Academic Librarian Promotion/Advancement Criteria and Procedures

Iowa State University Library

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Approved by
Academic Librarians (6-18-2014)
Dean’s Council (6-18-2014)
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I. Introduction

Librarians have responsibilities in the area of professional practice. Key operational responsibilities include to select, acquire, organize, preserve, and build research collections and information systems; to consult, to advise and instruct; and to advocate for and develop sustainable models of scholarly communication and information policy. Responsibilities may include management, supervision and/or leading programs or organizational units with financial responsibilities.

Librarians build records of external impact, which include external professional practice service and/or research and scholarship as well as internal impact through institutional service. They demonstrate personal initiative, leadership, and collegiality; creativity in the practical application of knowledge; knowledge of current research and new developments; excellent communication and analytical skills; and achievements in working in a team-based environment.

The following promotion criteria and procedures for advancement are used within peer and administrative assessment reviews and relate to assigned responsibilities reflected in individual position descriptions. They are also used to assist in appointment decisions. The application of criteria takes into account the differing percentage weights of the broad position responsibilities. Following a positive decision by the Dean of the Library, the individual position description is revised to reflect the change in expectations. The Dean of the Library forwards the request for advancement to University Human Resources for final decision.

All initial academic librarian appointments require a Master of Library and Information Science degree (or equivalent) from an American Library Association accredited program and/or an advanced degree supporting a specialized key program function related to position duties.
II. Promotion Criteria for Advancement

A. Librarian I (P&S Salary Grade 35)

The Librarian I represents the entry-level professional position. An incumbent Librarian I is expected to gain proficiency in the following criteria and demonstrate progress towards meeting the criteria for promotion to the rank of Librarian II:

1. Demonstrated ability to carry out the professional practice operational and/or supervisory/managerial responsibilities indicated in the position description.
2. Demonstrated interest and potential in external professional practice service activities and/or research and scholarship.
3. Demonstrated interest and potential in institutional service.
4. Demonstrated initiative, strong interpersonal skills, creativity and collegiality.
5. Demonstrated ability to work effectively, both independently and collaboratively on teams and in a rapidly changing environment.
6. Excellent written and oral communication and presentation skills.
7. Potential for promotion to Librarian II rank.

B. Librarian II (P&S Salary Grade 36)

The Librarian II independently performs assigned duties in an advanced and competent manner and is expected to gain proficiency in the following criteria and demonstrate progress towards promotion to the rank of Librarian III.

1. At minimum, three years of successful professional performance at the rank of Librarian I or equivalent professional rank.
2. Demonstrated excellence in assigned professional practice duties while carrying out advanced operational and/or supervisory/managerial duties. The candidate must have received strong positive evaluations reflecting a balance of effective and superior performance at the Librarian I level and have demonstrated the potential for successful performance at the Librarian II level.
3. Demonstrated effective and promising record of external professional practice service activities and/or research and scholarship.
4. Demonstrated satisfactory institutional service.
5. Demonstrated initiative, strong interpersonal skills, creativity and collegiality.
6. Demonstrated ability to work effectively, both independently and collaboratively on teams and in a rapidly changing environment.
7. Excellent written and oral communication and presentation skills.
C. Librarian III (P&S Salary Grade 37)

The Librarian III carries out assigned duties while demonstrating superior knowledge and successful planning ability, leadership and sound judgment. Works independently in large degree and participates in the formation of library policy and has attained an effective and growing record of external impact and influence.

1. At minimum, three to four years of successful performance at the rank of Librarian II or equivalent professional rank.
2. Demonstrated excellence in assigned professional practice duties while carrying out advanced operational and/or supervisory/managerial duties. The candidate must have received strong positive evaluations reflecting a balance of effective and superior performance at the Librarian II level and have demonstrated the potential for successful performance at the Librarian III level.
3. Demonstrated record of high-impact, state, regional and/or national influence in external professional practice service activities and/or research and scholarship.
4. Demonstrated satisfactory institutional service.
5. Demonstrated initiative, strong interpersonal skills, creativity and collegiality.
6. Demonstrated ability to work effectively, both independently and collaboratively on teams and in a rapidly changing environment.
7. Excellent written and oral communication and presentation skills.

D. Librarian IV (P&S Salary Grade 38)

Librarian IV is the highest professional rank and functions with the highest degree of independent responsibility and action, and regularly participates in the formation of library and university policy. In carrying out assigned duties, displays planning ability, leadership and judgment distinguished by outstanding performance of professional duties that substantially support the mission of the library. Librarian IV has attained a national reputation with demonstrated and expected continuing influence.

1. At minimum, four to five years of excellent performance at the rank of Librarian III or equivalent professional rank.
2. Demonstrated excellence in assigned professional practice duties while carrying out advanced operational and/or supervisory/managerial duties. The candidate must have received strong positive evaluations reflecting a balance of effective and superior performance at the Librarian III level and have demonstrated the strongest potential for successful performance at the Librarian IV level.
3. National reputation and continuing significant influence in external professional practice service activities and/or research and scholarship.
4. Demonstrated satisfactory institutional service.
5. Demonstrated initiative, strong interpersonal skills, creativity and collegiality.
6. Demonstrated ability to work effectively, both independently and collaboratively on teams and in a rapidly changing environment.
7. Excellent written and oral communication and presentation skills.
III. Procedures for Promotion Review for Advancement

A. Review Process

The review participants include an appointed promotion review group (see Section III. A. 2 below), the unit supervisor (if not the AD), the associate dean or assistant director (AD), and the Dean of the Library.

The review process utilizes the candidate’s position description(s), promotion portfolio; promotion reports and related materials; and internal/external evaluations.

Note: In cases when the Dean is the administrative and unit supervisor, the Dean will appoint an acting AD for the purposes of the review process.

B. Librarian Responsibilities

1. Notification
   If a librarian decides to undergo a promotion review for advancement, the librarian notifies the unit supervisor, AD and Dean of the decision.

2. Promotion Review Group Membership
   The candidate submits the names of two potential members for the promotion review group to the AD. The candidate has the option to indicate the name of one individual not to be considered as a potential member of the promotion review group.

3. Recommended Promotion Review Evaluators
   Following the appointment of the promotion review group, the candidate submits the names/contact information for the number of potential evaluators as appropriate for the new rank. If the candidate wishes to make any comments regarding the selection of potential evaluators, this should be done as part of recommending evaluators.

4. Promotion Review Portfolio
   The candidate is responsible for submitting a Promotion Review Portfolio which documents the candidate’s most significant materials in support of the review. The portfolio provides the opportunity to provide a full understanding and self-appraisal of accomplishments and essential documentation for professional practice, external professional impact activities and outcomes and institutional service.

Key portfolio components include the current vita, position description(s), and the review statement. The review group and/or AD may request additional documentation throughout the review process.
C. Promotion Review Group Review and Recommendation

The peer review is the first step in the promotion review process and begins with the appointment of the promotion review group.

1. Promotion Review Group Appointment

   a. Each promotion consideration requires an appointed three-member promotion review group of peers with at least two members having some familiarity or expertise with the candidate’s position responsibilities.
   b. The appointment criteria typically require that each member be a librarian; there are no restrictions regarding academic or faculty rank.
   c. The candidate recommends two potential members to the AD.
   d. The AD, in consultation with the unit supervisor and the Dean, selects the three review group members. At least one member of the review group will have been identified by the candidate.
   e. The AD notifies the candidate, the Dean, and Head of Library Human Resources of the final review group membership,
   f. The review group selects its own chair, and the chair notifies the other review participants, the Dean’s Office, and the Head of Library Human Resources.

2. Review and Recommendation

   a. The review group identifies the necessary internal and external evaluators. (See the Academic Librarian Promotion Review - Internal and External Evaluator Guidelines)
   b. The review group conducts its assessment of the promotion case that includes reviewing all documentation and considering internal/external evaluator reports. The review group writes a confidential summary report with its recommendation regarding promotion and the recording of the final full group vote. An affirmative vote will be more yes than no votes.
   c. The review group submits confidential copies of the report to the AD and the Dean’s Office.

D. AD Review and Recommendation

The administrative review begins with the AD’s review following the completion of the peer review process.

1. The AD conducts an independent administrative assessment with access to all promotion review materials. The AD may obtain additional information and/or internal/external evaluator reports. Note: In the case where the AD is not the unit supervisor, the unit supervisor provides a confidential written report with a recommendation regarding promotion for the AD. As a review participant, the unit supervisor has access to all promotion review materials.
2. The AD writes a preliminary draft report with a recommendation regarding promotion that is informed by the review group report, the unit supervisor’s report and the written assessment of all evaluators. If there is any possibility that a confidential evaluator might be identified in the draft report shared with the candidate, the specific text must be redacted in the draft report.

3. The AD forwards the draft report to the candidate, who reviews it for factual accuracy and the unit supervisor. The candidate has 5 working days to submit any comments and/or corrections in writing to the AD. The AD may make revisions to the draft report.

4. The AD submits the final promotion report to the Dean with a copy to the candidate and the unit supervisor. The AD also notifies the promotion review group of his or her recommendation for promotion.

E. Dean of the Library’s Review and Decision

The Dean makes the final library decision regarding promotion for advancement.

1. If the Dean supports the promotion, the Dean confidentially notifies the candidate, all review participants, and the Head of Library Human Resources (HR), in writing with summary reasons for the decision.

2. If the Dean does not support the promotion for advancement, the Dean confidentially notifies the candidate the AD, unit supervisor and the Head of Library HR in writing with the reasons for the decision and provides recommendations for strengthening the case for future consideration. The AD notifies the review group of the final decision.

F. Head, Library Human Resources

For positive promotion decisions, the Head of Library HR

1. Requests the AD to revise the candidate’s position description with input from the candidate and unit supervisor (if not the AD) to reflect changes in expectations based on the new classification.

2. Reviews the new position description and makes any revisions as appropriate in consultation with the candidate, unit supervisor, AD and Dean.

3. Forwards required documentation to University Human Resources.

G. University Human Resources

The final promotion decision is pending and contingent on the external process by University Human Resources.

1. If the advancement decision is approved, the advancement is effective the date the request for advancement was forwarded to University Human Resources.

2. The Head of Library HR notifies the candidate, unit supervisor, AD and the Dean of the final decision. Head of Library HR makes the staff announcement of the promotion.
H. Promotion Review Materials

1. The candidate’s promotion review portfolio is maintained in the Dean’s Office for the duration of the review and is available to the candidate and review participants. At the end of the process, the Dean’s Office returns the portfolio to the candidate.
2. A separate confidential file for other review materials is maintained in the Dean’s Office for the duration of the review for use by the review participants.
3. The candidate’s portfolio and the confidential file are used by the individual review participants only during their respective reviews.
4. The final reports and evaluator letters are maintained in the Dean’s Office with access limited to the Dean. All remaining review materials are destroyed by the Dean’s Office.

I. Confidentiality

All deliberations of the review group and the other review participants are privileged and must be kept in strict confidence. Deliberations and copies of assessment materials are kept in strict confidence. Draft reports and committee members’ notes are treated as confidential material in the creation and discard process.

J. Document Revision

Any academic librarian or library administrator may propose a revision to this document. To formally begin consideration, the proposed revision is forwarded to the Head of Library HR who determines if there is any conflict with University Professional and Scientific and/or Library policies and procedures. If there is no conflict, the proposed revision is shared for input from academic librarians, unit supervisors, ADs, and all promotion review team members from the previous 12 months. When a proposed amendment is ready for action, the Librarian Assembly Officers conduct a vote of the academic librarians for their formal recommendation and notifies the Dean of the result. Following the vote, the Dean’s Council considers the proposed amendment and makes a formal recommendation to the Dean. The Dean considers all input before making the final decision.