

## **Library Faculty**

**Original Implementation:** 1970

**Last Revision:** January 31, 2017

Stephen F. Austin State University (SFA) provides for advancement based on a librarian's or an archivist's academic credentials and experience, job performance, professional engagement, and service to the university, profession, and the general community, as appropriate.

### **Rank**

The ranks consist of Librarian I, II, III, and IV, and Archivist I, II, III, and IV, with IV being the highest. These ranks do not apply to administrative positions.

### **Criteria for Appointment**

A master's degree in library science from a school accredited by the American Library Association is required for appointment as a librarian. The Master of Library Science and Master of Library Information Science are the terminal degrees for librarians.

A master's degree in library science from a school accredited by the American Library Association with specialization in archival studies or a master's degree in public history with specialization in archival studies is required for appointment as an archivist.

### **Promotion Eligibility**

Librarians and archivists are both eligible for promotion; however, only librarians are eligible for tenure (see policy 7.29).

To be promoted to the rank of Librarian II or Archivist II, an individual must have a proven record of effective and productive performance. Individuals can apply for the rank of Librarian II or Archivist II without being at the rank of Librarian I or Archivist I for a specified period of time.

To be promoted to the rank of Librarian III or Archivist III, an individual must have a proven record of effective and productive performance. The individual must also have significant professional contributions to the academic and general communities through presentations at professional meetings, professional publications, or service to organizations. A Librarian II or Archivist II must hold that rank for at least three years before applying for promotion. Exceptions must be approved by the library director and the provost and vice president for academic affairs. The circumstances warranting early application must be exceptional.

To be promoted to the rank of Librarian IV or Archivist IV, an individual must have a proven record of substantial contributions to the profession recognized at the state and national levels. A Librarian III or Archivist III must hold that rank for at least five years before applying for promotion. Additionally, to be promoted to Archivist IV the individual must have successfully passed the Academy of Certified Archivist Examination. Exceptions must be approved by the

library director and the provost and vice president for academic affairs. The circumstances warranting early application must be exceptional.

### **Annual Evaluation and Compensation**

Librarians and archivists will be evaluated annually according to university policies and procedures. These evaluations will constitute the basis for merit pay consideration, when available. Librarians and archivists accrue vacation and compensatory time.

### **Work Load**

Librarians and archivists receive twelve-month contracts.

### **Library Academic Advisory Council**

The Library Academic Advisory Council (LAAC) advises the director of libraries on matters regarding librarians and archivists. The LAAC is composed of five librarians/archivists, each with at least two years of service at SFA. Members are elected in September by all librarians and archivists and serve two-year staggered terms. The individual serving as the Faculty Senate representative is an ex-officio member of the LAAC if not an elected member. The LAAC elects a chair who is responsible for calling at least one meeting each regular semester.

### **Rights and Responsibilities**

Librarians and archivists have the same rights and responsibilities as academic faculty. They are eligible for service on the Faculty Senate and university committees and are eligible for faculty development leave. Librarians and archivists may also apply for grants, fellowships, and research funds.

**Cross Reference:** Faculty Handbook; Academic Promotion (7.4); Tenure and Continued Employment (7.29); Performance Review of Officers Reporting to the Provost and Vice President for Academic Affairs (4.8); Academic Appointments and Titles (7.2)

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs