

UAR NUMBER: 116.03

TITLE: Guidelines Specific to Librarians

ORIGINATOR: Executive Vice President for Academic Affairs

INITIAL ADOPTION: 06/29/1992

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PURPOSE: To establish the guidelines specific to librarians within the Division of Academic Affairs and to delineate generally their rights, privileges, and responsibilities.

PROCEDURAL REFERENCES:

BOR - PAc-31

SCOPE (Who is covered by this UAR?): Professional librarians.

DESCRIPTIONS:

PURPOSE: To establish the guidelines specific to librarians within the Division of Academic Affairs and to delineate generally their rights, privileges, and responsibilities, as set out in PAc-31, Professional Librarians; PAc-18, Faculty Rights and Responsibilities; and PAc-22, Disciplinary Actions.

Section

- I. Definition of Ranks for Librarians
- II. Promotion Review
- III. Emeritus Status
- IV. Research
- V. Academic Freedom and Responsibility
- VI. Support for Editorships of Journals and Offices Held in Professional Organizations
- VII. Sabbatical Leave of Absence
- VIII. Educational Leave of Absence
- IX. Performance-based Compensation Plan for Librarians

I. DEFINITION OF RANKS FOR LIBRARIANS

GUIDELINES: The Master's degree from an American Library Association accredited program is the only degree that the University will acknowledge for appointment, determination of rank, or subsequent personnel decisions. The ALA-accredited Master's degree is the appropriate terminal professional degree for librarians.

The following ranks are recognized by the University: Librarian I, Librarian II, Librarian III, and Librarian IV. Minimum requirements for each rank are:

Librarian I -- ALA-accredited Master's degree

Librarian II -- ALA-accredited Master's degree with at least three years' professional library experience and evidence of continued professional growth

Librarian III -- ALA-accredited Master's degree with at least six years' professional library experience and evidence of continued professional growth

Librarian IV -- ALA-accredited Master's degree and either a second master's degree or earned doctorate with at least nine years' professional library experience and evidence of continued professional growth.

Consideration of promotion from one level to the next will require a minimum of three years of service at the previous level; up to three years of equivalent professional library service in other libraries may be applied to time requirements for promotion. A second masters degree or an earned doctorate is required for the Librarian IV rank.

II. PROMOTION REVIEW

GUIDELINES: The promotion procedures consist of peer and administrative levels of review: Librarian Promotion Review Committee (appointed by the Director of Libraries), Director of Libraries, Provost and Executive Vice President, President, and Board of Regents.

Promotions shall be based on performance in each of the following Three areas: effectiveness as a librarian, professional achievement, and service.

Effectiveness as a Librarian

May include, but is not limited to:

Meets responsibilities -- selects, acquires, catalogs, classifies, circulates, or maintains library materials and equipment; provides reference services, information retrieval, or bibliographic instruction; utilizes current Information systems and technology; administers and supervises library services; plans work priorities; serves as liaison to academic department(s).

Demonstrates initiative in job performance--designs and implements library services and technology; assumes new and

increased responsibilities; plans improvements or innovations. Integrates area of responsibility with entire Library--understands overall Library operations; demonstrates commitment to the Library's goals of education and service; maintains awareness of new developments in library science and technology; participates in Camden-Carroll Library committees; develops, coordinates, or conducts Library staff training; uses suggestions, criticisms, and evaluations to improve performance.

Professional Achievement

May include, but is not limited to:

Scholarly or creative achievements; involvement in research; membership in professional organizations, including leadership roles; attendance of professional meetings, workshops, and seminars; participation in workshops, seminars, or programs at professional meetings; completion of additional job-related course work and/or degrees; work experience; consulting.

Service to the Institution and the Community

May include, but is not limited to:

Participation on University and Faculty Senate committees; service as an official representative of the University; sponsorship of approved co-curricular activities; coordination of and participation in University workshops, conferences, clinics, in-service programs, and special events; development of proposals; development of relationships with professional groups in business, industry, trade, education, and government; non-University service rendered as a citizen, not as a representative of Morehead State University.

Performance-based salary increase (PBSI) and promotion evaluations are separate processes, and consequently, meeting or exceeding PBSI criteria does not automatically ensure a favorable promotion decision. PBSI evaluations are based on annual performance whereas promotion evaluations are based on cumulative performance. Meeting the minimal expectations of performance will not be sufficient for promotion to the next rank.

**PROMOTION
PORTFOLIO:**

The promotion portfolio must contain a portfolio summary (extended curriculum vita), supporting documents, and a letter of intent. The letter of intent, addressed to the Director of Libraries, will state the desire to be considered for a promotion and should contain a summary of major responsibilities and activities since the last -rank assignment that merit consideration for the promotion. Supporting documents should be limited to the time period since any previous rank change. If a librarian applies previous service at another institution to the time requirement, the quality of performance at that institution must be documented. The candidate's portfolio must document all qualifications and must be complete at the time of submission to the Director of Libraries.

**PORTFOLIO
SUMMARY:**

The following are guidelines for constructing the portfolio summary. Candidates should respond to or supply evidence for all categories that apply. Whenever appropriate, specific titles, dates, pages, and publishers should be included. A reasonable sample of items under numbers 3 and 4 should be presented.

1. Personal Data
 - a. Name
 - b. Present rank, administrative title (if applicable), and department
 - c. Dates of initial rank assignment and promotions at Morehead State University
 - d. Education completed: degrees, certifications, and/or licenses with institutions and dates awarded or granted
 - e. Employment prior to Morehead State University
 - (1) Institutions
 - (2) Dates
 - (3) Responsibilities
 - (4) Rank/title changes and dates
2. Effectiveness as a Librarian

- a. Library assignment
 - (1) Specific departmental responsibilities
 - (2) Additional library responsibilities
 - (3) Liaison activities
- b. Demonstration of initiative
 - (1) New services/technology implemented
 - (2) New and increased responsibilities assumed
 - (3) Improvements or innovations planned
- c. Integration of area of responsibility with entire Library
 - (1) Library committee assignments
 - (2) Staff training activities
 - (3) Cross-departmental projects
- 3. Professional Achievement
 - a. Scholarly or creative achievement
 - (1) Publications
 - (2) Presentations made or papers read at conferences
 - (3) Editorship of or service on editorial boards of professional publications
 - (4) Grants proposed or funded
 - (5) Sabbatical or educational leaves
 - (6) Pure research completed
 - (7) Fellowships awarded
 - (8) Exhibits
 - (9) Speaking engagements
 - (10) Inventions
 - (11) Awards for scholarship
 - (12) Awards for creative productions
 - (13) Works in progress
 - b. Academic and/or professional organizations
 - (1) Memberships
 - (2) Leadership roles
 - (3) Attendance of conferences and meetings
 - (4) Participation in workshops, seminars, or programs
 - (5) Awards for service
 - c. Continuing education
 - (1) Attendance of seminars and workshops
 - (2) Graduate study
 - (a) Institution
 - (b) Degree being pursued and anticipated date of completion
 - (c) Credit hours completed
 - (3) Additional job-related course work
 - d. Relevant work experience and consulting
 - (1) Institution/agency
 - (2) Responsibilities
 - (3) Dates

- e. Other evidence of professional growth
- 4. Service
 - a. University or Faculty Senate committees
 - b. Sponsorship of approved co-curricular activities
 - c. Service as an official representative of the University
 - (1) Place
 - (2) Responsibility
 - (3) Date
 - d. Coordination of and participation in University workshops, conferences, clinics, in-service programs, and special events
 - (1) Title
 - (2) Form of participation
 - (3) Date
 - e. Development of proposals
 - (1) Title of proposal
 - (2) Date submitted
 - (3) Accepted or unaccepted
 - f. Development of relationships with professional groups in business, industry, trade, education, and government
 - g. Honors and awards for service
 - h. Other University service
 - i. Non-University service rendered as a citizen, not as a representative of Morehead State University

SUPPORTING DOCUMENTS:

The supporting documents should be arranged in the following categories:

1. Documents which support personal data (for example):
 - a. Copies of official transcripts, certifications, or licenses
 - b. Copies of official letters of promotion at Morehead State University and other institutions
2. Documents which support excellence as a librarian (for example):
 - a. Copies of annual evaluations, letters of recommendation or commendation, or user evaluations
 - b. Copies of descriptions of improved or innovative programs and services
 - c. Evidence of participation in library committees
 - d. Copies of bibliographies, reports, RFPs or other technical documents, procedures, and policies developed.
 - e. Copies of professional awards and honors
3. Documents which provide evidence of professional achievement (for example):
 - a. Copies of publications
 - b. Copies of papers/posters/abstracts

- c. Copies of relevant pages in conference programs
- d. Copies, photographs, slides, tapes, other media, or patents documenting creative productions
- e. Evidence of roles in academic or professional organizations
- f. Evidence of continuing education including transcripts of coursework
- g. Copies of programs identifying speaking engagements
- 4. Documents which support service (for example):
 - a. Copies of letters of appointment to University and Faculty Senate committees
 - b. Evidence of participation in University workshops, conferences, clinics, in-service programs, or special events
 - c. Copies of proposals developed
 - d. Copies of honors or awards for service

PROMOTION COMMITTEE:

The Librarian Promotion Review Committee will be appointed by the Director of Libraries and must include five members, with representation from all librarian ranks when possible.

- 1. No member shall serve on the Librarian Promotion Review Committee and the Faculty Rights and Responsibilities Committee at the same time.
- 2. The chairperson of the promotion committee shall be elected by the committee from the membership.
- 3. To provide continuity, at least one librarian from the previous committee will be appointed to serve on the current committee.
- 4. The committee's justification for the recommendation of each candidate must be in detailed narrative form. If the vote for promotion is split, minority opinions may be included in the written evaluation.
- 5. The promotion committee's deliberations must be treated confidentially and must not be discussed outside of promotion committee meetings.

REVIEW PROCESS:

- 1. BY JANUARY 15: The candidate applying for promotion will submit to the Director of Libraries a portfolio which includes a letter of intent, portfolio summary, and supporting documents.
- 2. The Director of Libraries will appoint a promotion review committee and schedule its first meeting, to be held by January 20.

3. Each committee member will individually review the portfolio and make a recommendation. The committee will reconvene to write a recommendation and justification.
4. BY FEBRUARY 15: The chair of the committee will forward the portfolio to the Director of Libraries. The portfolio will be accompanied by the committee's recommendation and justification.
5. BY FEBRUARY 28: The Director of Libraries will review and evaluate the portfolio. The Director will inform the candidate of his/her and the committee's recommendations. In the case of a negative recommendation, the candidate may submit a written request to withdraw the portfolio, request that the portfolio be sent on without responding, or request that it be sent on with a letter of response. If the candidate chooses to submit a letter of response, it must be submitted to the Provost and Executive Vice President.
6. BY MARCH 5: Unless a written request to withdraw the portfolio has been submitted to the Director of Libraries, he or she will forward the portfolio to the Provost and Executive Vice President.
7. BY APRIL 30: The Provost and Executive Vice President will have reviewed the portfolio, the recommendations, and any letter of response. The Provost and Executive Vice President will provide feedback to the Director of Libraries prior to making a recommendation to the President. The Director of Libraries will provide feedback to the Librarian Promotion Review Committee and to the candidate(s). The President, in turn, will make his or her recommendation to the Board of Regents, which will make the final decision.
8. BY ONE WEEK AFTER BOARD'S DECISION: Within one week of the Board of Regents' decision, the President will have informed each candidate in writing of the decision. The promotion portfolio will be available for return.
9. BY TWO WEEKS AFTER BOARD'S DECISION: Each candidate who does not receive promotion will have been invited to meet with the Provost and Executive Vice President for further explanation. The candidate has the option to decline this invitation.
10. A librarian who is promoted will receive a salary increase

commensurate with amounts awarded to faculty upon change in rank.

III. EMERITUS STATUS

ELIGIBILITY: Emeritus status is granted in recognition of meritorious service to Morehead State University to librarians who have at least 20 continuous years of University service and who are entering retirement status in the Kentucky Teachers Retirement System. Exceptions to the minimum years of service may be made if warranted based upon recommendations of the Provost and Executive Vice President and the President.

PROCEDURE FOR GRANTING EMERITUS STATUS:

Upon formal notification to the Director of Libraries of a librarian's intent to retire, the Director will seek a recommendation from the Librarian Promotion Review Committee. The recommendations of the committee and the Director will be sent to the Provost and Executive Vice President. Recommendation for emeritus status must be approved by the Provost and Executive Vice President, the President, and the Board of Regents.

PRIVILEGES OF EMERITUS STATUS:

Librarians with emeritus status may be provided with an office if feasible, and arrangements may be made for part-time service to the University pursuant to appropriate University policies. The names of librarians emeriti will be listed in University catalogs and will be placed on University mailing lists for receipt of appropriate publications and announcements of functions and activities.

IV. RESEARCH

GUIDELINES: Librarians are encouraged to seek and participate in opportunities for research. Those interested in applying for a University research grant should contact a member or the Chairperson of the University Research Committee. Librarians interested in applying for a grant to be funded by an external agency should contact the Office of Research, Grants and Contracts.

Recognizing the need to comply with OMB Circular A-21 and the Education Division General Administrative Regulations (EDGAR), Morehead State University shall account for the time and effort of University personnel working on externally funded projects. University personnel, where all or part of their total compensation

(including consulting, overload, etc.) is paid by external sources and/or where their time and effort are donated by Morehead State University to an externally sponsored project, shall complete periodically a "University Personnel Activity Report" which documents their time and effort. Personnel Activity Report forms shall be obtained from the Division of Administration and Fiscal Services, Office of Business Services.

V. ACADEMIC FREEDOM AND RESPONSIBILITY

GUIDELINES: Academic freedom is the right of librarians to study, discuss, investigate, teach, conduct research, publish, or administer as appropriate to their respective roles and responsibilities. Librarians have the responsibility to provide unbiased access to information representing various scholarly viewpoints, including controversial issues.

Therefore, library resources and the professional judgment of librarians must not be subject to censorship. It is the responsibility of administrators to protect and assure these rights within the governing framework of the institution.

VI. SUPPORT FOR EDITORSHIPS OF JOURNALS AND OFFICES HELD IN PROFESSIONAL ORGANIZATIONS

GUIDELINES: If a librarian assumes an editorship of a professional journal or holds an office in a professional organization, that individual shall inform the Director of Libraries about such activity and any need for institutional support.

VII. SABBATICAL LEAVE OF ABSENCE

PURPOSE: To provide a leave of absence with pay for research and independent study, professional enhancement such as institutes and workshops, and travel related to the applicant's professional interests. Sabbatical leaves will not be granted for the purpose of pursuing an additional degree.

GUIDELINES: A sabbatical is a privilege based on demonstrated excellence in librarianship. The sabbatical leave of absence is not intended to substitute for the educational leave nor is paid employment an acceptable basis for such a leave.

ELIGIBILITY: Librarians with ranks of Librarian III or IV and a minimum of six consecutive years of full-time service at Morehead State University may apply for a sabbatical leave of absence. All requests for sabbatical leaves will be considered, but budgetary constraints that vary from year to year may limit the number of leaves granted.

LIMITATIONS: A sabbatical leave will not be granted to an individual who cannot provide two contract years of full-time service to the University following return from the sabbatical leave.

CRITERIA FOR CONSIDERATION: Factors considered in evaluating an application for sabbatical leave are the potential value of the leave for the professional growth of the applicant, the quality of academic service by the applicant, and the potential for the enhancement of the Library and the University.

SUBMISSION OF REQUEST FOR SABBATICAL LEAVE:

The librarian is responsible for submitting an application, on a form provided, to the Director of Libraries no later than September 15 preceding the fiscal year during which the leave is to begin. A librarian may submit an application a year in advance.

REVIEW PROCESS:

The application will be reviewed by a Library Leave Committee (appointed by the Director of Libraries and composed of Librarians III and IV), the Director of Libraries, the University Professional Development Committee, and the Provost and Executive Vice President. No person shall be on both the Library and University leave committees.

APPROVAL PROCESS:

The recommendation of each review level will be recorded and submitted to the next higher level of review. The recommendation will be made by the Provost and Executive Vice President to the President, whose recommendation will be sent to the Board of Regents for final approval at its second quarterly meeting.

Applications submitted a year in advance will be reviewed a year in advance. If a sabbatical leave is denied, a new application may be filed.

SALARY PAYMENTS WHILE ON LEAVE:

A person granted a sabbatical leave may receive full monthly base salary for up to six months payable over the six-month period, or

one-half of the monthly base salary for up to twelve months. The salary will be based upon that which the person would have received for the fiscal year had the sabbatical leave not been taken.

**LIBRARIAN RIGHTS
DURING THE LEAVE:**

The successful applicant will retain the following rights during time spent on a sabbatical leave of absence:

1. The recipient may share in the salary increases awarded by the University.
2. If the recipient is a KTRS participant, retirement contributions will not be withheld during time spent on sabbatical nor will the University make retirement contributions on his/her behalf. However, sabbatical recipients will be eligible to purchase service credit for the period of time spent on a sabbatical according to the guidelines set forth by the KTRS. If the sabbatical participant chooses to purchase the service credit within the "interest-free period" as established by the KTRS, the University will pay the difference between the service credit purchase price and the amount that would have otherwise been deducted from the recipient's pay if contributions had been allowed by KTRS. If the sabbatical participant chooses not to purchase the service credit, the University will make no contributions on the participant's behalf. Retirement withholdings for non-KTRS sabbatical recipients and contributions by the University on their behalf will continue at the rates in effect before the sabbatical began.
3. The leave period counts toward requirement for promotion.
4. The recipient will return to the former position with the University unless otherwise agreed to by the employer and employee.
5. The recipient who is a member of a University insurance coverage plan will continue to receive coverage at the same rates while on a sabbatical leave. This applies to dependents as well.

**LIBRARIAN OBLIGATIONS
REGARDING THE
LEAVE:**

An agreement will be drawn up between the recipient and the University confirming the approved sabbatical plan and the recipient's rights and obligations. The recipient shall make progress reports to the Director of Libraries at both the mid-point and at the end of the sabbatical leave. Failure of the recipient to comply with the contracted provisions of the sabbatical will result in cancellation of the sabbatical, repayment of all salaries received as

a result of being granted the leave, and forfeiture of all rights specified in the sabbatical leave agreement.

At the end of the sabbatical leave, the recipient will return to service at Morehead State University for at least two years. If the recipient returns for a period of less than two years, then an amount prorated in relation to the amount of service given must be repaid. For example, if he/she returns for one year, the payment to the University shall be one-half the compensation received while on leave.

Since the sabbatical leave is granted for academic purposes, paid employment is not an acceptable basis for such a leave. However, it is recognized that some forms of remuneration as well as scholarships, fellowships, and other honorary stipends may be a legitimate component of an academic experience. Therefore, a limited amount of income is allowable as part of the sabbatical experience. The determination of any limits to be placed on income earned during a sabbatical leave should be made by the University Professional Development Committee as a part of its review of the application. Recommendations as to such limits can be made at all other levels of review.

**SUBSEQUENT
SABBATICAL
LEAVES:**

An individual becomes eligible to apply for a subsequent sabbatical leave, provided that a minimum of six years of full-time service has elapsed since ending a previous sabbatical leave.

EXCEPTIONS:

The President has the option of making exceptions to the above stated policy when deemed in the best interest of the University.

VIII. EDUCATIONAL LEAVE OF ABSENCE

PURPOSE:

1. To provide a leave of absence for advanced study leading to the earning of an advanced degree or certification in librarianship or a related field.
2. To provide a leave of absence for retraining and preparation for a specific vacancy.

GUIDELINES:

An educational leave is a privilege based on demonstrated excellence in librarianship and potential to provide tangible contributions to the University upon completion of this educational leave of absence.

All requests for educational leave will be considered. However, budgetary constraints that may vary from year to year may limit the number of leaves granted.

ELIGIBILITY: Librarians I-IV with a minimum of three consecutive full-time years at Morehead State University can apply for an educational leave.

Time spent of any type of leave of absence is not counted toward full-time service for the purposes of educational leave.

LIMITATION: An educational leave will not be granted to an individual who cannot provide two years of full-time service to the University following return from the educational leave.

CRITERIA FOR CONSIDERATION: Factors considered in evaluating an application for educational leave are: the Library's or University's need for the librarian to have additional advanced study; the benefit received by the Library or University as a result of the librarian completing the advanced study; the quality of the academic service of the librarian.

APPLICATION PROCEDURE: The librarian is responsible for submitting an application, on a form provided, to the Director of Libraries no later than December 15, preceding the fiscal year during which the leave is to begin.

REVIEW PROCESS: The application will be reviewed by a Library Leave Committee (composed of librarians appointed by the Director of Libraries), the Director of Libraries, the University Professional Development Committee, and the Provost and Executive Vice President. No person shall serve on both Library and University leave committees. The recommendation of each review level will be recorded and submitted to the next higher level of review. Recommendations will be made by the Provost and Executive Vice President to the President, whose recommendations are sent to the Board of Regents for final approval at its third quarterly meeting.

SALARY PAYMENTS WHILE ON LEAVE: A person granted an educational leave may receive full monthly base salary for up to six months payable over the six-month period, or one-half of the monthly base salary for up to twelve months. The salary will be based upon that which the person would have

received for the fiscal year had the educational leave not been taken. After the educational leave of absence the librarian is eligible to apply for a leave of absence without pay.

**LIBRARIAN RIGHTS
DURING THE LEAVE:**

The successful applicant will retain the following rights during time spent on an educational leave:

1. The recipient who is a member of a University insurance plan will continue to receive coverage at the same rates while on an educational leave. This applies to dependents as well.
2. The recipient is a KTRS participant, retirement contributions will not be withheld during time spent on educational leave nor will the University make retirement contributions on his/her behalf. However, educational leave recipients will be eligible to purchase service credit for the period of time spent on educational leave according to the guidelines set forth by the KTRS. If the educational leave participant chooses to purchase the service credit within the "interest-free period" as established by the KTRS, the University will pay the difference between the service credit purchase price and the amount that would have otherwise been deducted from the recipient's pay if contributions had been allowed by KTRS. If the educational leave participant chooses not to purchase the service credit, the University will make no contributions on the participant's behalf. Retirement withholdings for non-KTRS educational leave recipients and contributions by the University on their behalf will continue at the rates in effect before the educational leave began.
3. The librarian may request to credit one academic year toward the length of service in rank for promotion. This request must be made on the Educational Leave of Absence Application Form.
4. The recipient will return to the former position with the University unless otherwise agreed by the employer and employee.

**LIBRARIAN
OBLIGATIONS:**

An agreement will be drawn up between the recipient and the University confirming the approved educational leave plan and the recipient's rights and obligations. The recipient shall make progress reports to the Director of Libraries at the end of each semester/quarter, which includes a description of course work completed and credit earned. Failure of the recipient to comply with the contracted provisions of the educational leave will result in cancellation of the leave, repayment of all salaries received as a

result of being granted the leave, and forfeiture of all rights specified in the educational leave agreement.

After the educational leave expires the recipient shall return to service at Morehead State University for two years or repay the amount of salary received while on leave. If the recipient of an educational leave returns to the University for a period less than

the time contracted, the amount of salary to be repaid shall be prorated in relation to the amount of return service given.

SUBSEQUENT LEAVES

OF ABSENCE: An individual becomes eligible to apply for a subsequent educational leave of absence under the terms and conditions specified.

EXCEPTIONS: The President has the option of making exceptions to the above stated policy when deemed in the best interest of the University.

IX. PERFORMANCE-BASED COMPENSATION PLAN FOR LIBRARIANS

GUIDELINES: The policy of Morehead State University is to systematically evaluate individual librarian performance on an annual basis. Evaluation is based on expectations in three areas: performance as a librarian, professional achievement, and service.

Performance-based compensation will be determined through supervisory and peer review. The review process will be based on evaluation of criteria in the areas of librarianship, professional achievement, and service against which the performance of individual librarians will be compared. The criteria will not be a set of fixed universally-applied standards, but a set of goals established by each librarian in conjunction with his or her supervisor at the beginning of the review period. The goals should reflect the specific role of the librarian within the Library and should recognize the variables which affect opportunities for professional achievement and service.

RESPONSIBILITIES:

1. Library supervisors, the Director of Libraries, and the Provost and Executive Vice President are responsible for ensuring that the Library Evaluation Plan is applied fairly.
2. The Provost and Executive Vice President will review annually the distribution of performance-based compensation increments to insure compliance with University guidelines.
3. The President will review and approve the annual distribution of performance-based compensation increments to librarians.

Approved by: Ronald G. Eaglin

Date: 04/10/1996