

UNIVERSITY OF ARKANSAS LIBRARIES
LIBRARY FACULTY

Tip Sheet: Initial Appointment Dossiers (Higher Rank and/or with Tenure)

[A copy of the tip sheet will be given to the candidate in the packet of information provided prior to the on-site interview.]

A candidate will be requested to submit a dossier of credentials if the search committee, the candidate, or the dean considers that the initial appointment at a rank higher than assistant librarian and/or with tenure might be appropriate. The dean will forward the candidate's dossier to the appropriate personnel committee(s) to evaluate the candidate's qualifications for the requested rank and/or tenure. [Refer to the Libraries faculty's *Personnel Document I. Initial Appointment*, provided on the next page.]

For consideration to rank higher than assistant librarian, the candidate's dossier needs to present evidence of a sustained commitment to performance, scholarship, and service through a progressive record of accomplishments. The dossier should provide more than an enumeration of positions held, committee assignments, articles published, papers presented, etc., as given in the vita. It is required to include descriptions of the significance or impact of achievements.

The dossier should include the following, to approximate the evaluative materials for library faculty rank decisions: [Refer to Libraries faculty's *Personnel Document IV. Tenure and Promotion Decisions - Evaluative Materials*, provided on next page.]

- A statement of professional duties and work assignments, indicating primary responsibilities, employees supervised, patrons served, and other indications of work accomplished.
- A record of all significant professional accomplishments, in all three areas:
 - **Professional performance** – evidence of experience in areas of responsibilities, effectiveness in carrying out assigned duties, willingness to accept additional responsibilities, and leadership;
 - **Scholarship** – research, publication, and other creative activity, including copies of representative or significant publications or presentations;
 - **Professional service** – e.g., evidence of service to the library, university and profession.
- Written evaluations from persons with expertise to assess the candidate's professional accomplishments.
- Any other evidence indicating sustained and progressive achievements, and continued career development.

For tenure consideration, the dossier must include all of the above plus one of the following that addresses the candidate's record of accomplishments in all three areas of professional performance, scholarship, and service:

- A letter from the candidate's current supervisor and/or dean, OR
- A copy of the most recent written annual performance evaluation by supervisors (with a signed release form <http://hr.uark.edu/RefConsent.pdf>), OR
- Contact information for three references with whom the personnel committee(s) may communicate.

If a candidate has been awarded tenure and/or promotion at another academic institution, a copy of the letter awarding tenure and/or promotion should also be submitted. Letters from or notes of telephone calls to the candidate's references by the search committee for the candidate will also be provided to the personnel committee(s).

Procedures – As appropriate, the Head of Library Human Resources will discuss with the candidate the possibility of requesting initial appointment at a rank higher than assistant librarian/assistant professor and/or with tenure. If a candidate's dossier is submitted, the appropriate library personnel committee(s) will, so far as possible given the abbreviated time frame (one week to review the dossier), follow established procedures described in the Personnel Document. The committee(s) then will meet, deliberate, vote, and forward a recommendation to the Dean of Libraries.

Criteria for library faculty ranks and tenure from the *Personnel Document: Policies Governing Faculty and Non-Classified Service in the University of Arkansas Libraries*

[available at <http://libinfo.uark.edu/webdocs/humanresources/facpersonnel.doc.pdf>]

I. Initial Appointment (page 3)

D. Initial Appointment Rank

The rank conferred with an initial appointment is based on the qualifications and experience of the candidate. If the search committee, the candidate(s), or the dean considers that initial appointment at a rank higher than assistant librarian might be appropriate, the dean shall forward the candidate's credentials to the appropriate personnel committee for review and a recommendation of initial rank. The dean must secure approval from the vice chancellor for academic affairs to extend an offer of appointment to any candidate. After a candidate has accepted an offer, s/he shall be sent a letter of appointment that includes a formal statement of duties and responsibilities.

E. Initial Appointment and the Tenure Decision

When candidates are considered for initial appointment with tenure, the dean shall forward the credentials of the candidate of choice to the Tenure Committee for review and a recommendation. Upon this recommendation and with concurrence of the chief academic officer and chief executive officer of the campus, new appointees at the rank of associate librarian or librarian may be granted immediate tenure.

I. Initial Appointment (pages 2 and 3)

A. Minimum Qualification for Library Faculty Appointment

Appointment to library faculty positions requires a master's degree from a library school accredited by the American Library Association. In certain instances, a master's degree or doctoral degree in another discipline may be accepted in lieu of a library science degree if the duties of the position in question require special knowledge of that discipline.

B. Criteria for Initial Appointment at, and for Promotion to, Each Rank

Library faculty may be appointed to the following academic non-teaching titles: assistant librarian, associate librarian, and librarian. Individuals holding non-teaching titles shall also receive faculty rank as indicated in board policy 405.1. Titles describing position responsibilities shall be used as needed (e.g., head of the Reference Department). In addition to the minimum qualification required for appointment, specific criteria pertaining to each title (and rank) consist of the following:

1. Assistant Librarian (Assistant Professor)

- a. A good record of academic and/or work experience documented by letters of reference
- b. A knowledge of library functions and organization that can be used effectively to further the goals and mission of an academic library
- c. The potential for a successful career in an academic library

2. Associate Librarian (Associate Professor)

- a. All of the criteria required for appointment to the assistant librarian title and assistant professor rank
- b. Above-average professional performance in previous positions, documented by letters of reference or other evidence provided
- c. Clear evidence of a high standard of achievement in professional development, scholarship, and creative activity
- d. Involvement in service activities to the library, the university, and/or the profession
- e. Effectiveness in the application of specialized skills useful in solving library problems
- f. Potential for effective leadership

3. Librarian (Professor)

- a. All of the criteria required for appointment to the assistant and associate librarian titles and corresponding ranks
- b. Excellent professional performance in previous positions, documented by letters of reference or other evidence provided
- c. Significant achievement in the areas of professional development, scholarship, and creative activity
- d. Meaningful contributions to the library, the university, and/or the profession
- e. Continued growth through experience in positions of increasing responsibility, or the application of greater knowledge and skill in an area of expertise
- f. Demonstrated, successful leadership.

For **Definitions** used in evaluating evidence in dossiers for performance, scholarship and service, see IV. A. 2. (pages 7-9).

IV. Tenure and Promotion Decisions – Evaluative Materials, Sections A. 1. (page 7) and B. 1. (page 9):

- b. A **Faculty Review Checklist** summarizing professional accomplishments
[available at <http://provost.uark.edu/FacultyReviewChecklist.doc>]
- c. Statements of duties and responsibilities
- d. Evidence from the candidate's dossier, including annual review documents, reappointment reports and other supporting materials
- e. Written evaluations from persons with expertise to assess the candidate's professional accomplishments
- f. Any other evidence submitted to show that achievements are sustained and progressive and that continued career development is indicated.

(04/2008)

Approved by faculty May 9 2008