SAINT MARY’S COLLEGE OF CALIFORNIA

APPOINTMENT AND PROMOTION STANDARDS FOR LIBRARIANS
Revised May 12, 2017

Background

On February 2, 2002, Provost Sally Stampp approved the Appointment and Promotion Standards for Librarians as recommended by the Dean of Library and Academic Resources, Dr. Tom Carter. The librarians reviewed and updated this document in the spring of 2017 to reflect changes in the field and to align professionals’ work with the College’s Strategic Plan. On May 12, 2017, the updated version was reviewed and approved by Bethami A. Dobkin, Ph.D., Provost and Vice President for Academic Affairs.

This document reflects best practices for appointment and promotion of academic librarians; it supplements and, in some instances, modifies provisions of the SMC Staff Handbook. It contains policies and procedures that apply specifically to Saint Mary’s College librarians.

I. Purpose

The purpose of this document is to state the criteria, standards, and procedure for appointment and promotion in classification for librarians at Saint Mary’s College. These criteria and standards are designed to encourage effectiveness in professional assignment, to further professional development, and to recognize individual achievement.

II. Definition of Librarian

At Saint Mary’s College, librarians are classified as administrative/professional (exempt) staff. Librarians are defined as those members of the College library staff, full-time and part-time, who have responsibility for the development of the library’s collection, the organization and dissemination of its information and resources, the teaching of information evaluation and research practices and scholarly research and information literacy to undergraduate and graduate students, and the design and administration of library services and policies, all of which support the academic mission of the institution. Saint Mary’s College seeks librarians who will contribute substantially to the growth and development of the library and to the College as a whole. Librarians are required to possess a Master’s degree from a library school accredited by the American Library Association or an equivalent degree. The Master’s in Library and Information Science is considered the terminal degree for the profession.

III. Titles

Position titles designate the major area of professional assignment to which a librarian has been appointed. In addition to a position title, each librarian upon appointment holds a classification title:

1) Assistant Librarian
2) Associate Librarian
3) Librarian

The classification title confirms the positions of librarians as a professional group within the academic sector of the College but distinct from faculty.

**IV. Classification and Salary Scale**

Library classifications are tied to the College’s classification system and are summarized below. Upon appointment, salary and classification will be awarded as determined by the candidate’s qualifications, including related work experience, salary history, education beyond the master’s degree from a library school accredited by the American Library Association, and professional contributions and achievements. A salary recommendation will be agreed upon between the Dean of Library and Academic Resources and the appropriate staff in the Human Resources Department.

Each promotion will be reviewed by Human Resources to determine the librarian’s appropriate compensation at the new grade level. This review will correspond to administrative guidelines and will consider such things as internal equity in determining the new salary. Usually the librarian’s new salary will include a five percent increase, in addition to any normal annual increase.

Typically the titles and classification grades will correspond as follows:
1. Assistant Librarian Classification Grade 7
2. Associate Librarian Classification Grade 8
3. Librarian Classification Grade 9 or 10

**V. Terms of Appointment**

Librarians, as administrative/professional staff, do not receive employment contracts. The Director of Human Resources issues a letter of appointment. This letter specifies that staff employment is “at will” as described in the Administrative and Support Staff Personnel Policies Handbook.

**VI. Criteria for Appointment or Promotion**

The librarian’s academic preparation for an appointment at Saint Mary’s College is established on the basis of the terminal professional degree.

The basic quality which must be evident for promotion in classification is the ability to perform at a high professional level in areas which contribute to the educational mission of the institution, such as: reference service, information literacy instruction, collection development, bibliographic organization and control and access, Web services, and instructional technology.

Evidence of this level of performance may be adduced from the judgments of librarian colleagues, from members of the academic community outside the library, and/or from professional colleagues outside the academic institution.

Additional evidence for promotion in classification may include:
1. Contributions to the educational function of the College: for example, teaching, not necessarily in a classroom situation; organization of workshops, institutes or similar
meetings; presentations in the interest of librarianship or information literacy. Assessment of such activities may be on the basis of the judgment of those who are instructed and by the considered opinion of colleagues.

2. Contributions to the advancement of the profession: for example, active participation and/or leadership in professional and learned societies as a member, officer, committee member, or committee chairperson. Activities related to inquiry and research: for example, publications, e.g. professional and scholarly journals, presentation of papers, reviews of books and other literature, grants, consulting, service as a member of a team of experts, task force, review committee, or similar body. Such activities shall be assessed by professional colleagues on and/or off the campus on the basis of their contribution to scholarship, the profession of librarianship, and library service.

At each level of advancement, the criteria build on the last level and are expected to result in contributions at a more substantial and impactful level. The minimum criteria for advancement to each level are:

**A. Assistant Librarian**

This is the beginning classification for librarians who are new to the profession. The minimum criteria for initial appointment to the classification of Assistant Librarian include:

1. Master’s degree from a library school accredited by the American Library Association, or an equivalent degree;
2. No professional library experience required;
3. Basic knowledge of library principles, practice, and skills; and
4. The promise of performing professional level library responsibilities with potential for professional growth.

**B. Associate Librarian**

To be appointed or promoted to Associate Librarian there should be evidence of increasing expertise and/or responsibility. The minimum criteria for initial appointment to the classification of Associate Librarian include that of Assistant Librarian as well as:

1. Four years professional library experience at the Assistant Librarian (or equivalent) level, with at least one years’ experience in an academic library;
2. Evidence of a high level of effectiveness in one or more areas of library work, e.g., reference, collection development, cataloging, acquisitions, library instruction, special collections, access services, archives, web services, instructional technology. Evidence of increased knowledge and impact in assigned disciplines, responsibilities or specializations.
3. Demonstrated collaborative and or leadership skills and influence in the form of Library and College-wide committee work, planning groups, etc.
4. Professional activity and service in the form of e.g. workshops, presentations, scholarly contributions, mentoring, and/or participation in regional & national professional organizations.

**C. Librarian**

To be appointed or promoted to Librarian there should be evidence of increasing expertise and significant contribution to the profession. The minimum criteria for initial appointment to the classification of Librarian include that of Associate Librarian as well as:
1. Nine years professional library experience with at least five years of experience in an academic library;
2. Evidence of a high level of expertise in at least two areas of library work, e.g., reference, collection development, cataloging, access services, acquisitions, library instruction, special collections, archives, web services, instructional technology, management/supervision, and outreach.
3. Continued active and impactful engagement. Librarians at this level remain thoughtfully engaged with new scholarship, theories, and technologies that may positively impact the library and the mission of the college.
4. Demonstrated leadership skills in service to the Library and/or to the College community (e.g. service on committees, advisory and planning groups, and/or leadership roles in regional and national professional organizations, staff supervision, and team leadership)
5. Participating in activities in alignment with the College’s mission.
6. Evidence of scholarship and/or significant service to the profession.

VII. Procedures for Recruitment and Appointment

A. Selection committees for full-time regular (non-temporary) or part-time librarian positions are appointed by the Dean and normally composed of at least three library staff members (at least one librarian) and an appropriate faculty member. Committee members will be appointed based upon their ability to evaluate the expertise of the candidates or their familiarity with the position’s requirements and responsibilities.
B. Prospective candidates shall receive documentation relevant to the position, e.g., job description, Appointment and Promotion Standards for Librarians, etc.
C. Selection committees shall evaluate all candidates for appointment to regular or part-time (non-temporary positions), and forward to the Dean a summary of each candidate’s skills, abilities, strengths, and weaknesses.
D. The Library Dean will make the final selection and recommend/negotiate classification and salary with Human Resources.
E. All terms and conditions of every appointment are stated and confirmed in writing, and are forwarded by Human Resources to the librarian hired.

VIII. Guidelines for Promotion

It is the responsibility of the individual librarian, throughout their years of service at Saint Mary’s College, to compile a dossier of documents presenting clear evidence of meeting the criteria. A full librarian will guide and mentor the librarian through the process.

The dossier shall include, but need not be limited to:
  a) Full curriculum vitae,
  b) Current position description,
  c) Candidate’s personal narrative,
  d) Evidence of the candidate’s effectiveness in their assigned professional role(s),
  e) Evidence of the candidate’s collaborative/leadership roles,
  f) Evidence of the candidate’s scholarship/professional activity and service.
The personal narrative should identify the candidate’s professional role(s) in the Library, summarize major accomplishments and successes in those roles, and highlight activities which fulfill the requirements for the classification.

Evidence of the candidate’s success and effectiveness in the assigned professional role(s) may include written evaluative statements from the librarian’s colleagues responsible for coordinating those functional library teams (e.g. reference, instruction). If the candidate does not report directly to the Dean, a letter from the direct supervisor specifically addressing the request for promotion should be included.

Additional evidence depends on the area(s) of responsibility, but may include: written evaluative remarks or letters of appreciation from faculty, staff, students, the general public, or professional colleagues outside the Library; course evaluations; examples of lesson or project plans, web pages or resources created, etc.

Evidence of the candidate’s effectiveness in the assigned professional role(s) may be demonstrated by (but not limited to) competent, effective, and innovative accomplishments in the following areas:

- Subject liaison relationships;
- Teaching of information literacy and research skills;
- Program or project development;
- Library service to users;
- Systems for organizing, classifying, cataloging, or otherwise making information resources easily discoverable;
- Cost- and time-effective methods of collection development, management, and preservation including resource sharing or donations;
- Systematic collection, organization, preservation and access to the materials comprising the College’s achievements and history, including scholarly and administrative accomplishments;
- Effective management and leadership of library staff;
- Assessment of Library processes and workflows;
- Successful outreach programs and effective engagement with SMC community, donors, and others with connections to the college.

Evidence of the candidate’s collaborative/leadership roles may include (but are not limited to) the following:

1. **Library service**: This includes contributions to the Library’s mission, strategic plans and goals outside of one’s assigned responsibilities to the library, such as participation in interdepartmental committees, special projects, and events.

2. **College service**: This includes service outside of one’s primary professional role, such as service on college committees, other forms of campus governance special projects and events, and other similar contributions to the mission of the College.

3. **Professional service**: This includes participation in and contributions to the profession of librarianship principally through activities with professional and scholarly organizations. When those contributions to the profession result in tangible outcomes, including but not
limited to published guidelines, training materials, best practices, and conferences, they
should be considered under the category of scholarship and professional achievements
rather than service.

4. **Community service**: Librarians are encouraged to use their knowledge and skills to
contribute to the community in which our college operates through consultation,
volunteer activities, and other forms of assistance.

Evidence of the candidate’s scholarly and professional activity and service may include (but are
not limited to) the following:

- Publications, including but not limited to authoring of journal articles, books, book
  chapters, and web-based publications; work as editor for any of these types of sources.
  Peer-reviewing of the publications provides additional evidence of quality, but its
  absence does not invalidate the value of the work.
- Reviews of books or other media
- Activity as a publication referee or on editorial boards
- Presentations or poster sessions at scholarly or professional conferences
- Original cataloging of library materials or archival materials and collections
- Bibliographies or other substantial user guides
- Significant library exhibits and events
- Grants applied for and/or received
- Training materials, white papers, or instructional media that are shared with the broader
  community through professional publications, clearinghouses, etc.
- Awards and honors
- Additional education that results in tangible dissemination of related scholarship and/or
  an additional appropriate degree (beyond the MLIS) or certificate.

**IX. Procedures for Promotion**

1. A request for promotion review may be initiated at any time by an individual librarian
wishing review. The librarian requesting review should submit a Request for Promotion
form first to his or her supervisor and then to the Cabinet and Dean, Library and
Academic Resources. The complete dossier should normally accompany the request.

2. After reviewing the dossier, a subset of the Cabinet which is at or above the level of
promotion being reviewed, without the candidate present, will meet to review the dossier
and provide a written recommendation to the Dean within thirty days. The written
document will state a recommendation for a) promotion, b) further documentation, or c)
no promotion. If the Cabinet cannot come to a consensus, they will meet with the Dean to
discuss their issues. Within thirty days of receiving the Cabinet’s input, the Dean will
write a letter stating support or denial or requesting further documentation. After
receiving the recommendation, the candidate may meet with the Dean for further
clarification, withdraw the promotion request, or appeal (See Appeals).

3. If the Dean approves the request for promotion, the Dean’s letter, the Cabinet’s
recommendation, and the candidate’s dossier will be sent to the Provost.
4. The final decision to grant or deny promotion rests with the Provost. Within thirty days of receiving, the Provost will let the Dean know of his/her decision in writing. The Dean will give a copy to the librarian.

**X. Appeals**

1. If the dossier is submitted, and sixty days pass with no action from the Cabinet or the Dean, the candidate has the right to bring his or her concerns to the Provost. The Provost will review the situation and respond to the candidate within thirty days.

2. Following a denial of promotion, the librarian shall have the right to appeal by submitting a rebuttal statement in writing within thirty days, to the Dean and Provost for a second review. The Dean and Provost will have thirty days from receipt of that rebuttal statement to reach and communicate to the librarian a final decision.
Appendix A:
Professional Librarian Assignments

a. Reference: Knowledge of reference sources (both print and online), demonstrates appropriate professional behavior when assisting library users, including competence in the reference interview process; ability to prioritize reference questions as to immediacy, scope, and need; ability to provide one-on-one instruction in research methodology; appropriate referral of reference questions to another colleague, library, or other information source as necessary. May provide subject and course-specialized research support to students and faculty in assigned departments. Maintains in-depth knowledge of SMC curriculum and faculty research in these subject fields. Seeks out training and learning opportunities to stay abreast of the general field of reference services and the subject fields for which he or she is responsible.

b. Collection Development: Knowledge of the library’s collection development policy, including participation in the development of discipline profiles which define specific criteria for selection; development, use, and regular review of a working list of selection tools in assigned discipline area(s) of the materials budget, staying within the allocation assigned; serving as liaison with faculty and students in assigned discipline area(s), monitoring curriculum changes; participation in selection of gifts and in weeding the collection in assigned discipline area. Regularly assesses collections and shapes them to support the teaching, learning and research needs of faculty and students.

c. Cataloging: Maintains an accurate, up-to-date database of library holdings; monitors the daily operation of the online cataloging system and acts as local liaison with outside vendors on catalog technical matters; thorough knowledge of contemporary standards, schemas, and best practices for description, classification and subject analysis of library materials; knowledge of emerging trends with linked data; provides data for newly-acquired materials (physical and electronic) including creating original records in the national database(s) and determining local classification; imports and exports metadata to and from the catalog to facilitate discovery of library resources across various systems and discovery platforms; batch loading of MARC records from multiple sources; local manipulation of MARC and non-MARC records to meet local and national standards; designs and administers quality-control workflows and record maintenance functions, including authority control; resolves cataloging and metadata-related problems; collaborates to evaluate and select new tools and products related to cataloging; assists other librarians with complex searches and statistical reports about the Library's holdings.

d. Acquisitions: Establishes systems and processes to enable the acquisition of library materials in a timely and economic manner; demonstrates knowledge of the library’s collection development policy and selection criteria; understands trends in the publishing industry and implications for academic libraries, understands business office and vendor’s acquisitions, selection, accounting and budget systems and procedures, including fiscal close; fosters and promotes fair, ethical and legal acquisitions practices; develops respectful vendor and consortial relationships; develops and implements bibliographic verification protocols; effectively communicates with subject selectors,
faculty and administration on acquisition trends, developments and opportunities; collaborates with similar institutions on projects and programs; selects and assesses the performance of vendors; disseminates information to subject selectors; participates in the exploration, selection, and implementation of computer systems which expedite and improve the acquisitions process; contributes to the improvement of library acquisitions.

e. **Library Instruction:** Participation in design, delivery, and evaluation of library instruction program to meet undergraduate Information Evaluation and Research Practices and graduate Scholarly Research and Information Literacy learning outcomes; development of instructional materials such as subject guides, tutorials, handouts, assessments, and lesson plans; demonstrated teaching effectiveness and participation in professional development activities to enhance teaching abilities.

f. **Special Collections and Archives:** Responsible for all aspects of building and curating the collections, and for providing and promoting access to these primary resource materials. Takes an active role in ensuring that college records of enduring historical value are identified and, when appropriate, accessioned into the Archives collection. Ensures that fragile, unique, and/or special-format materials in the Library are appropriately organized, processed and housed; ensures that these materials are described at an appropriate level in library catalogs, archival finding aids, databases, and web sites; contributes to the scholarly mission of the College by assisting researchers through specialized reference assistance; contributes to the educational mission of the College by promoting the use primary source materials in the curriculum; promotes the use of the collections through such means as exhibits, public programs, publications, presentations, lectures, conferences, and an online presence; understands and advocates for proper handling of primary resource materials; develops and maintains equitable public service and access policies which balance the needs of researchers with the security and preservation needs of collections; knowledge of national standards and best practices in the special collections and archival professions; familiarity with emerging trends in digital asset management systems and metadata for providing access to digitized primary source materials.

g. **Web Services:** Knowledge of and expertise in the CMS for the Library site; creation and development of the Library site including the homepage, service pages, online exhibits, subject guides, news, events, instructional and tutorial pages; maintenance of dynamic content that includes the databases, periodical reading rooms, hours, and staff directory; maintaining the public interface of Albert, the Library’s online catalog; promoting research and literacy through access to subject guides and tutorials; staying abreast of technologies such as mobile, citation software, and social media to better deliver services to students, staff, and faculty at SMC.

h. **Publicity and Outreach:** Knowledge of faculty research interests and scholarly activities relative to assigned collection development areas, participation in library publicity and promotion efforts, including writing articles for library publications, preparing displays and exhibits relating to assigned discipline area(s), planning for and organizing special events and outreach activities.
Leadership, Management and Supervision: Understands both the college’s and the library’s strategic goals and plans—collaborates in leading and managing the library as a whole and effectively manages the unit/department(s) for which the individual is responsible. Understands and assesses the unit/department/program’s operations and ensures efficient and supportive working relations with other units within and outside of the Library. Understands developments in the appropriate areas of responsibility including tools and technology to improve the unit’s efficiency and effectiveness. Supervises library staff including training, mentoring, and conducting performance reviews. Follows campus personnel policies and procedures.