and the Vice Provost for Libraries. The meeting presents an opportunity for the Candidate to speak on her/his own behalf. The meeting may also serve to direct the Candidate towards the sort of professional development which the Committee and the Vice Provost for Libraries agree would best provide an opportunity for successful promotion (when there is another opportunity for promotion).
 - e. After the meeting, if there is a written response from the candidate, the Committee and the Vice Provost reconsider their positions and make their final written recommendations. The Committee sends its recommendation to the Vice Provost for Libraries who communicates to the Committee if they still concur in the negative or if they differ. If they concur in the negative, the Candidate is then informed by the Vice Provost for Libraries of this decision in writing. The Candidate receives a copy of the final recommendations. If they differ, the Vice

Provost for Libraries and Committee meet to discuss their differences. If they remain in conflict, the Candidate is informed and, the separate recommendations are sent to the Provost. The Provost will then decide the issue and return the Promotion Dossier to the Vice Provost for Libraries. The Candidate will then receive a copy of the Provost's decision.

- f. If the Candidate wishes to appeal a negative decision to the Provost, he/she must request that the Committee forward the Promotion Dossier, including the final recommendations, to the Provost.
2. If the Vice Provost for Libraries comes to a different conclusion than the Committee:
 - a. The Vice Provost for Libraries holds a meeting with the Committee to discuss their conflicting recommendations.
 - b. If their recommendations remain in conflict, the Vice Provost for Libraries composes a letter to the Candidate informing her/him of the mixed recommendation, without disclosing the specific recommendations.
 - c. This letter sets the date and time of a meeting to be held with the Candidate within fifteen working days of the date of the letter. The meeting includes the Candidate, the Committee, and the Vice Provost for Libraries.
 - d. This meeting presents an opportunity for the Candidate to speak on his/her behalf. It may also serve to sway either recommendation and to direct the Candidate towards the sort of professional development which the Committee and the Vice Provost for Libraries agree could lead to successful promotion (when the Candidate has another opportunity for promotion).
 - e. After the meeting, the Committee and the Vice Provost reconsider their recommendations. The Committee Chair contacts the Vice Provost for Libraries to see if the recommendations are still in conflict. If they are not, the appropriate procedure is followed. If they remain in conflict, final written recommendations are sent separately to the Provost. The Promotion Dossier is sent with the Vice Provost for Libraries' recommendation. The Provost will then decide the issue and return the Promotion Dossier to the Vice Provost for Libraries. The Candidate will then receive a copy of the Provost's decision.
3. When the Committee and the Vice Provost for Libraries concur in a positive recommendation:
 - a. The Promotion Dossier with the recommendation of the Vice Provost for Libraries is forwarded to the Office of the Provost for a final determination and the Candidate is so informed.

- b. Upon receipt of the Provost's final decision, the Vice Provost for Libraries informs the Candidate, and he/she receives a copy of the final decision.
 - c. The Vice Provost for Libraries may also encourage the Candidate to request a meeting with the Vice Provost and the Promotion Committee. Such a meeting may serve to direct the Candidate's further development in those areas that the Committee and the Vice Provost for Libraries feel the Candidate shows talent, proficiency, and/or interest. The Chair of the Promotion Committee will schedule the meeting, if one is requested.
- F. The Vice Provost for Libraries, upon receipt of final decisions, informs the Chair of the Promotion Committee and the Candidate, and publishes successful promotions in the Libraries' newsletter.

THE CANDIDATE'S PROMOTION DOSSIER

The Librarian or Archivist seeking promotion must send her/his curriculum vitae to the MULAC Promotion Committee prior to the deadline set by the CALENDAR OF PROMOTION.

The Candidate's Promotion Dossier includes the curriculum vitae, the recommendation of the supervising Division Head (or administrative equivalent), the recommendation of the immediate supervisor (if different than the Division Head; or excluded if the Candidate reports directly to the Vice Provost for Libraries), recommendations from the Candidate's references, summaries of interviews by the Committee, and all documents submitted by the Candidate as described herein.

The contents of this dossier shall be held in strict confidence by the Vice Provost for Libraries and members of the MULAC Promotion Committee. A complete copy of this dossier, including the Vice Provost's final recommendation, is kept in a locked file in the Administrative Offices for the duration of the Candidate's employment with the University Libraries. When the candidate leaves the employ of the University Libraries, the dossier is transferred to the University Archives in accordance with Records Retention Authorization 00-0014.

The Candidate will receive a copy of the Committee's recommendation, except when the Vice Provost's and Committee's recommendations do not concur. The Candidate will not have access to other recommendations, references, or interviews.

A. Letter

The curriculum vitae should be accompanied by a letter expressing the desire to be promoted and a brief discussion of her/his career aspirations and philosophy.

B. Curriculum vitae

This document, supplied by the candidate, should contain the following information conforming to the outline below:

The full name of the Candidate.

1. Experience:
Employment history, especially as it relates to the library or archive profession, including name and place of each institution, inclusive dates of employment, titles held, and a description of responsibilities.
2. Performance:
The names and addresses of two references acquainted with the Candidate's current qualifications who can objectively evaluate her/his performance. Candidates for Librarian III and IV or Archivist III and IV should supply four or more references. (The Promotion Committee sends letters to those persons named as references, requesting letters of recommendation. Promotion Committee members may not serve as Performance references. If a recommendation is not returned in a reasonable time or is difficult to interpret, the Committee may request another reference from the Candidate.).
3. Education
 - a. Graduate degrees:
Academic history, including dates and institutions of post-secondary education, degrees conferred, and other courses taken. Transcripts in support of academic credentials may be required if not already present in the Candidate's personnel file.
 - b. Continuing education:
Evidence of continuing education activities: seminars and short courses attended, proficiencies developed. A brief description of each activity is helpful and should be included if possible. Items such as length, scope and credit hours earned (if any) for each activity assist in the Committee's evaluation of continuing education efforts.
4. Professional Activities
 - a. Professional Organizations:
Professional memberships and offices held, participation in professional meetings and the work of such organizations, with some description of the nature of the contributions made. These should involve significant issues which impact library service or enhance knowledge/skills for library service.
 - b. Library and University Service:
Institutional service, committee work (including chairmanships and/or special assignments), and liaison activities with external organizations, with some description of the nature of the contributions made.
 - c. Publications, Teaching, and Innovation:
Academic honors, professional and scholarly activities, including editorships, publications, teaching, lectures, grant writing/administration, software development, and presentation of papers and poster sessions, with some description of the nature of the contributions made.

Any other professional or community contributions deemed appropriate.

The Candidate may note that samples of work or publications, production statistics, and other letters or documents attesting to the Candidate's qualifications are available if the Committee wishes to examine them.

C. Recommendation of the Division Head

The Chair of the MULAC Promotion Committee requests from the supervising Division Head (or highest administrator in the Candidate's division) her/his recommendation of the Candidate.

D. Recommendation of the supervising Librarian or Archivist

The Chair of the MULAC Promotion Committee requests from the supervising Librarian or Archivist (when not also the supervising Division Head) her/his recommendation of the Candidate. Since job performance is the single most important consideration for promotion, it is essential that this be the focus of the recommendation. If the Candidate reports directly to the Vice Provost for Libraries, there is no recommendation from the supervising Librarian or Archivist because the Vice Provost for Libraries shares in the final recommendation.

E. Interviews

The Committee may interview supervisors, coworkers, and other knowledgeable parties to develop a perspective on the Candidate's qualifications. Such interviews should be summarized in writing and signed by the members of the Committee.

PROMOTIONS CALENDAR

April	The preferred period during which the MULAC Promotion Committee organizes a general promotion workshop for those interested in seeking promotion.
May 1	The MULAC Promotion Committee notifies Librarians and Archivists of its intent to consider promotions and the deadline for considerations, and the requirement that candidates for Librarian II and Archivist II make appointments to meet with the Committee prior to submitting their curricula vitae.
May 15	Deadline for Candidates to declare intention to seek promotion. Declaration should be made to the Candidate's Division head, the Chair of the MULAC Promotion Committee, and the Chair of the MULAC Administrative Affairs, Policy, and Nomination Committee.
May - July	The preferred period during which the MULAC Promotion Committee makes appointments with prospective candidates for promotion to review dossier materials.
August 1	The deadline for receiving the Candidate's curriculum vitae and a letter of application described above under THE CANDIDATE'S PROMOTION DOSSIER.
October 15	The deadline for receiving all other relevant written documentation: letters of reference, recommendation of the Division Head or surrogate, etc. (At this time if any recommendations have not been received from the submitted references, the Committee will request further references from the Candidate, if appropriate).
January 15	The deadline for the Committee to submit its recommendation with accompanying documentation to the Vice Provost for Libraries.
February 1	The deadline for receipt by the Candidate of a letter from the Vice Provost for Libraries specifying a negative or mixed recommendation, with reasons, along with a date and time the Candidate is to meet with the Committee and the Vice Provost for Libraries. Those receiving a positive recommendation should also be so informed by this date.
February 15	The deadline for all candidates receiving a negative or mixed recommendation to submit a written statement, presenting evidence in support of a more favorable recommendation, to the MULAC Promotion Committee and the Vice Provost for Libraries.

March 1

The deadline for all recommendations to have been sent to the Provost. If that date falls on a weekend or a holiday, the dossiers are due the closest business day.

n.b.: Failure to reach promotion to Librarian II or Archivist II within the limits of time in title requires notification of non-renewal of contract no later than 90 days prior to the end of the term appointment.

MULAC WELFARE AND PROFESSIONAL DEVELOPMENT COMMITTEE OPERATING PAPERS

The MULAC Welfare and Professional Development Committee Operating Papers may be revised or amended by two-thirds vote.

PROFESSIONAL DEVELOPMENT

To keep current in their profession, Librarians and Archivists must be allowed to pursue professional development opportunities. To encourage this development, the library administration, insofar as funding permits, should support travel to pertinent meetings and conferences. Policy guidelines are established in Library Policy # 28, TRAVEL POLICY, which will be used by the Vice Provost for Libraries to administer available funds.

Release time in support of pertinent research and scholarly publication may be allowed at the discretion of the Vice Provost for Libraries. Up to three hours of release time per week is allowed for Librarians and Archivists enrolled in academic course work either for credit or for auditing, at the discretion of the supervisor.

Librarians and Archivists are encouraged to participate in activities provided by the Library Staff Development Committee and should receive counsel and encouragement from the MULAC Promotion Committee and supervising Librarians and Archivists.

Librarians and Archivists are eligible for grants, fellowships, research funds, developmental leave, and development projects, similar to faculty.

RECOMMENDED TRAVEL POLICY FOR LIBRARIANS AND ARCHIVISTS

University of Missouri-Columbia Libraries

Travel Policy

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1.0 SCOPE OF POLICY

This policy establishes guidelines for the awarding of travel funds and/or release time to librarians and archivists at the University Libraries.

2.0 GENERAL

2.1 Librarians and archivists are encouraged to attend meetings of national, regional, state and local organizations concerned with the library profession and its interests and to attend workshops, conferences and other meetings which will encourage continuous learning and development which benefit the Libraries, the profession, and the individual.

2.2 Request for travel or other professional development (e.g., webinars) should state the reasons how the travel is business or work-related and how it will enhance job performance, competence, or professional growth.

2.3 No travel request will be approved which will significantly impair library operations or services. Sufficient number of librarians and archivists must be available to maintain at all times the normal schedule and operations of the Libraries.

2.4 Those funded for travel and provided release time are encouraged to share what they have learned within a few months of the event. Such sharing may take place through presentations, written reports or notes, blog postings, or other activities. It may be desirable to send one person

to a workshop, etc. who will be responsible to train and inform others upon return.

2.5 University guidelines for travel and reimbursement rates must be followed:

http://bppm.missouri.edu/chapter4/4_010.html

3.0 TYPES OF TRAVEL

The Libraries supports activities and travel of two types: business-related and professional development related.

3.1 Business-related/Administrative activities include:

3.1.1 Travel at the request of the Director to represent the Libraries at national, regional, state or local meetings such as ACRL, MLNC, etc.

3.1.2 Travel at the request of the Director to formally represent the Libraries on other official business, and/or to explore in detail at other libraries or sites solutions to problems facing the Libraries, or to recruit librarians and archivists.

3.1.3 Travel required to fulfill the official duties of the position (e.g., federal depository library representation).

3.1.4 Travel for an educational event that is necessary to fulfill job duties and/or which the librarian or archivist has been requested by their supervisor to attend to fulfill job duties.

3.2 Professional development related activities include:

3.2.1 Attendance at conferences and meetings of organizations (for example, national, regional, or state, or local) for librarians and archivists who serve on committees, are invited speakers, are presenting papers, are active participants in the organization or would like to become active participants.

3.2.2 Attendance at meetings of academic organizations related to the employee's area of subject expertise and job responsibility (for example, annual meetings of the Modern Language Associations or American Political Science Association, etc.).

3.2.3 Participation in conferences, institutes, workshops, training sessions, etc., that are expected to directly improve the performance of librarians and archivists in their specific job responsibilities or to prepare for future library needs.

4.0 RELEASE TIME

All of the types of travel identified in section 3 will be awarded reasonable release time, but these guidelines do not exclude the awarding of release for other appropriate types of travel.

5.0 REIMBURSEMENT OF EXPENSES

5.1 The Libraries will allocate a set amount annually for each professional to support professional development activities. The recommended base amount, should finances permit, is \$2,000 per year for Librarian I's and Archivists I's and \$1,500 per year for other ranks. Such funds should be made available by July 1st of each year.

5.2 After the end of the first fiscal year that this plan is in operation, unused travel funds will roll over into a pool for supplemental funding. This pool will be capped at \$15,000. Any unused funds in excess will revert to Library Administration.

5.3 Once the supplemental pool is established, librarians and archivists can request these funds for conferences or other professional development events in which the librarian or archivist is an active participant. Active participation includes formal program participation or committee participation (see criteria below). Documentation of the active participation should be provided (e.g. paper or poster acceptance documentation, committee acceptance correspondence).

Requests for supplemental funding for active participation can be made at anytime, i.e., the base allotment does not have to be expended first. However, funding from the base allotment and supplemental funding cannot exceed the MU-payable portion of the conference costs. Requests for supplemental active participation funds will require approval and justification by department and division heads and final approval by Library Administration.

5.3 Criteria for awarding active participation supplemental funds:

5.3.1 Formal program participation. The highest level of supplemental funding will be granted to those individuals required to attend meetings as formal program participants, e.g., those presenting papers or posters, or serving as moderators or panel members.

Level of support: Up to \$500 per meeting or event

5.3.2 Committee participation. A high level of supplemental funding will be granted to those who are appointed or elected members or chairs of committees, editorial boards, boards of directors, etc.

Level of support: Up to \$250 per meeting or event

6.0 GUIDELINES TO BE CONSIDERED WHEN SUBMITTING TRAVEL REQUESTS

6.1 If available, materials describing the meeting, workshop, etc. should accompany the request for travel. Materials will always accompany travel requests if the administrative office of the Libraries registers the individual making the request.

6.2 All estimates for expenses are to be calculated as realistically as possible.

6.3 After completion, the Request for Travel Funds should be submitted through the immediate supervisor to the appropriate administrative head.

7.0 REIMBURSEMENT REQUEST ROUTINES

After returning from the trip, the traveler should complete a Travel Expense Voucher (UM-UW11). This form should be printed out and returned to the Library Administration Office with appropriate documentation. Appropriate documentation would include (always originals, not copies):

1. Original hotel bill
2. Valid receipt for airline ticket (if not already paid for)
3. Receipt for registration fees

Reimbursement should be in accord with the MU policy on travel reimbursement:

http://mutravel.missouri.edu/trav_vr.htm

The Library Administration Office will then submit the forms to the appropriate University Office for Action.

UM System Forms: <http://www.umsystem.edu/ums/fa/management/records/forms/finance/>

Revised March 10, 2010

LIBRARIAN AND ARCHIVIST MENTORING PROGRAM

Mentoring is a cooperative and nurturing relationship between a more experienced Librarian or Archivist and a less experienced Librarian or Archivist who needs to learn how the Libraries works and gain valuable insight into the culture of the organization. Mentoring should provide a nurturing environment in which the mentee can benefit from the mentor's experiences.

The Program is targeted at entry-level Librarians and Archivists, but is open to anyone interested in gaining advice and guidance on professional development. Participation is not mandatory, but highly recommended for entry-level Librarians and Archivists.

I. Peer Mentoring

This program is designed to introduce new academic professionals to their jobs and the University Libraries. It is separate from the formal mentor assigned to accompany the mentee through the promotion process.

A. Goals

The goal of the peer mentoring program is to acquaint the new Librarian or Archivist with the both the University Libraries and the campus.

B. Implementation

The Welfare and Professional Development Committee of MULAC ensures that all new librarians and archivists are assigned a peer mentor. When entry-level Librarians or Archivists are hired, their supervisors should contact the MULAC Welfare and Professional Development Committee, who will contact the mentee, explain the Mentoring Program, and assign a peer mentor.

A peer mentor is usually a librarian/archivist at the same rank as the new hire. The peer mentor is assigned for approximately the first 9-12 months of hire. At the end of the peer mentoring period, the mentee consults with the Committee regarding the assignment of a formal mentor.

C. Responsibilities of the Peer Mentor

- Take mentee to lunch during the first week of the mentorship (paid for by the Libraries)
- Meet with mentee on a regular (e.g. weekly, biweekly, monthly) basis
- Introduce mentee to campus environment, including location of bookstore, tours of the branch libraries, recreational center, etc.
- Inform mentee of Library News Notes, committees of interest, other in-house activities and publications
- Introduce the mentee to potential mentors

II. Formal Mentoring

This program is designed to guide the Librarian or Archivist through the promotion process. The Formal Mentoring Program is not intended to take the place of the supervisor's mentoring role. Instead, the Formal Mentoring Program intends to provide an additional source of guidance to the Librarian or Archivist. The mentor may be from within the Librarian's or Archivist's department, but this is not mandatory.

A. Goals

The primary goal of the Formal Mentoring Program is to provide a mentor for entry-level Librarians or Archivists and for Librarians or Archivists seeking promotion. The formal mentor assists the Librarian or Archivist achieve their potential, helps to integrate him/her into the library and the university community, and assists the Librarian or Archivist in understanding the requirements for promotion at the Libraries.

B. Implementation

The MULAC Welfare and Professional Development Committee will maintain a list of Librarian and Archivists II or above that are willing to serve as formal mentors. The formal mentoring relationship will last for a minimum of one year, with the possibility of extension until the librarian has achieved promotion. The Librarian or Archivist should contact the MULAC Welfare and Professional Development Committee to be paired with a formal mentor about 1 year after hire.

C. Responsibilities of the Formal Mentor

The formal mentor should maintain regular contact with the mentee to give advice on professional performance, education, and professional activities. The formal mentor should assist the mentee in building a record of professional activity by acting as a source for networking and answering questions about aspects of their professional career, such as:

- Inform mentee of appropriate professional development opportunities such as conferences, committees, etc.
- Introduce mentees to appropriate colleagues, committee chairs, etc. outside of the library
- Provide assistance in preparation and critique of mentee's vita, and answer questions about the promotion process

Successful mentoring requires a strong commitment to trust and sharing between the formal mentor and the mentee. The mentor must have suitable background and experience and must be willing to take the time and effort to share these.

D. Responsibilities of the Mentee

The implementation of the Formal Mentor program does not remove from the Librarian or Archivist the responsibility for meeting the criteria for promotion. The Librarian or Archivist must be accountable for his/her levels of performance, professional development, research and/or

creativity, and service as well as for the quality of annual reviews and dossiers. The mentee should be prepared to actively participate in the mentoring process and use the formal mentor to help focus career activities and assist with networking.

Appendix 1: Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008.

APPENDIX 2: CODE OF ETHICS FOR ARCHIVISTS

(Approved by the SAA Council in February 2005; revised, January 2012.)

Archives are created by a wide array of groups and provide evidence of the full range of human experience. Archivists endeavor to ensure that those materials entrusted to their care will be accessible over time as evidence of human activity and social organization. Archivists embrace principles that foster the transparency of their actions and that inspire confidence in the profession. A distinct body of ethical norms helps archivists navigate the complex situations and issues that can arise in the course of their work.

The Society of American Archivists is a membership organization comprising individuals and organizations dedicated to the selection, care, preservation, and administration of historical and documentary records of enduring value for the benefit of current and future generations.

The Society endorses this "Code of Ethics for Archivists" as principles of the profession. This Code should be read in conjunction with SAA's "Core Values of Archivists." Together they provide guidance to archivists and increase awareness of ethical concerns among archivists, their colleagues, and the rest of society. As advocates for documentary collections and cultural objects under their care, archivists aspire to carry out their professional activities with the highest standard of professional conduct. The behaviors and characteristics outlined in this Code of Ethics should serve as aspirational principles for archivists to consider as they strive to create trusted archival institutions.

Professional Relationships

Archivists cooperate and collaborate with other archivists, and respect them and their institutions' missions and collecting policies. In their professional relationships with donors, records creators, users, and colleagues, archivists are honest, fair, collegial, and equitable.

Judgment

Archivists exercise professional judgment in appraising, acquiring, and processing materials to ensure the preservation, authenticity, diversity, and lasting cultural and historical value of their collections. Archivists should carefully document their collections-related decisions and activities to make their role in the selection, retention, or creation of the historical record transparent to their institutions, donors, and users. Archivists are encouraged to consult with colleagues, relevant professionals, and communities of interest to ensure that diverse perspectives inform their actions and decisions.

Authenticity

Archivists ensure the authenticity and continuing usability of records in their care. They document and protect the unique archival characteristics of records and strive to protect the records' intellectual and physical integrity from tampering or corruption. Archivists may not willfully alter, manipulate, or destroy data or records to conceal facts or distort evidence. They

thoroughly document any actions that may cause changes to the records in their care or raise questions about the records' authenticity.

Security and Protection

Archivists protect all documentary materials for which they are responsible. They take steps to minimize the natural physical deterioration of records and implement specific security policies to protect digital records. Archivists guard all records against accidental damage, vandalism, and theft and have well-formulated plans in place to respond to any disasters that may threaten records. Archivists cooperate actively with colleagues and law enforcement agencies to apprehend and prosecute vandals and thieves.

Access and Use

Recognizing that use is the fundamental reason for keeping archives, archivists actively promote open and equitable access to the records in their care within the context of their institutions' missions and their intended user groups. They minimize restrictions and maximize ease of access. They facilitate the continuing accessibility and intelligibility of archival materials in all formats. Archivists formulate and disseminate institutional access policies along with strategies that encourage responsible use. They work with donors and originating agencies to ensure that any restrictions are appropriate, well-documented, and equitably enforced. When repositories require restrictions to protect confidential and proprietary information, such restrictions should be implemented in an impartial manner. In all questions of access, archivists seek practical solutions that balance competing principles and interests.

Privacy

Archivists recognize that privacy is sanctioned by law. They establish procedures and policies to protect the interests of the donors, individuals, groups, and institutions whose public and private lives and activities are recorded in their holdings. As appropriate, archivists place access restrictions on collections to ensure that privacy and confidentiality are maintained, particularly for individuals and groups who have no voice or role in collections' creation, retention, or public use. Archivists promote the respectful use of culturally sensitive materials in their care by encouraging researchers to consult with communities of origin, recognizing that privacy has both legal and cultural dimensions. Archivists respect all users' rights to privacy by maintaining the confidentiality of their research and protecting any personal information collected about the users in accordance with their institutions' policies.

Trust

Archivists should not take unfair advantage of their privileged access to and control of historical records and documentary materials. They execute their work knowing that they must ensure proper custody for the documents and records entrusted to them. Archivists should demonstrate professional integrity and avoid potential conflicts of interest. They strive to balance the sometimes-competing interests of all stakeholders.

APPENDIX 3: A PROVISION MAKING AVAILABLE ACADEMIC STATUS FOR PROFESSIONAL LIBRARIANS IN THE UNIVERSITY OF MISSOURI

University of Missouri - Columbia



Columbia, Mo. 65201

THE UNIVERSITY LIBRARY

Telephone
314 449-9241

March 3, 1971

TO: All Librarians and Members of the Library Committee

FROM: C. Edward Carroll
Director of Libraries

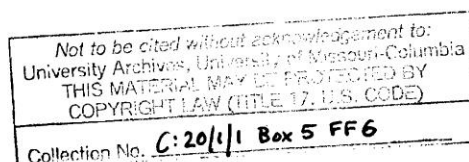
SUBJECT: ACADEMIC STATUS FOR LIBRARIANS

A memo from Interim Chancellor Herbert W. Schooling informs me that academic status has been granted to all librarians on all campuses of the University of Missouri.

Attached is the policy statement which was formulated jointly by the directors of libraries on the four campuses over the past several months and formally approved by the University on February 22, 1971.

Although immediate effects of this change in status from "nonacademic" to "academic" may not be obvious, the long-range effects in recruiting, working conditions, and other fringe benefits can be considerable.

CEC:rm
Attachment



A PROVISION MAKING AVAILABLE
ACADEMIC STATUS FOR PROFESSIONAL LIBRARIANS

IN
THE UNIVERSITY OF MISSOURI

(Adopted 22 February, 1971)

Inasmuch as librarians must be prepared to work with other members of the academic community in the University's teaching, research, and service endeavors, they should reflect in their preparation and contributions the multifaceted scholarly role of the University. Among our librarians are those who have special competence in subject matter and bibliography, language facility, administrative ability, investigative capacity, and instructional aptitude. Librarians are members of the academic community with special responsibilities for collecting, organizing and interpreting recorded knowledge. In their appointment, retention, promotion, and remuneration, they should be evaluated by appropriate academic criteria. Following are the criteria to be applied:

Academic Titles

The titles established shall be: Librarian I, Librarian II, Librarian III, and Librarian IV.

Criteria for Appointment and Promotion

Librarian I. Minimum qualifications shall be graduate (fifth year) degree in library science. In exceptional instances, specialized education, skill, and/or experience may be substituted for part of the educational requirements.

This is the beginning professional rank where assignments are of limited difficulty and responsibility.

Librarian II. Minimum qualifications shall be a graduate (fifth year) degree in library science, graduate work beyond this degree, plus two years of professional library experience. In exceptional instances, specialized education, skill, and/or experience may be substituted for part of the educational requirements, and graduate study beyond (or other than) the fifth year library degree

Not to be cited without acknowledgement to: University Archives, University of Missouri-Columbia THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW (TITLE 17, U.S. CODE)
Collection No. <u>C:20/1/1 Box 5 FF6</u>

may be substituted for part of the professional library experience.
 Demonstrated ability to work effectively with members of the academic community is necessary.

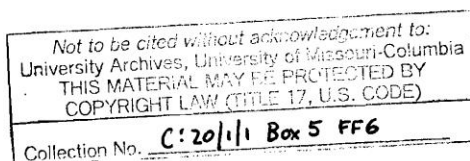
This rank includes positions where the holder performs difficult, responsible work with a considerable degree of independence, applying professional knowledge of library methods and, often, knowledge of a specialized subject field.

Librarian III. Minimum qualifications shall be a graduate (fifth year) degree in library science, the equivalent of a second master's degree, plus five years of professional library experience. In exceptional instances, specialized education and/or experience may be substituted for part of the educational requirements, and graduate study beyond (or other than) the fifth year library degree may be substituted for part of the professional library experience. Appointees to this rank must exhibit administrative and supervisory ability or possess subject specialization. Demonstrated ability to work effectively with members of the academic community is necessary.

Positions at this rank are characterized by substantial independent responsibility and action and will usually provide considerable latitude for the exercise of individual judgment.

Librarian IV. Minimum qualifications shall be a graduate (fifth year) degree in library science, a second master's degree or doctorate, five years of professional library experience, demonstrated administrative ability, and/or subject specialization where appropriate. In exceptional instances, specialized education and/or experience may be substituted for part of the educational requirements, and a graduate degree beyond the fifth year library degree may be substituted for part of the professional library experience. Demonstrated ability to work effectively with members of the academic community is necessary.

This rank includes positions in which the appointee is responsible for the administration of general library operations, the formulation of policy, highly specialized bibliographical work, or the supervision of the activities of a major department or other large administrative unit.



Procedures for Appointment and Promotion

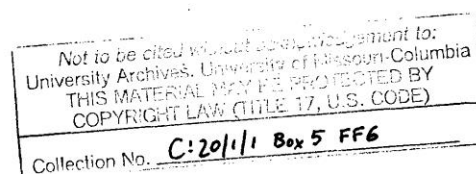
A. The Director of Libraries shall make recommendations for appointments and/or promotions to the various ranks of librarians, subject to the criteria stipulated.

B. Annual review of each staff member's performance shall be conducted by the Director with the reviews to be based upon criteria particularly appropriate to the staff member's rank and assignments.

Implementation

Upon adoption of these policies, the Directors of Libraries and Deans of Faculties on the various campuses shall jointly develop procedures related to the implementation of this proposal.

February 22, 1971





UNIVERSITY OF MISSOURI

File - Library

Office of the Vice President for Academic Affairs

309 University Hall
Columbia, Missouri 65201
Telephone (314) 882-6441

December 20, 1976

Provost Owen Koeppe
114A Jesse Hall
University of Missouri-Columbia

Dear Owen:

Thank you for your note of December 10 about the amended descriptions of the positions of Librarian III and Librarian IV. Indeed, the same descriptions have been approved by the staffs of the other libraries in the University, and were approved earlier by the Academic Planning Council. Consequently, they are now in effect on all campuses.

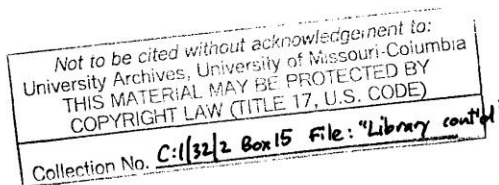
Thanks for your notification of their status.

Sincerely yours,

Melvin D. George
Vice President for
Academic Affairs

MDG:rm

cc: Mr. Dwight Tuckwood



RECEIVED

DEC 21 1976

PROVOST-ACADEMIC AFFAIRS

COLUMBIA KANSAS CITY ROLLA ST. LOUIS

an equal opportunity institution



UNIVERSITY OF MISSOURI-COLUMBIA

December 10, 1976

Provost for Academic Affairs

114A Jesse Hall
Columbia, Missouri 65201
Telephone (314) 882-6596

Vice President Melvin George
321 University Hall

Dear Mel:

I am enclosing original and amended descriptions of the positions of Librarian III and Librarian IV. We consider the amended descriptions to be in effect on the Columbia campus. I believe that similar descriptions have been adopted by the other campuses.

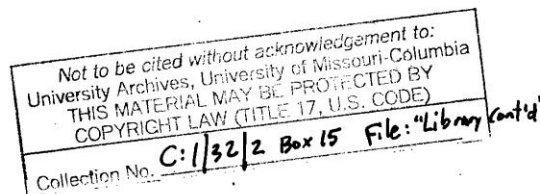
Sincerely yours,

Owen J. Koeppe
Provost for Academic Affairs

OJK:mjs

cc: Mr. Dwight Tuckwood

Enclosure



an equal opportunity institution



UNIVERSITY OF MISSOURI-COLUMBIA

Academic Affairs

The Library

August 19, 1976

Administrative Offices
Columbia, Missouri 65201
Telephone (314) 882-4701

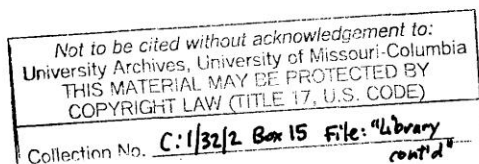
TO: Provost Koeppe
FROM: Dwight Tuckwood

I enclose the original and an amended description of the positions Librarian III and Librarian IV. Campus approval has been obtained at UMR, UMKC and UMSL.

I have discussed it at a Library Department Head meeting. No objections were raised. If you approve of the change, Vice President George should be notified.

DT:pb

Enclosures



RECEIVED
AUG 20 1976
PROVOST-ACADEMIC AFFAIRS

an equal opportunity institution

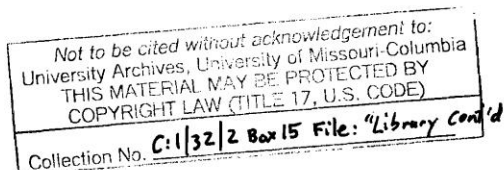
AMENDED

Librarian III. Minimum qualifications shall be a graduate (fifth year) degree in library science, the equivalent of a second master's degree, plus five years of professional library experience. In exceptional instances, experience beyond the minimum may be substituted for part of the educational requirements, and graduate study beyond these minimum qualifications may be substituted for part of the professional library experience. Appointees to this rank must exhibit administrative and supervisory ability or possess subject specialization. Demonstrated ability to work effectively with members of the academic community is necessary.

Positions at this rank are characterized by substantial independent responsibility and action and will usually provide considerable latitude for the exercise of individual judgment.

Librarian IV. Minimum qualifications shall be a graduate (fifth year) degree in library science, a second master's degree or doctorate, five years of professional library experience, demonstrated administrative ability, and/or subject specialization where appropriate. In exceptional instances, experience beyond the minimum may be substituted for part of the educational requirements, and graduate study beyond these minimum qualifications may be substituted for part of the professional library experience. Demonstrated ability to work effectively with members of the academic community is necessary.

This rank includes positions in which the appointee is responsible for the administration of general library operations, the formulation of policy, highly specialized bibliographical work, or the supervision of the activities of a major department or other large administrative unit.



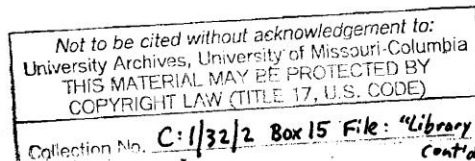
ORIGINAL

Librarian III. Minimum qualifications shall be a graduate (fifth year) degree in library science, the equivalent of a second master's degree, plus five years of professional library experience. In exceptional instances, specialized education and/or experience may be substituted for part of the educational requirements, and graduate study beyond (or other than) the fifth year library degree may be substituted for part of the professional library experience. Appointees to this rank must exhibit administrative and supervisory ability or possess subject specialization. Demonstrated ability to work effectively with members of the academic community is necessary.

Positions at this rank are characterized by substantial independent responsibility and action and will usually provide considerable latitude for the exercise of individual judgment.

Librarian IV. Minimum qualifications shall be a graduate (fifth year) degree in library science, a second master's degree or doctorate, five years of professional library experience, demonstrated administrative ability, and/or subject specialization where appropriate. In exceptional instances, specialized education and/or experience may be substituted for part of the educational requirements, and a graduate degree beyond the fifth year library degree may be substituted for part of the professional library experience. Demonstrated ability to work effectively with members of the academic community is necessary.

This rank includes positions in which the appointee is responsible for the administration of general library operations, the formulation of policy, highly specialized bibliographical work, or the supervision of the activities of a major department or other large administrative unit.



APPENDIX 4: NON-TENURE TRACK (NTT) FACULTY STATUS FOR LIBRARIANS AND ARCHIVISTS

Resolution passed by unanimous voice vote at the February 8, 2018, meeting of Faculty Council

Resolution: MU Faculty Council Recognition of MU Librarians as NTT Faculty

Whereas, the Librarians of the University of Missouri are currently faculty appointments with unranked, non-regular faculty status;

Whereas, the current unranked status of the Librarians is causing confusion in MU Human Resource Services such that HR has requested that this change for the simplification of HR policies;

Whereas, the turnover in campus administration has complicated the longtime de facto recognition of MU Librarians as faculty (e.g., granting of emeritus status; eligibility for campus and UM System awards; status on standing committees);

Whereas, the UM Collected Rules & Regulations (CRR) has a defined NTT [ranked, non-regular faculty] category for Librarians and establishes a procedure for implementing it on each campus in the system (CRR 310.035 B5; see other side), and the Librarians have taken the first step by voting as a body to move from unranked, non-regular faculty to NTT [ranked, non-regular faculty] status;

Whereas, there are no financial costs to the status change, and no changes to the CRR or MU Faculty Bylaws required for it;

Whereas, such recognition would allow MU Librarians to better compete with other R1 institutions where Librarians are generally recognized as faculty, as well as improve morale and a sense of community for Librarians;

Now Be It Resolved that MU Faculty Council formally recognizes the Librarians of the University of Missouri as having NTT status as a body.

From the UM System Collection Rules and Regulations

Chapter 310: Academic Tenure Regulations:

310.035 Non-Tenure Track Faculty:

A. Academic Appointments

... Non-regular faculty shall be divided into three groups: (1) full-time, ranked, non-regular faculty (non-tenure track (NTT) faculty); (2) full-time, unranked, non-regular faculty; and (3) part-time, non-regular faculty (adjunct faculty) [1].

The requirements distinguishing between a full-time, ranked non-regular faculty member and a full-time, unranked non-regular faculty member shall be made at the campus level. While many of the full-time unranked non-regular titles will not be eliminated, it is implicit in this guideline that the individuals that meet the qualifications for NTT faculty should receive an appropriate NTT faculty title as described in the following section. In most circumstances, non-tenure track faculty members who have primary authority in research, or teaching, or clinical/professional practice, or extension duties should receive title changes appropriate to ranked NTT positions at the time of such reappointments [2].

...

B. Categories of (Ranked) Non-Tenure Track Faculty Defined

There shall be six main types of full-time, ranked NTT faculty. Each should have primary responsibility in a single area: teaching, or research, or clinical/professional practice, or extension activities, or libraries. The titles should identify the area. Within each area, there shall be three ranks:

1. Research faculty (Research Professor, Associate Research Professor, Assistant Research Professor)
2. Teaching faculty (Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor)
3. Clinical/Professional Practice faculty (Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor or Professional Practice Professor, Associate Professional Practice Professor, Assistant Professional Practice Professor)
4. Extension faculty (Extension Professor, Associate Extension Professor, Assistant Extension Professor; Extension Professional, Associate Extension Professional, Assistant Extension Professional)
5. Librarian faculty (Librarian I/II, Librarian III, Librarian IV) on campuses whose librarian faculty have opted for NTT status as a body, whose faculty council or faculty senate, as appropriate to the individual campus, has formally recognized librarian faculty as having NTT status as a body and whose Chancellor has approved such recognition.
6. Clinical Department faculty [3] (Professor of Clinical Department, Associate Professor of Clinical Department, Assistant Professor of Clinical Department)

Notes:

- A) The MU Librarians' Governance Document includes four ranks (Librarian I-IV). For the NTT Librarian faculty category, we will combine our Librarian I and Librarian II ranks to become three ranks to fit with other NTT.
- B) We do not want professorial titles. The CRR allows us to retain our librarian titles.
- C) Per HR policy, Archivists are treated the same as Librarians and would be included in this change.

Notification of Chancellor's Approval (April 9, 2018)

From: Oetting, Marty
Sent: Monday, April 09, 2018 3:53 PM
To: Wiebold, William J. <WieboldW@missouri.edu>; Spain, James <SpainJ@missouri.edu>; Haberberger, Patty <haberbergerp@missouri.edu>; Riley, Ann C. <rileyac@missouri.edu>
Cc: Cartwright, Alexander <ancartwright@missouri.edu>; Sapp, Janet E. <sappje@missouri.edu>
Subject: Chancellor decision on NTT status of librarian faculty

I am forwarding the message below on behalf of Chancellor Cartwright:

April 9, 2018

I have reviewed the resolution from the MU Faculty Council regarding recognition of MU Librarians as NTT Faculty. In accordance with CCR 310.035, B-5, I support recognizing librarian faculty as having NTT status as a body.

Sincerely,

Alexander Cartwright
Chancellor

Marty Oetting
Interim Chief of Staff
Office of the Chancellor
105 Jesse Hall
Columbia, MO 65211
Phone: (573) 882-3387
Cell: (573) 356-1776