

**National-Louis University Ranking System for Librarians and Media Specialists
FP: 105 (060486)**

**Approved: Faculty Senate
Revise Faculty Senate**

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I. Introduction

All full-time professional librarians and media specialists are considered nonteaching faculty. They hold faculty rank but are not eligible for tenure.

II. Librarians and Academic Rank

Full-time professional librarians may be appointed to or promoted to one of the four regular academic ranks: instructor, assistant professor, associate professor or professor. Such a person:

Performs full-time duties as a professional member of the University Library, or holds a part-time appointment in the University Library and the remainder of his/her full-time appointment in a college of National-Louis University.

Fulfills the duties and responsibilities of a faculty member as specified in his/her job description and

Meets or exceeds the criteria for assigned rank defined below.

By 1988-89 a minimum of 20-25% (no maximum) of library faculty must be collegiate core faculty governed by University rank and tenure policies.

III. Criteria for Academic Rank

A. Instructor

1. Possession of a master's degree in library or information science instructional media, educational technology or equivalent.

Decisions on degree equivalency are made by the Chief Academic Officer in consultation with the Director of the University Library at the time of the initial appointment. The Chief Academic Officer shall

provide the individual, the Director of the University Library and the committee on rank with a written copy of his/her decision.

2. Either proven or presumptive ability to fulfill the requirements of the assigned position.

B. Assistant Professor

1. Meets all requirements for the rank of instructor with an additional 30 semester hours of graduate study beyond the master's degree.
2. A minimum of three years of full-time service as a professional librarian or media specialist, with the proviso that any or all of this experience may be waived considering accomplishments that are obtained prior to appointment to this rank.
3. Evidence of sustained, noteworthy job effectiveness as defined in the section, "Job Effectiveness."
4. Evidence of noteworthy service to the University as defined in the section "Service to the University."

C. Associate Professor

1. Meets all the requirements for the rank of assistant professor, with possession of a terminal degree or a master's degree in another appropriate subject area.
2. A minimum of eight years of full-time professional service or a minimum of five years of full-time service at the rank of assistant professor at NLU.
3. Evidence of noteworthy research (see section on "Research and Creative Work"), professional activities (see section on "Professional Activities") and/or service to the community (see section on "Service to the Community").

D. Professor

1. Meets all requirements for the rank of associate professor, with possession of a terminal degree in an appropriate subject area.
2. Evidence of outstanding job effectiveness as defined in the section "Job Effectiveness."
3. Evidence of outstanding activity in one of the following areas and evidence of noteworthy activity in an additional two of the following areas: Service to the University, Research, Professional Activities, or Service to the Community.

IV. Definitions of Performance Criteria

A. Job Effectiveness

The attributes and qualifications to be considered and documented in assessing job effectiveness must be related to the appropriate position classification and should include, but not be limited to, the following:

1. Command and knowledge of one's specialty area.
2. Fulfillment of one's principal responsibilities.
3. Ability to direct the activities of subordinate personnel.
4. Knowledge of current developments in one's area of responsibility.
5. Ability to utilize effectively ideas gained from individual study and observation to improve one's area of responsibility in the University Library.
6. Possession of the attributes of integrity, industry, open-mindedness and objectivity.

Sources of documentation include, but are not limited to, the following:

1. Self rating.
2. Supervisor ratings.
3. Peer ratings.
4. Ratings by users of the professional's expertise.
5. Ratings by outside experts.

B. Service to the University

Professional librarians and media specialists are expected to demonstrate participation in the operational concerns of the University as teaching faculty are expected to do. Participation may include, but not be limited to:

1. Service on library committees, attendance at library staff meetings and participation in the library's decision making process.
2. Service to and participation in the business of the general faculty (the Faculty Association).
3. Service on and participation in the business of University committees.
4. Fulfillment of special assignments.

Sources of documentation include, but are not limited to:

1. Self-report of activities, and where it is not self-evident, of time spent.
2. Committee or committee chairperson ratings, or ratings by the supervisor of an activity.
3. Supervisor ratings.

C. Professional Activities

The University recognizes that professional librarians have an obligation to maintain a high level of professional competence and to keep abreast of the developments in their field. In addition to research or creative work, other evidence of professional activities includes:

1. Receipt of fellowships, scholarships or awards.
2. Appointment in a scholarly capacity to a state or national post.
3. Participation in professional organizations (e.g., attendance at annual meetings).
4. A leadership position in professional organizations.
5. Reading papers before learned societies.
6. Participation in conferences and institutes.
7. Post-graduate education.
8. Service in the individual's professional area as a consultant or resource person.
9. Review of creative work.
10. Further coursework or continuing education in one's field.

Sources of documentation include, but are not limited to:

1. Self-report of activities, with appropriate documentation of activities, and, where not self-evident, of time spent.
2. Review or testimony of professionals.
3. Award of fellowship.
4. Election or appointment to a scholarly or professional post.

D. Research and Creative Work

Effective librarians and media specialists will be actively involved in the intellectual and scholarly developments in their field. Because what is considered appropriate research in one discipline may not be recognized as appropriate in another discipline, an individual librarian's or media specialist's research or creative work should be evaluated in terms of its quality, its level of recognition among peers, and its significance to library, information and/or media professions. Evidence of appropriate endeavors includes:

1. Publications.
2. Research grants and projects.
3. Presentation of research findings at professional meetings.

Sources of documentation include, but are not necessarily limited to, the following:

1. Self-report of activities, adequately documented.
2. Review or testimony by professional peers.

3. Publications.
4. Citation of research in other works.
5. Award of grants, patents, prizes or commendations.

V. Policies on Recruitment and Appointment

Policies governing recruitment, appointment, documents and records are consistent with institutional policies for other full-time faculty.

VI. Professional Experience

A year of full-time professional experience means that an individual has fulfilled the duties and responsibilities of a ranked faculty member and librarian or media specialist for a complete fiscal year. A year of full-time professional service at any regionally accredited college or University is equivalent to a year of full-time, ranked service at NLU with the proviso that a minimum amount of service is normally required before promotion to the next rank as follows:

Part-time service, other than as a graduate assistant, at a regionally accredited college or University, or a full-time artistic, business or professional experience may be counted toward promotion on a pro-rata basis provided that:

- A. The amount of credit has been agreed on by the professional librarian, the Director of the University Library and the Chief Academic Officer at the time of the initial appointment, and
- B. Direct relevance between the claimed experience and the individual's job area is firmly established. Decisions about the equivalency of this experience to the requirements of promotion are made by the Director of the University Library and the Chief Academic Officer in consultation with the professional librarian and require the formal concurrence of the committee on rank.

VII. Policies on Promotion

Promotion in rank is made on the basis of fulfillment of the qualifications discussed in Section III, "Criteria for Academic Rank."

The initial responsibility for applying for advancement in rank will rest with the individual professional librarian. The Director of the University Library, the Chief Academic Officer or the committee on rank may also initiate promotion applications. Applications for advancement in rank must be accompanied by the recommendation of the Director of the University Library.

The criteria set forth in this rank document and in the appropriate job description should be used by the professional librarian in preparing his/her annual self-evaluation form (performance evaluation), by the director of the University

Library in evaluating his/her professional staff, and by the committee on rank in its deliberations.

No librarian is entitled to promotion solely because of length of service.

VIII. Procedures for Review and/or Promotion

Professional librarians are entitled to the same procedures for promotion or review as are the teaching faculty.