

CAREER STATUS RECOGNITION POLICY FOR LIBRARIANS AND ARCHIVISTS IN THE UT ARLINGTON LIBRARY

I. Introduction:

The policy of the UT Arlington Library is to encourage the continual improvement of the knowledge, skills, and abilities of professional librarians and archivists¹¹ and to recognize with both salary and title those staff members whose contributions to the university and the library have added value to the academic community. These policies and procedures enable the Career Status Committee to make fair and equitable decisions and enable each staff member to understand the criteria for such recognition. For professionals applying for positions with the UT Arlington Library, comparable achievements accomplished at other institutions are taken into consideration when determining the rank at which they would start.

A. Salary Adjustments

When a librarian or archivist is recognized for career progression, a salary adjustment will be made by the Dean of the Library. A consistent salary adjustment from rank to rank will be made with an overall goal of salary equity among librarians and archivists.

B. Titles

Librarians or archivists will have position titles related to their functional specialization (e.g. reference librarian, cataloger, etc.) as well as professional titles appropriate to their career status. These titles are Assistant Librarian or Assistant Archivist; Associate Librarian or Associate Archivist; Senior Librarian or Senior Archivist.

C. Policy on Equal Opportunity/Affirmative Action

In accordance with the Rules and Regulations of the Board of Regents of The University of Texas System, The University of Texas at Arlington Library will make all decisions regarding career status recognition and salary adjustment without regard to race, color, religion, sex, age, national origin, handicap, veteran status, sexual orientation or other factors which cannot lawfully be the basis for an employment decision. Further, the UT Arlington Library is committed to a program of Affirmative Action to encourage the development and recognition of minority and women employees in all areas.

II. Eligibility:

Librarians and archivists with fewer than three years of relevant post-MLS or MA experience are appointed as Assistant Librarians or Assistant Archivists. After the probationary period has been completed, librarians and archivists may apply for advancement to Associate Librarian or Associate Archivist in accordance with the calendar established for career status recognition. It would be unusual for advancement to occur with fewer than three years of relevant post-MLS or MA experience.

Staff members at the Associate Librarian or Associate Archivist level or those who have not gone through the Career Status process are eligible for consideration as Senior Librarian or Senior Archivist. While no set number of years is required subsequent to the achievement of Associate Librarian or Associate Archivist level, recognition at the Senior level would be unusual with less than ten years of professional library or archival experience.

III. New Appointees

The Career Status Committee will participate in all interviews where candidates have three or more years of professional experience for librarian/archivist positions. The committee will be scheduled to meet with candidates during the interview process and will forward a recommendation regarding initial rank for all candidates they interview to the Dean of the Library. Candidates will be asked to provide to the Career Status Committee a current curriculum vitae, which includes the information outlined in Section VII., E. The committee may also ask for supporting documentation from a candidate.

¹ The term librarian is sometimes used in this document to cover librarians and archivists. This policy applies fully to all professionally trained librarians and archivists on the UT Arlington Library staff.

IV. Roles and Responsibilities:

A. Role of the Dean

The Dean of the Library has overall responsibility for policy formulation and implementation. The Professional Forum is the forum in which policies related to the recognition of career advancement are discussed and from which recommendations are made. The Dean has final authority for setting and implementing this policy

The Dean will see that communications are clear and that the policy is implemented in an equitable fashion. The Dean will receive the recommendations of Professional Forum (PF) concerning policy or from the Career Status Committee concerning the status of specific staff members who are considered for recognition. The Dean will accept or reject recommendations, take appropriate actions to effect them, and communicate appropriately with the committee and with affected staff members. The Dean will notify all librarian/archivist candidates, and their supervisors, of the decision regarding their application for recognition. This notification should be done prior to any public announcement of career status recognition. [Revision approved at the LAF* meeting on November 24, 1997.]

B. Role of the Professional Forum (PF)

The Professional Forum will regularly review the policies and procedures related to career status recognition and recommend revisions as appropriate to the Dean of the Library. The Professional Forum will be responsible for holding elections as appropriate to fill existing or anticipated vacancies on the Career Status Committee.

C. Role of the Career Status Committee

1. The Chair of the Career Status Committee is responsible for maintaining a calendar for the career status recognition process and issuing calls for action for that calendar. The Committee serves as a resource for staff and others who have questions or require clarification about the policies and procedures related to career status recognition.
2. Suggested timeline for the calendar is:
 1. November 1 or earlier. Call for applicants sent out by the Committee Chair.
 2. November 15 – deadline for applicants to notify the committee of their intent to submit for promotion.
 3. February 15 – deadline for all candidate packages to be turned into the Committee.
 4. March 15 – Committee submits recommendations to the Dean of the Library.
3. The Committee receives and reviews applications with supporting documentation for career status recognition.
 1. No subcommittee member will be present during the evaluation of their documentation or during any of the discussions regarding their own rank assignments.
4. The Committee reviews the materials related to making an initial appointment during a search.
5. The committee may request additional documentation when necessary.
6. The Committee makes a recommendation to the Dean of the Library concerning each request for career status recognition.

D. Role of Supervisors

All newly appointed staff members serve a probationary period of six months. During this time, supervisors provide guidance and direction as the staff member learns the basic elements of the position. The staff member should demonstrate the potential to develop a satisfactory level of proficiency in all of the elements of the position. Information regarding probationary period procedures may be found in section 3-23 of the UT Arlington Fiscal Regulations and Procedures.

At the conclusion of the probationary appointment, the supervisor works with the staff member to formulate a plan for continued growth and development. This plan sets forth the goals and criteria used in assessing further progress and includes sections related to the specific responsibilities of their position; service to the Library, to UT Arlington, or to the community; and the involvement of the staff member in the larger professional library or archival community.

Supervisors should establish a mentoring relationship with their staff. Supervisors and each staff member are responsible for creating a career development plan. Supervisors should encourage setting realistic career development goals and serve as a supportive resource for staff members who need or seek counseling for career development. Supervisors should seek financial and other support to enable staff members to meet their goals.

Supervisory recommendations are an integral part of the career status application documentation. Supervisors are responsible for writing fair and well-balanced recommendations analyzing the growth and development of staff members being considered for career status recognition.

E. Role of Staff Members

Individual staff members are responsible for managing their own career development committing the time and the resources required. Staff members set career development goals jointly with their supervisors, document achievements and accomplishments, and propose the recognition of their career status.

V. Composition of Career Status Committee:

The Career Status Committee is composed of six members, four of whom are elected from the Professional Forum and two who are appointed by the Dean of the Library. The terms of all members are two years with eligibility for re-election or re-appointment. Members may not be in their probationary period.

VI. Description of Professional Levels

A. Assistant Librarian or Archivist

Librarians and archivists who have completed the educational requirements for the profession are appointed at the Assistant Librarian or Assistant Archivist level. This level provides staff members with an opportunity to apply their academic training in professional situations, to learn to apply their knowledge to actual problem solving situations, and to identify a collegial base within their professions, which affords them opportunities for growth and development. It also provides them with opportunities to have an impact beyond the strict confines of their position responsibilities. Assistant Librarians and Assistant Archivists should demonstrate the following knowledge and skills:

1. Knowledge:

- Knowledge of the philosophies, theories, and principles of librarianship or archives.
- Understanding of the overall structure and organization of the University of Texas at Arlington Library system (*or for job applicants of libraries or archives in general*), particularly as it relates to those departments with which the individual interacts
- Familiarity with the University's instructional and research programs.
- Knowledge of the Library's collections and collection development policy including an in-depth knowledge of the specific area of the individual's responsibility.
- Basic knowledge of information technology and its applications to academic libraries and archives.
- Awareness of changing areas of knowledge, new fields of study, and research interest in the individual's area of responsibility.
- Growing knowledge of the resources and sources of information in their area of practice and related professional matters.
- Continued growth in the specific subject area or specialty relevant to the position.

2. Skills:

- Ability to critically appraise methods and tools and apply as appropriate.
- Capability of recommending improvements in departmental procedures.
- Ability to interact favorably with library and university personnel.
- Ability to interpret library policy to users.
- Ability to work effectively in a team or group setting.

B. Associate Librarian or Archivist

At the Associate level, librarians and archivists are expected to have an impact beyond specific position responsibilities. The emphasis for promotion to that level concentrates on the development of a set of competencies, knowledge, and skills that enable them to perform at a high level of competency within the framework of their position responsibilities and within the UT Arlington Library.

1. Knowledge and Skills:

- Understanding of the philosophies, theories, and principles of librarianship or archives as well as the practices associated with the particular specialty.
- Knowledge of the operations, procedures, and functions transcending a single department to encompass the library as a whole.

- Knowledge and understanding of the structure and organization of academic and research libraries or archives, and an in-depth understanding of the structure and organization of the University of Texas at Arlington Library *(or for job applicants of libraries or archives in general)*
 - Understanding of the needs of the university, and how the library meets those needs, including understanding of information resource needs of the library users and how the collection and/or archival appraisal policy, library services and resources apply to those needs.
 - Ability to communicate effectively at all levels enabling the library professional to impart experience and knowledge to others.
 - Ability to isolate and define problems and develop the necessary criteria and action for their solution.
 - Ability to identify and evaluate the long range informational needs of the user community and make sound judgements on the use of available resources.
 - Ability to assume a leadership role, as appropriate, and work effectively in a team or group setting to make decisions that affect the library system.
2. Service to the profession:
 - The Associate Librarian or Archivist assumes a role in professional societies that is appropriate to their position.
 3. Service to the University:
 - The Associate Librarian or Archivist uses their professional knowledge and competencies to improve the university or local community outside of their position.
 4. Innovative contributions:
 - The Associate Librarian or Archivist develops new information tools or processes, which will benefit their position and the profession.

C. Senior Librarian or Archivist

In addition to demonstrating the competencies, knowledge, and skills described for the Associate Librarian or Associate Archivist, a Senior Librarian or Senior Archivist is expected to have demonstrated a comprehensive knowledge of librarianship or archival management, particularly related to an identifiable area of expertise. This comprehensive knowledge will have had an impact on the field of librarianship or archival management beyond the UT Arlington Library and the University and an institutional setting, and the candidate will be recognized by professional colleagues as a leader in and contributor to the profession.

It is expected that the librarian will have a record of accomplishment, which includes several of the following areas, and that this record of accomplishment is relevant to the responsibilities of the librarian at the University:

1. Service to the profession:
 - The librarian will have had an impact on his or her segment of the profession including, but not limited to, serving as an elected officer, chairing committees, or organizing programs.
2. Professional recognition:
 - The librarian is sought out by others in the profession for their expertise. He or she is invited to speak, to contribute papers, to serve as a consultant, or in some other way to share his or her knowledge with others in the field.
3. Service to the university or local community:
 - The librarian has used her or his professional knowledge and competencies to improve the university or local community outside of her or his normal position responsibilities.
4. Innovative contributions:
 - The librarian has developed new information tools or processes which have been accepted as having noticeably benefited the profession.
5. Scholarship:
 - The librarian should have a substantial record of contributing original ideas, research, or philosophy to the library or archival profession through research, bibliography, or publication.

VII. The Process and Documentation for Career Status for Internal and External Applicants

The Career Status Committee is responsible for providing information sessions for those UT Arlington librarians and archivists who have questions and concerns about the format and content of the required documentation when

applying for a promotion. (See Appendix II for deadline to submit documentation to the Career Status Committee). Final recommendations are forwarded to the Dean of the Library for review and approval. Applicants are then notified of the outcome of their applications. The Career Status Committee is available to meet with each librarian or archivist to discuss and explain the committee's recommendation.

A. Letter applying for assignment of career status:

This letter should contain a narrative summarizing activity as a professional librarian or archivist, and at a minimum include:

1. A description of how responsibilities both on the job and within the profession as a whole have been fulfilled and an indication of what the applicant considers to be the most significant accomplishments:
2. A description of how departmental and personal goals have been met in the last 3 to 5 years, including any which have been changed or re-evaluated;
3. A brief discussion of planned directions to be taken over the next three to five years and an indication of long-term professional goals.
4. A brief summary and analysis of how the documentation provided illustrates and supports goals, accomplishments, and career development.

B. Letters of recommendation:

1. For internal candidates – A letter from your supervisor in support of the application is required

This letter should be an analysis of the librarian's or archivist's professional development including strengths and weaknesses relating to job performance. This letter is sent directly to the Chair of the Career Status Committee.

2. (Optional) For internal and external candidates – A letter of recommendation from a colleague within the Library, the University or another organization with whom the applicant has worked closely. This letter should address the applicant's contributions to the Library or University community, or to the profession as a whole, as specifically as possible. The letter should address the applicant's goals with regard to participation in the organization and their related accomplishments.

C. Current job description

D. For internal candidates - Statement from Library Human Resources summarizing the most recent performance evaluations at the UT Arlington Library. This summary document will state the overall evaluation for the applicant for the years in question; ie. Needs Improvement, Meets Expectations or Outstanding, listed by year in reverse chronological order. The document should be provided to the Chair of the Career Status committee. The Library Human Resources staff member will examine the following number of performance evaluations:

1. **For Associate level:** the latest three performance evaluations
2. **For Senior level:** the latest five performance evaluations.
3. For those librarians and archivists who have not been at UT Arlington for the required number of performance evaluations, Library Human Resources should summarize as many performance evaluations as are available.

E. Current vitae, including the Career Information Summary information below. Internal candidates should use the UT Arlington Faculty Research Profile as a tool for organization and presentation. The information provided in this section outlines the applicant's career progression within the library and information field, particularly as it pertains to position responsibilities. Mark categories that do not apply: "N/A" (Not Applicable). Information that appears in the following format (**Information**) indicates the category of the Faculty Research profile that the section best fits into.

Documentation

Internal candidates must supply all supporting documentation with their application packet. In addition, one archival copy, in print as of 2010, is required to be given to the Career Status committee. The applicant may choose to provide access to an electronic file with digital copies of the required documentation, using a file sharing tool such as MavSpace. **External** candidates may simply list the information in their vitae and be prepared to supply any needed documentation upon request during the interview process.

There are two main types of supporting documentation:

- Chronological listing of activities.
- Substantiating third party or outside references.

In compiling the necessary documentation, the candidate may submit materials from individuals or organizations outside of the UT Arlington Library which support participation in particular groups or activities. The following guidelines apply:

It is expected that the candidate will submit documentation from associated individuals and organizations not with the UT Arlington Library to support participation above the membership level at conferences, seminars, workshops, on committees or round tables as an officer or chair. Supporting documentation may include printed programs in which contributors are listed; invitations to present or to participate in a panel discussion; flyers; printed agenda; or letters of thanks for participating.

In some cases, the Career Status Committee may request outside references from a third party or an outside request for supporting documentation.

The following information should be used to complete the Faculty Research Profile:

a. Professional Competence and Quality of Service within the Library:

- i. Memberships in organizations, committees and task groups within the Library. Indicate any offices and Chairs held. **(Synergistic Activities)**
 - **Documentation:** List in reverse chronological order, most recent to oldest, the organization or committee name, with the beginning or inclusive dates of offices held.
- ii. Formal Degree Work **(Professional Preparation)**

Documentation:

 - Degree(s) completed: List institution, degree, major, and date.
 - Degree(s) in progress: List institution, degree, major, and progress toward fulfilling or completing the requirements
- iii. Continuing education: **(Additional Information)**
 - **Documentation:** List informal study in areas of interest appropriate to professional responsibility (e.g., courses not leading to a degree, workshops, seminars, etc.).
- iv. Library and archival improvement and innovation: **(Synergistic Activities)**
 - **Documentation:** List in chronological order research into, experimentation with, and/or implementation of innovative library programs, systems, or methods that enhance the librarian's or the Library's performance, service, or operation.

b. University and Public Service: (Affiliations)

Include in this category offices and committees, memberships or chairs of administrative committees appointed by the President or other university administrative officers, and memberships or chairs of other university committees, such as those of student organizations and non-library departments and schools. Include professional service to the community.

- **Documentation:** List alphabetically by organization, committee, or activity name, university and public service activities with the beginning or inclusive date.

c. Professional Activity outside the UT Arlington Library: (Affiliations)

- i. Memberships in scholarly and or professional organizations on the local, state, regional, national or international levels, including divisions, chapters, round tables, etc. and library alumni associations. Include offices, chairs and committee service; non-conference meetings attended as part of an office, chair or committee; conferences, pre-conferences, meetings, institutes, workshops, etc. attended; conferences, workshops and meetings in which you participated as a speaker, panelist, or moderator.

Documentation: List organizations alphabetically with beginning and ending (if applicable) date. List divisions, chapters, etc., under the name of the parent organization. Include divisions, chapters, roundtables, etc. Include Library alumni associations.

 - Include the name of the organization or committee, office, dates. If more than one office has been held in one organization, list the highest office first. Include organization or committee name, name of meeting, dates, type of attendance. Include full name of conference, sponsoring body (if not part of name), and date. Provide supporting letters or program if available.
- ii Conference attendance: List conferences, meetings, institutes, workshops, etc., which you attended as a member or observer. Include pre-conferences for which registration is separate or extra. Note if attendance is either by invitation only, or by selection against evaluative criteria from an applicant pool.

Documentation:
List chronologically. Include full name of conference, sponsoring body (if not part of name), location and date.

iii. Conference participation: **(Presentations and Projects)**

List conferences and meetings in which you participated.

Documentation: List chronologically. Include full name of conference, sponsoring body (if not part of name), location, date and type of participation (speaker, panelist, reactor, moderator, organizer, exhibitor, etc.) Indicate if the participation was invited. Provide substantiating letters or program.

iv. Teaching: **(Teaching [UTA] or Synergistic Activities [non-UTA])**

1. Formal courses taught at an institution of higher education; either UT Arlington or elsewhere.

- **Documentation:** List place taught, course number, course title and dates. Indicate the school, college, or department of the course if the title does not identify it. Provide supporting letters or copies of appointments.

2. Guest lectures: List guest lectures contributed to courses taught by others.

- **Documentation:** List chronologically. Include place taught, course number, course title, instructor, title and date of guest lecture. Provide supporting letters.

3. Teaching in workshops, institutes, etc.: Workshops and institutes are often arranged by professional organizations and in these cases the line between conference participation and teaching is blurred. No guideline satisfies all situations, however, so the listing of this type of teaching is left to the judgment of the individual.

- **Documentation:** List chronologically. Include name of sponsoring institution or association, name of workshop or institute, title of lecture, location and date. Substantiate with letter or program.

v. Honors, awards, medals, citations, and prizes: **(Additional Information)**

- **Documentation:** List honors in chronological order, provide supporting documentation.

vi. Consulting or advisory services to government agencies, library boards, libraries, companies, professional associations, publishers, editors, or database producers: **(Synergistic Activities)**

- **Documentation:** List chronologically, including service rendered, whether paid or unpaid, name of organization, and dates. Provide supporting letters.

vii. Other professional activities

- **Documentation:** List activities chronologically

d. **Research and Other Creative Activity: (Publications/Creative Works)**

i. Publications, including anything written, edited, reviewed, or compiled which has been published, submitted for publication or completed but not submitted, or in progress during the period under review. Indicate if refereed or not.

- **Documentation:** Consistently use a standard bibliographic format. List in reverse chronological order. Submit published copies along with reviews, if any.

ii. Music performance and/or artistic showings or exhibits undertaken during period under review.

- **Documentation:** List chronologically any performance or exhibit, type of performance or exhibit, where held, audience attending. Provide programs or reviews.

iii. Research and creative activity in progress: research projects in progress, sources of support received or for which you are applying, if relevant.

- **Documentation:** List research projects in progress and provide tentative completion dates.

iv. Other

VIII. Confidentiality and Ethics:

Employment by the UT Arlington Library carries with it a responsibility to be constantly aware of the importance of ethical conduct. Employees must refrain from taking part in, or exerting influence in, any transaction in which their

own interests may conflict with the interest of the University. This conduct includes, among other circumstances and relationships considered unethical, that no employee shall disclose confidential information gained by reason of his or her position, nor shall the employee otherwise use such information for personal gain or benefit.

IX. Grievance

The University's grievance policy is an appropriate vehicle for staff members who feel that their needs have not been addressed by this policy and procedure. That policy may be found in the Handbook of Operating Procedures, Section 3-28.

HISTORY OF THE CAREER STATUS COMMITTEE

APPENDIX I: Outline for the Initial Assignment of Rank

A. Scope

All UT Arlington Library professional librarians and archivists, excluding the Dean of the Library and all those librarians and archivists having fewer than three years professional experience, will be reviewed for the initial assignment of rank. Librarians and archivists with more than three years of experience who do not submit materials for review will be placed in the assistant level until such time as they do submit materials, at which time this procedure will apply, using the dates announced for that year's process.

B. Creation and composition of the Career Status Committee

It will be composed of six members, two of whom will be appointed by the Dean and four of whom will be elected from the library professional staff at large. Two of the initial elected members and one of the appointed members will have one year appointments to enable the staggering of terms. These will be drawn by lot. The chair of the committee will be determined by an election of the members at the beginning of each academic year.

C. Preparation

Informal sessions will be scheduled by the Career Status Committee for those librarians and archivists having questions and concerns regarding the proper format and content of the required documentation.

D. Initial process (1994) [Revision approved at the Librarians' Advisory Forum* meeting on October 25, 1999]

1. Each library professional will submit documentation to the Career Status Committee who wishes to apply for promotion no later than November 15.
2. The CSC will break into three two-person subcommittees, each to evaluate the paperwork of approximately ten professionals according to the criteria outlined for each of the three ranks. No subcommittee will be assigned to evaluate documentation of any of its own members.
3. The sub-committees will then bring their recommendations back to a meeting of the whole CSC for review and discussion. CSC members will absent themselves from discussions regarding their own rank assignments.
4. The CSC will be available to meet with each professional to discuss and explain its recommendation for rank assignment. At this time, professionals who disagree with the CSC's decision will have the opportunity to amend the documentation to more closely reflect the rank they feel they deserve.
5. Final recommendations will then be forwarded to the Dean of the Library for review and approval by January 15.
6. Assignment of ranks should be completed by February 28.
 - a. For initial assignment of career status level, since supporting documentation may not have been retained by UT Arlington Library professionals for activities in the past, it need not be provided, except where available.
 - b. In subsequent requests for reviews of career status, the appropriate supporting documentation will be required for professional activities engaged in after 1994.

APPENDIX II: Documentation Deadlines [Appendix II approved at the LAF* meeting on October 25, 1999.] (*Oct. 1 now called Professional Forum)

The deadline to submit documentation to the Career Status Committee will be in time for budgetary decisions to be made by the Dean of the Library. Currently February 15th is the date to submit to the Career Status Committee and by March 15th the committee will submit to the Dean of the Library. Any deadline changes from the February and March dates will be determined at the first Career Status Committee meeting for the academic year and announced at the September LAF* meeting.

*Professional Forum

October 25, 1999; revised 10/24/01; revised 5/24/06; revised 04/23/08; revised 11/17/2008; documentation substantially revised January 2011 reflecting the application of this document to both internal and external candidates and the consolidation of requirements from Section X into Section VII.