

Library Faculty

Original Implementation: 1970

Last Revision: October 31, 2022

Purpose

This policy provides guidelines for library faculty rank, criteria for appointment, promotion eligibility, annual evaluation and compensation, workload, rights and responsibilities, and Library Academic Advisory Council.

General

Members of the SFA faculty holding the rank of librarian I, II, III, or IV are considered part of the library faculty. Library faculty have the same rights and responsibilities as all other SFA faculty, and all SFA policies that reference faculty apply equally to the library faculty, excluding the exceptions specified in this policy.

Promotion Eligibility

Academic promotion is awarded to library faculty in accordance with the general provisions, promotion policy principles, and procedures established in policy 7.4, Academic Promotion of Full-Time Faculty.

Promotion eligibility requirements for the librarian I, II, III, and IV ranks (policy 7.2, Academic Appointments and Titles) are established as follows.

- I. Candidates for Librarian II will meet or exceed the standards for teaching, research/scholarly/creative accomplishments, and service established by the library. Application for Librarian II may occur without holding the rank of Librarian I for a specified period of time. The promotion review portfolio will document all years in service at SFA at the rank of Librarian I.
- II. Candidates for Librarian III will meet or exceed the standards for teaching, research/scholarly/creative accomplishments, and service established by the library. Generally, application for Librarian III may occur after holding the rank of Librarian II for at least three years. Exceptions must be approved by the library director and the provost and executive vice president. The circumstances warranting early application must be exceptional. The promotion review portfolio will document all years in service at SFA at the rank of Librarian II.
- III. Candidates for Librarian IV will exceed the standards for teaching, research/scholarly/creative accomplishments, and service established by the library. Application for Librarian IV may occur after holding the rank of Librarian III for at least five years. Exceptions must be approved by the library director and the provost and executive vice president. The circumstances warranting early application must be exceptional. The promotion review portfolio will document all years in service at SFA at the rank of Librarian III.

Work Load

Librarians receive twelve-month contracts. Exceptions may be negotiated with individual faculty members at the discretion of the provost and executive vice president.

Library faculty workload expectations will be established by the library and, when applicable their external supervisor, and assignments will be reviewed annually by the library director, in consultation with their external designated supervisor.

Salary and Compensation

Though members of the SFA faculty, library faculty on twelve-month contracts accrue vacation leave and may accumulate compensatory time (policy 12.14, Overtime and Compensatory Time).

The Institutional Base Salary will be established according to policy 12.6, Faculty Compensation.

The base salary period for library faculty appointments is the fiscal year. Summer months and periods of time during the academic year when the university is not in session, e.g., weekends, holidays, semester breaks, are included in the base salary period.

Compensation from grants paid to library faculty as a portion of their institutional base salary (IBS) will be proportional to the effort expended during their twelve-month contract (policy 12.1, Compensation from Grants, Contracts and Other Sponsored Agreements). Any special allowances for summer assignments do not apply to library faculty.

Cross Reference: Academic Promotion of Full-Time Faculty (7.4); Tenure and Continued Employment (7.29); Academic Appointments and Titles (7.2) ; Faculty Workload (7.13); Compensation from Grants, Contracts and Other Sponsored Agreements (12.1); Faculty Compensation (12.6); Overtime and Compensatory Time (12.14); Additional Compensation (12.16)

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

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

Forms: None

Board Committee Assignment: Academic and Student Affairs Committee

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July 29, 2014
April 19, 2011