

<b>Policies of the University of North Texas</b>	Chapter 6
06.006 Librarian Faculty Reappointment and Promotion	<b>Academic Affairs</b>

**Policy Statement.** UNT commits to recognizing and rewarding librarian faculty whose work demonstrates excellence in the areas of librarianship, scholarship, and service through the reappointment and promotion process. This policy provides the framework for the development and implementation of unit-level criteria, procedures, and communication processes that support reappointment and promotion.

**Application of Policy.** All UNT Librarian faculty members.

1. **Business Day.** “Business day” means Monday through Friday during regular university business hours (8:00 a.m.-5:00 p.m.), when university offices are open.
2. **Librarian Faculty.** “Librarian faculty” means faculty in the UNT Libraries with a non-tenure track appointment. Librarian faculty with this classification include the ranks of assistant librarian, associate librarian, and librarian. Librarian faculty may also be referred to as “professional librarians.”
3. **Librarian Faculty Appointments.** “Librarian faculty appointments” means appointments of a fixed duration, in which the individual is part of the UNT Libraries. Such appointments may be for a short duration, academic year, or may be made for multiple years as fits the needs of the institution. Individuals in librarian faculty appointments are not eligible for tenure and do not accrue credit toward tenure.
3. **Unit.** “Unit” means an academic department/division under the administration of a UNT official with responsibilities for personnel actions.
4. **Unit Administrator.** “Unit administrator” means the person responsible for the unit.
5. **Librarianship.** “Librarianship” means the primary duties for which the librarian faculty was hired. This may refer to duties that are both traditionally the scope of librarian faculty, including reference, teaching, selection of resources, cataloging of resources, or sharing materials, as well as responsibilities that support the services and resources provided by the UNT Libraries.

**Procedures and Responsibilities.**

- I. **General Guidelines for Review.** The guidelines for the annual review, reappointment, and promotion of librarian faculty, outlined below, apply to all units in the UNT Libraries.
  - A. **Unit Criteria.** The full-time librarian faculty of each unit, in collaboration with the unit administrator, will develop clearly written criteria and procedures for reappointment and promotion of librarian faculty. The unit’s procedures must be

consistent with those of the UNT Libraries and the university. The dean and provost must approve all performance criteria and procedures. The dean will make these criteria and procedures publicly available and provide them to each librarian faculty member at the time of appointment. The unit administrator and dean are responsible for ensuring that these guidelines are followed.

- B. Annual Review. Every unit must review annually all librarian faculty and provide a written evaluation on the areas of assigned workload. The review must be in accordance with applicable UNT policies (06.007, Annual Review; 06.035, Academic Freedom and Academic Responsibility, and 06.027, Academic Workload).
- C. Length of Librarian Faculty Appointments and Reappointment. For the assistant librarian rank, fixed-term appointments may be up to three (3) years. For the ranks of associate librarian or librarian, fixed-term appointments may be for up to five (5) years. Notification of intention not to reappoint fixed-term appointments will be provided upon completion of the annual review process or prior to completion of the appointment term.

Responsible Party: Provost, dean, unit administrator, librarian faculty

- II. Review Committees. Units will establish review committees for the purpose of reappointment and promotion of librarian faculty. The committee must consist of no fewer than four (4) librarian faculty (three (3) committee members and one (1) alternate) and no more than all eligible librarian faculty members within a unit. The committee must have at least one (1) member that is of higher rank than assistant librarian.
- III. Criteria for Promotion of Faculty in the Librarian Ranks. Faculty members in the librarian faculty ranks have primary responsibilities related to their professional expertise in librarianship. They also have responsibilities related to scholarship, service, and other responsibilities to ensure full workload equivalence. Candidates for promotion will demonstrate a professional commitment to the mission of UNT. The performance criteria for full-time faculty is outlined in UNT Policy 06.007 Annual Review.
  - A. Eligibility and Criteria for Promotion from Assistant Librarian to Associate Librarian. Assistant librarians may apply for promotion to the rank of associate librarian. Promotion to the rank of associate librarian requires evidence of progressive development in the domains of the librarianship and scholarship, along with evidence of effectiveness in the domain of service. Candidates for promotion must have at least five (5) consecutive years of experience at the assistant librarian rank and/or the equivalent professional experience. The candidate must demonstrate progressive development and/or effectiveness based on university and unit criteria in the areas of librarianship, scholarship, and service. Discipline specific standards are defined by the units and must be approved by the dean and provost. Progressive development or extraordinary quality in any one area will not compensate for lack of progressive development

and/or effectiveness in other areas. Evaluations and recommendations will place emphasis on work accomplished at UNT, although previous achievements will be considered in the course of a holistic review.

B. Eligibility and Criteria for Promotion from Associate Librarian to Librarian.

Associate librarians may apply for promotion to the rank of librarian. Candidates for promotion must have at least five (5) consecutive years of experience at the associate librarian rank and/or the equivalent professional experience.

Promotion to the rank of librarian requires evidence of sustained development in the three areas of librarianship, scholarship, and service as defined by the candidate's workload consistent with criteria outlined in UNT Policy 06.007, Annual Review.

Responsible Party: Provost, dean, unit administrator, librarian faculty

IV. Promotion Process. This section serves as a guide for the processing and handling of promotion for librarian faculty.

A. The Dossier. The annual progress toward promotion includes the review of an official dossier. Additionally, units for the library may require supplemental materials stipulated at the time of appointment to be included within the dossier. The dean must stipulate these materials within written, publicly available unit or library guidelines and they must be made clear at the time of appointment. The dean will inform the candidates of the review timeline at least six (6) months in advance of the submission deadline. At a minimum, the dossier for promotion must contain:

1. University Information Form
2. Complete, current curriculum vita (CV)
3. Self-evaluation, personal narrative (maximum 750 words)
4. Unit promotion criteria
5. Recommendation of department head/supervisor
6. Cumulative results of annual evaluations and evidence of mentoring and supports (provided by unit administrator)
7. Recommendation of unit administrator, i.e. division head
8. Recommendation of unit review committee, i.e. division PACs
9. Recommendation of library personnel affairs committee
10. Recommendation of dean

Responsible Party: Dean, unit administrator, unit review committee, library personnel affairs committee, librarian faculty

V. Guidelines for Negative Decisions. The processes for appealing negative decisions are outlined below.

- A. Due Process in Negative Reappointment Decisions. In the event of a decision by the unit administrator not to renew a librarian faculty member's appointment, the unit administrator will inform the librarian faculty member in writing and be advised of the reasons. The librarian faculty member may request a review of the negative decision. The librarian faculty member must submit the request to review a negative decision to the unit administrator, in writing, no later than ten (10) business days after receipt of the written decision. The unit administrator's recommendation and the committee recommendation will be forwarded to the dean for a final decision. The dean must notify the candidate in writing of the decision with a copy to the unit administrator, within thirty (30) days of their final decision.
- B. Due Process in Negative Promotion Decisions. In the event of a decision by the unit administrator not to promote a librarian faculty member, the unit administrator will inform the librarian faculty member in writing and be advised of the reasons. The librarian faculty member may request a review of the negative decision. The librarian faculty member must submit the appeal to the unit administrator, in writing, no later than ten (10) business days after receipt of the written decision. The unit administrator's recommendation and the committee's recommendation will be forwarded to the dean for a final decision. The dean must notify the candidate in writing of the decision with a copy to the unit administrator, within thirty (30) days of their final decision.

Responsible Party: Provost, dean, unit administrator, librarian faculty

**References and Cross-references.**

UNT Policy 06.007, Annual Review

UNT Policy 06.035, Academic Freedom and Academic Responsibility

UNT Policy 06.027, Academic Workload

**Forms and Tools.**

[University Information Form \(VPAA-174\)](#)

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