

II. Criteria for Library Faculty Promotion, Rank Qualifications, and Reappointment; Separation of Employment

A. Rank and Status

Library faculty at Seattle University hold academic rank and non-tenured faculty status. The Law Library Director is a member of the faculty of the School of Law, and may be tenured.

B. Policies Regarding Appointment

While appointment of library faculty is outside the purview of CLEP, the following standards may offer guidance to the Provost in determining rank for new hires. Policies regarding library faculty appointments are outlined in *Faculty Handbook* section IV.A (Common Elements) and also in section IV.D (Library Faculty).

C. Policies Regarding Reappointment

Library faculty members are eligible for reappointment upon favorable recommendations from the Dean of the Lemieux Library, or the Law Library Director and Law School Dean. *Faculty Handbook* section IV.D.

D. Policies on Promotion

Review and promotion guidelines are outlined in *Faculty Handbook* section IV.D.

Promotion in rank is made by the President on the advice of the Committee for Librarian Evaluation and Promotion (CLEP), the Dean of the Lemieux Library, or the Law Library Director and Law School Dean, and the Provost. Promotion in rank is determined in accordance with the Qualifications for Rank of Library Faculty (listed below) and criteria enumerated in *CLEP Handbook* section III, *Standards for Promotion in Rank of Library Faculty*.

E. Qualifications for Rank of Library Faculty

1. Assistant Librarian

- a. Evidence of ability to fulfill the requirements of the position assigned.
- b. Possession of a graduate degree from a program accredited by the American Library Association or comparable international library science/information studies degree.

2. Associate Librarian

- a. Degree requirements of Assistant Librarian.
- b. A minimum of four years as Assistant Librarian or equivalent rank from an accredited college or university, or comparable domestic or international institution of higher education. This experience may be acquired in a similar professional position including but not limited to law firms, government libraries, or special libraries. On the recommendation of the Dean of the Lemieux Library, or Law Library Director and Law School Dean, any or all of this service requirement may be waived by the Provost.
- c. Evidence of outstanding fulfillment of professional responsibilities.
- d. Evidence of scholarly activity and/or professional development that contributes to growth and knowledge.
- e. Evidence of service to the library, University, profession, and community.

3. Librarian

- a. Degree requirements of Associate Librarian.
- b. A minimum of five years in the rank of Associate Librarian, normally at Seattle University.
- c. Evidence of superior performance and effective leadership in fulfillment of professional responsibilities.
- d. A sustained record of scholarly activity and/or professional development that contributes to growth and knowledge.
- e. A sustained record of significant service to the library, University, profession, and community.

F. Policies and Procedures Relating to Severance, Non-reappointment, Resignation, and Dismissal

1. The types of severance that may apply to library faculty can be found in *Faculty Handbook* section XI.D (Procedures for Terminating Appointments).
2. Non-reappointment is explained in *Faculty Handbook* section VIII.B (Non-Reappointment). Though library faculty do not receive probationary appointments or tenure, the policies and procedures stated in VIII.B otherwise apply to them with regard to renewing contracts.
3. Resignation is explained in *Faculty Handbook* section VIII (Resignation, Retirement, and Non-Reappointment).
4. Dismissal for adequate cause is defined and explained in *Faculty Handbook* section X.E (Dismissal). In the case of a professional librarian, two library faculty shall be appointed ad hoc to the Dismissal Advisory Committee by the Academic

Assembly, and the slate from which the Dismissal Hearing Committee is chosen will include all Associate Librarians and Librarians (cf. X.E.2) other than the Dean of the Lemieux Library or Law Library Director.