Roles, Responsibilities, and Expectations for Faculty Members in the University Libraries

The following expectations are provided to clarify the roles and responsibilities of Library Faculty and the relationship between the faculty member and the University Libraries. These expectations apply to all faculty members within the University Libraries regardless of how their particular faculty position is classified.

1. All university faculty, including those in the University Libraries, are expected to perform satisfactorily in three categories: Teaching, Research or Scholarly Work, and Service to the profession.

2. For Library Faculty members Librarianship is equated to Teaching in relation to the annual evaluations and the Tenure and Promotion Process as outlined in the University Libraries’ Guidelines and Criteria for Tenure and/or Promotion.

3. Librarianship encompasses the duties and responsibilities that contribute to accomplishing the work of the department to which he/she is assigned or as appropriate the work of the University Libraries as a whole. Typically, this is the work that impacts the effective development and delivery of the resources, programs, and services of the University Libraries. These responsibilities are broadly described in the position description, which is provided for each library faculty member.

4. The distribution of library faculty members’ time has been a long-standing practice and was reconfirmed by the University Libraries’ faculty and the Dean of University Libraries during the 2013-14 academic year. It is expected that library faculty members will devote at least 75% of their working hours to the duties and responsibilities that fall into the category of Librarianship as outlined in the position description. Unless prior arrangements have been made, this work is to be undertaken onsite in a University Libraries’ facility.

5. As agreed by the faculty and the Dean of University Libraries, the typical distribution of the remainder of a faculty member’s time should be 15% to research leading to scholarly communication and 10% to service to the profession. While this is the typical distribution, it is understood that the exact distribution of the 25% might vary somewhat from year to year depending on the roles the faculty member might assume.

6. Within the University Libraries, Department Heads are the immediate supervisors of the faculty in the department. Depending on the size and structure of the department, the immediate supervisor of staff might be either faculty or staff.

7. A faculty member is expected to participate in meetings with his/her department head on a regular basis (usually at least once each month) to discuss progress on his/her work, seek clarification on assignments, and/or to discuss other matters related to the work of the department. These might be individual meetings, departmental meetings, and/or group meetings related to specific projects, tasks, or issues.

8. A faculty member is expected to complete his/her assigned duties including those specified in his/her position description and those assigned by his/her immediate supervisor or the Dean of University Libraries in a timely manner with minimal supervision.
9. Depending on the nature of his/her work, a faculty member is expected to submit reports, including appropriate statistical data, to his/her department head or other program/function coordinator on a predetermined schedule (usually monthly) in a timely manner and as requested.

10. A Library Department Head is responsible for setting priorities for the department, determining work assignments, establishing deadlines, compiling and submitting reports related to the work of the department, among other things and both faculty and staff within the department are expected to comply with the reasonable and legal directives of the Department Head as they relate to these matters.

11. Each faculty member is expected to complete and submit his/her portion of the annual evaluation of his/her job performance, in a timely manner. The online evaluation system is typically available some time after January 15\textsuperscript{th} of each year and will shut down around the end of the semester. Internal due dates for final submission by Library Faculty will be determined annually and will take into consideration time needed to allow for appropriate review and input by department heads and other function coordinators.

12. Tenure track faculty are in a probationary status until they earn tenure. Faculty in probationary status are subject to contract renewal or non-renewal on an annual basis, based on job performance. The typical probationary period is five years. At the end of the probationary period, a probationary faculty member must apply for tenure. If the faculty member was hired as an assistant professor, s/he must simultaneously apply for promotion to Associate Professor.

13. The Dean of University Libraries will solicit input into annual contract renewal or non-renewal decisions from both the immediate supervisor and the University Libraries’ Tenure and Promotion Committee.

14. Each non-tenured tenure-track faculty member is assigned a tenured faculty mentor who is available to provide advice and guidance on matters relating to the individual’s professional growth and development and the requirements for earning tenure.

15. Unlike faculty in teaching departments, Library faculty work an established schedule and are expected to fulfill at minimum a 37.5-hour workweek. This 37.5 hours workweek is equivalent to the hours that classroom faculty spend teaching, preparing to teach, grading coursework, holding office hours, and participating in departmental and/or University committees, task forces, or activities. The specific work schedule is arranged in consultation with the department head, taking into consideration the needs of the department and the overall responsibilities of the faculty member.

16. As faculty members, librarians are expected to pursue their own scholarly research agendas and to engage in appropriate activities to support their increased knowledge and expertise and to distribute the outcomes of their scholarly work. The chosen field of research need not be in the field of Library Science.

17. When a library faculty member is working on a specific research project and would benefit from dedicated time to focus on his/her research for a period of time, s/he can apply for up to \(\frac{1}{2}\) day (or 4 hours) each week release time as dedicated research time. This request must be approved first by the department head and then by the Dean before the research time can begin. Once the request is approved, the individual’s 37.5 hours workweek will be adjusted to incorporate this release time for the approved time period.
18. When a faculty member must be away from work, it is his/her responsibility to apply for the appropriate type of leave in a timely manner. After conversing with the immediate supervisor and submitting any required leave requests s/he is expected to promptly enter the appropriate information on his/her monthly leave report and to update his/her online calendar. If the faculty members’ absence will have a detrimental effect on the work of the department, the leave request may be denied.

19. A faculty member may request professional leave in order to participate in activities such as professional meetings, conferences, and/or workshops. These requests require the approval of the Department head and must subsequently reach the Dean’s desk for her approval no less than 5 working days before the planned event. If the request includes funding as well as leave time then the required lead-time is longer.

20. A faculty member who wishes to use annual leave to be away from his/her primary work site must submit a request for approval, in advance of the desired leave time, to the Department Head. These requests are to be submitted at least 3 days before the desired leave time.

21. A faculty member who wishes to use professional leave to be away from his/her primary work site must submit a request for approval, at least 3-5 days in advance of the desired leave time, to the Department Head. If funding is also requested and any prepayment of fees is desired, then the request must be submitted at least 15 working days before any stated submission/registration deadline in order to allow appropriate time for necessary committee review, approvals, and processing.

22. A faculty member who is unable to report to work because of illness is expected to notify his/her department head immediately so that necessary adjustments to workflows and schedules can be made in a timely manner.

   It is University Libraries’ policy that when returning to work from an unplanned sick leave absence of 5 or more consecutive days a library faculty or staff member may be asked by the immediate supervisor to present a Doctor’s statement which not only confirms the illness but also certifies that he/she is approved to return to work.

23. A library faculty member is not expected to take on projects or additional assignments that will affect his/her work schedule or work assignments in the department without first having a discussion with his /her department head and receiving the department head’s support for the new project.

24. Faculty members who wish to teach classes in academic departments other than the University Libraries are expected to teach those classes and handle their course related work outside of their normal library work schedule. If a conflict exists between the library faculty member’s work schedule and the time the course must be offered, then the library faculty member must request a schedule adjustment in consultation with his/her library department head. S/he and his/her department head must agree on a schedule change that will accommodate the time needed for teaching the class and still includes 37.5 hours of work dedicated to the work of the library as described above.

25. If a library faculty member is considering applying for a grant that will require the commitment of resources of the University Libraries, s/he is expected to discuss the proposed project not only with his/her department head but also with the Dean of University Libraries before submitting such an
application. University Libraries’ resources include time and effort of libraries’ faculty and/or staff, University Libraries’ space, computer resources owned by the University Libraries, and funds controlled by the University Libraries.

26. Funding and leave to support participation in professional activities are intended to benefit both the faculty member and the University Libraries. A request that does not meet this criterion is subject to non-approval.

27. If an individual who has received approval of funding to participate in a professional activity, resigns from the University Libraries before the event occurs and/or in a timeframe that is such that his/her participation in the event will have no benefit for the University Libraries, the funding approval is subject to cancellation.