CRITERIA AND PROCEDURES FOR APPOINTMENT & PROMOTION

FOR HEALTH SCIENCES LIBRARY FACULTY

Health Sciences Library (HSL)
University of Colorado Denver
Anschutz Medical Campus

First Accepted by Denison Librarians
July 28, 1992

First Approved by the Office of Academic Affairs
July 29, 1992

Revised March 29, 2000
And Accepted by Library Faculty and OAA

Revised November 30, 2009
And Accepted by HSL Faculty Senate January 22, 2010
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INTRODUCTION

The University of Colorado Denver Health Sciences Library (HSL) on the Anschutz Medical Campus plays an integral role in supporting the university’s academic, research and service missions – both patient care and community. The library strengthens the university's abilities to create, disseminate and apply knowledge by managing the university’s single largest aggregation of biomedical and health information resources. The library provides information management education programs, collections and other resources desired by library users, and assistance in locating and obtaining relevant information. It also creates and maintains local databases that meet special information needs.

The library faculty is charged with the responsibility of facilitating the work of other Anschutz Medical Campus personnel by: assessing information needs; designing services to meet individual and group information needs; teaching information skills; collaborating with a wide range of campus personnel; selecting, acquiring, processing and preserving information resources; exploring the newest information technologies; planning for future delivery of collections and services; and providing leadership in resolving campus information management issues.

The policies and procedures for appointment and promotion of HSL faculty are derived from and in accord with the more general rules included in the University’s/Regents’ law and policies. In the event of a conflict, Regental laws and actions, Colorado legislative changes, and other policies and procedures of the university shall prevail.
DEFINITIONS

APPOINTMENT:

The act of initiating official paperwork to employ a person as a library faculty member is called an appointment if the individual's previous status was any of the following:

1) not in the employ of the University of Colorado Denver, or
2) in the employ of the University of Colorado Denver, but not in a faculty position, or
3) in the employ of the University of Colorado at one of the other campuses.

REAPPOINTMENT:

The procedure of evaluation for all library faculty that culminates in the issuance of a personnel action form by the Director. The Annual Performance Rating is completed by the faculty member’s supervisor.

PROMOTION:

The normal procedure for advancement from one academic rank to another. When an individual has served the specified time in a particular rank, that individual may ask to be considered for promotion to the next academic rank, without necessarily changing job assignments.

TERMINAL DEGREE:

The American Library Association Master's degree in library or information science is considered the terminal degree for librarians. Faculty members with credentials in related fields must hold a terminal degree as defined by the common usage of that field and the position held in the Health Sciences Library.
ACADEMIC RANK

There are five levels of academic rank for faculty in the HSL. Rank is based first on consideration of academic credentials as described in the section on criteria for initial appointment, including terminal degree. All positions are non-tenure earning, but enjoy all other faculty privileges except for sabbatical leave.

INSTRUCTOR

This rank is generally the initial appointment of a beginning professional librarian or other faculty member without prior experience.

SENIOR INSTRUCTOR

The faculty member in this rank has demonstrated competence as a professional librarian or in a related field, either at the Anschutz Medical Campus, another health sciences center, or in another library setting.

ASSISTANT PROFESSOR

Appointment or promotion to this rank requires satisfaction of the criteria outlined in the section on promotion.

ASSOCIATE PROFESSOR

This rank is appropriate for faculty members who have demonstrated excellence in librarianship, teaching and/or research/publication as described in the section on promotion. This rank is usually awarded only after demonstrated excellence of service at the Assistant Professor level.

PROFESSOR

Professors have demonstrated outstanding performance over an extended period of time of service at the Health Sciences Library at the Associate Professor level.
CRITERIA FOR INITIAL APPOINTMENT

The criteria for initial appointment at the academic rank of Instructor are:

1. A terminal degree appropriate to the position within the library.
2. Potential for successful performance as a faculty member as judged from letters of recommendation and personal interviews.
3. Evidence of scholarly competence as judged from college transcripts or other documents showing completion of formal education.
4. Desirable knowledge and skills as judged from personal interviews and recommendations.

Criteria for initial appointment at a higher academic rank:

A. Senior Instructor: Individuals with prior professional experience may be appointed at this level, with higher recognition and salary. The appropriate terminal degree is required.
B. Assistant Professor: Individuals at this rank should be well qualified in librarianship or related fields so as to meet the promotion criteria for this level. The appropriate terminal degree is required.
C. Associate Professor: Associate Professors have the appropriate terminal degree, considerable professional experience, have contributed service to the information professions, and have a record of publication or promising accomplishment in research.
D. Professor: Professors have the appropriate terminal degree plus outstanding accomplishment in librarianship, teaching or research.

JOINT APPOINTMENTS

Joint appointments, while not common, are a mechanism that can encourage collaboration within the university and facilitate development of multi-disciplinary programs. The HSL Director follows the university’s “Guidelines and Checklist for Joint Appointments of Faculty” when making the appointment and developing a Memorandum of Understanding that outlines how items such as salary, annual review, space assignments, and responsibilities will be handled.
CRITERIA FOR PROMOTION

As part of the general faculty, library faculty members will be evaluated in accordance with University-wide criteria in three broad areas:

1. **Librarianship:**

   *Librarianship responsibilities are regarded as primary responsibilities of all library faculty. Performance in this general area carries the greatest weight in promotion decisions.*

   Broadly defined, librarianship involves activities related to information access. Specialists with a variety of skills and experience collectively contribute to the goals of the library. These skills, proficiencies and responsibilities in support of the University’s mission may include but are not limited to:

   - dedication to meeting the information needs of and saving the time of library users;
   - effective use of communication and customer service skills in meeting the information needs of library users;
   - selection, growth and management of the library's collection;
   - expertise in the application or design of technologies for information access and delivery;
   - systematic organization of library materials through the use of metadata;
   - effective management of library personnel;
   - effective administration of library budgets and overall financial proficiency;
   - collaboration with other members of the University community in support of the University’s educational, research and institutional goals;
   - effective and innovative instruction on an individual or group level, including courses or workshops developed, curriculum planning, and academic supervision of students/interns/etc.

   Continual professional growth is an integral part of the practice of librarianship and may be demonstrated through various activities such as: continuing education or internships; application/adoption of new developments and technologies in the field; attendance and participation in professional meetings at the state, local or national level; and other opportunities for professional development.

2. **Service:**

   Performance of service may relate to the university, the community and the profession, and includes:
   - service on library or University committees;
   - active membership in professional associations;
   - planning or organizing meetings with measurable benefit to the profession;
   - receipt of honors or awards from professional or community groups;
   - promotion of diversity in the library or the University;
• holding a leadership position in a local, state, national or international association;
• service as an editor;
• service as a consultant.

3. **Creative Work and Scholarly Activity:**

   These activities involve contributions to scholarship and to the profession such as the development of new principles and application of existing ones to theory and practice. Quality of work is more important than quantity. Such work may include:
   • publications, exhibits or presentations;
   • innovation in professional practice;
   • development of databases or information systems;
   • research (sponsored or not) in progress;
   • developing scholarly expertise in an additional discipline through pursuit of a graduate degree.
The above general criteria are applied to specific ranks as follows:

A. **Criteria for Promotion from Instructor to Senior Instructor:**

1. Quality performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in *Criteria For Promotion*, under the category “Librarianship”) and written recommendations of professional colleagues or library users.

2. Supervisory ability or contributions to human resource management as indicated by valuable innovations in work routines; formulation or reformulation of work processes; the successful hiring, training and supervision of personnel; or improving library-wide staff effectiveness.

3. Evidence of continuing education directly related to primary job responsibilities.

4. Participation in professional organizations at the local, state, regional or national level as indicated by holding an office, serving on committees, teaching workshops, etc.

5. Membership in the Academy of Health Information Professionals at the Member or higher level, or similar certification in a related professional area associated with one's position and responsibilities.

6. Any one other criterion as described in promotion guidelines for Senior Instructor to Assistant Professor, Assistant Professor to Associate Professor, or Associate Professor to full Professor besides the mandatory achievements.

7. A minimum of two (2) years at the rank of Instructor.

*Achievements number 1 and 7 are mandatory. At least three (3) of the remaining five (5) achievements must also be met.*
B. Criteria for Promotion from Senior Instructor to Assistant Professor:

1. Quality performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in Criteria For Promotion, under the category “Librarianship”) and written recommendations of professional colleagues or library users.

2. Superior supervisory ability or contribution to human resource management as indicated by revamping a department, successfully resolving major personnel or other operational difficulties, or improving library-wide staff effectiveness.

3. Evidence of continuing education directly related to primary job responsibilities.

4. Mastery of a complex field of specialization, such as acquisitions, audiovisuals, cataloging, database services, history of medicine, information education, information storage and retrieval, management, reference services, resource development and sharing, serials, etc. This may be evidenced by formal service as a consultant, receipt of awards or other recognition.

5. Significant contributions to professional organizations at the local, state, regional or national level as indicated by holding an office, chairing committees, teaching workshops, etc.

6. Substantial contribution to the University through service on library committees, campus committees or significant participation in other campus-wide activities.

7. Membership in the Academy of Health Information Professionals at the Senior or Distinguished Member level, or similar certification in a related professional area associated with one's position and responsibilities.

8. Completion of a second graduate degree relevant to library operations.

9. Significant contributions to the study of librarianship, informatics or other related disciplines through publications, successful grants, funded research, conference papers, or other creative work.

10. A minimum of three (3) years at the rank of Senior Instructor.

Achievements number 1 and 10 are mandatory. At least five (5) of the remaining eight (8) achievements must also be met.
C. **Criteria for Promotion from Assistant to Associate Professor:**

1. Superior performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in *Criteria For Promotion*, under the category “Librarianship”) and written recommendations of professional colleagues or library users.

2. Superior supervisory ability or contribution to human resource management as indicated by revamping a department, successfully resolving major personnel or other operational difficulties, or improving library-wide staff effectiveness.

3. Evidence of continuing education directly related to primary job responsibilities.

4. Mastery of a complex field of specialization, such as acquisitions, audiovisuals, cataloging, database services, history of medicine, information education, information storage and retrieval, management, reference services, resource development and sharing, serials, etc. This may be evidenced by service as a consultant, receipt of awards or other recognition.

5. Significant contributions to professional organizations at the state, regional or national level as indicated by holding an office, chairing committees, teaching workshops, etc.

6. Substantial contribution to the University through service on library committees, campus committees or significant participation in other campus-wide activities.

7. Membership in the Academy of Health Information Professionals at the Senior or Distinguished Member level, or similar certification in a related professional area associated with one's position and responsibilities.

8. Completion of a second graduate degree relevant to library operations.

9. Significant contributions to the study of librarianship, informatics or other related disciplines through publications, successful grants, funded research, conference papers, or other creative work.

10. A minimum of three (3) years at the rank of Assistant Professor.

*Achievements number 1, 9, and 10 are mandatory. At least four (4) of the remaining seven (7) achievements must also be met.*
D. Criteria for Promotion from Associate Professor to full Professor:

1. Superior performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in Criteria For Promotion, under the category “Librarianship”) and written recommendations of professional colleagues or library users.

2. Superior performance in administration of a complex unit within the library or in overall administration as indicated by revamping a department, successfully resolving major personnel or other operational difficulties, or improving library-wide staff effectiveness.

3. National professional recognition or honors such as serving as a visiting professor.

4. Significant contributions to professional organizations at the regional or national level as indicated by holding an office, chairing committees, teaching workshops, etc.

5. Substantial and recognized contribution to the University of Colorado Denver and/or University of Colorado through service on library committees, campus committees or significant participation in other campus/system-wide activities.

6. Membership in the Academy of Health Information Professionals at the Distinguished Member level, or similar certification in a related professional area associated with one's position and responsibilities.

7. Completion of a second graduate degree relevant to library operations.

8. Significant contributions to the study of librarianship, informatics or other related disciplines through publications, successful grants, funded research, conference papers, or other creative work.

9. Substantial university level teaching experience (credit-based courses) amounting to thirty (30) or more credit hours taught along with some record of activities such as student advising/mentoring, co-teaching and design of classes and curriculum, serving on student’s dissertation committee, record of positive teaching evaluation from students/peers, etc.

10. Five or more peer-reviewed publications.

11. A minimum of five (5) years at the rank of Associate Professor.

Achievements number 1, 8, 10, and 11 are mandatory. At least four (4) of the remaining seven (7) achievements must also be met.
POLICIES FOR APPOINTMENT, REAPPOINTMENT & PROMOTION

Initial appointment:

New faculty members are normally appointed at the Senior Instructor or Assistant Professor level, except in cases where new professionals lack post-degree experience. Appointment at a higher academic rank is possible, depending on qualifications. The Director shall determine the starting salary based on considerations of education, experience, market conditions, and salaries of current HSL faculty members.

Appointments are non-tenure earning and can be made at any time during the year. Library faculty members in the rank of Instructor and above shall participate in the faculty benefits programs. Colorado state law (C.R.S. #24-19-104) specifically requires that non-tenure earning faculty be employees-at-will and that the following paragraph be included verbatim in letters of offer:

Your employment contract is subject to termination by either party to such contract at any time during its term, and you shall be deemed to be an employee-at-will. No compensation, whether as a buy-out of the remaining term of contract, as liquidated damages, or as any other form of remuneration, shall be owed or may be paid to you upon or after termination of such contract except for compensation that was earned prior to the date of termination.

The provisions of this paragraph shall supersede and control any conflicting provisions of any University policy or employee handbook.

The library director holds a faculty appointment in the library, but, in addition, has primary appointment as a professional exempt employee in the Office of Academic Resources and Services.

Reappointment:

A faculty member’s continuing appointment is contingent upon consistent superior performance as determined through the annual performance review. Each faculty member shall be reviewed annually based on the "Faculty Distribution of Effort Agreement", but will not be considered for promotion unless the individual so requests. A supervisor may suggest that promotion consideration is appropriate, but the individual must decide for her/himself and initiate the peer review process. Continuing reappointment at the same rank is possible. Promotion within a set number of years is not mandatory, but the library strongly encourages the continual professional growth and development of all faculty members.

Policies and procedures for nonreappointment, termination, suspension, and dismissal are covered in the University’s/Regents’ law and policies.
**Annual performance and salary review:**

At the beginning of each year every library faculty member will prepare a "Faculty Distribution of Effort Agreement" with her/his supervisor, subject to the approval of the Director. This agreement will reflect the primary responsibilities of the faculty member's position, the library's strategic priorities for the year, and any special arrangements for individual activities or circumstances. In the spring of the next calendar year all faculty will be evaluated based on this agreement.

A score will be given for each category of effort, and each score will be multiplied by the percent of effort. The faculty may also agree to include a behavioral or other rating instrument in the annual performance appraisal process. The total score will drive the distribution of merit pay. Merit salary increases will be based on comparison across all library faculty.

At the conclusion of the annual review cycle the Director will prepare a recommendation for every faculty member and communicate this to the Office of Academic Resources and Services. The Director will also include any special salary adjustment for factors such as special merit or equity. The Director will inform the faculty as to the range of merit increases distributed and an explicit statement as to whether or not special merit and/or equity adjustments were made.

**Calendar:**

Each year the HSL Deputy Director shall inform all faculty in writing of specific due dates for the evaluation process. Each faculty member shall complete a self-evaluation and submit this to her/his immediate supervisor. Supervisors shall prepare a written evaluation and meet with the faculty member to discuss both documents. Supervisors shall forward the self-evaluation and their own assessment to the HSL Deputy Director or Director. The Director shall prepare salary recommendations according to the current campus timeline.

If the faculty member wishes to be considered for promotion, s/he must so inform the Director in writing by November 15 along with the names and contact information of at least three references. At least one external reference is required. The faculty member must then submit the self-evaluation by December 15 to their supervisor. The supervisor shall prepare a written evaluation and meet with the faculty member by February 1 and forward all documents to the HSL Director within one week. For a list of all required documents, see ‘Faculty Status Committee procedures’ on page 15.

If the supervisor wishes to suggest that a faculty member request review for promotion, the supervisor will so advise the individual during the last week of October.

The Faculty Status Committee shall forward its recommendation to the Director by April 15.
I. COMMITTEES AND ASSIGNMENTS

A. Search Committee

The Director will select the members of this committee whose duty will be to assist the Director in filling a position on the library's academic staff. This committee will operate under the general campus guidelines for faculty recruitment.

B. Faculty Status Committee

In a year when a faculty promotion application will be considered, an election of Faculty Status Committee members will be held in January. This committee is advisory to the Director and is responsible for reviewing and recommending action for all persons who request consideration for promotion. The committee generally consists of five members: at least three HSL faculty members, and at least one University of Colorado Denver faculty member appointed by the Director in conjunction with the Associate Vice Chancellor for Academic Affairs. The Director may not serve on this committee, but any library faculty member with an appointment of 50% or more is eligible.

In January of years where a Faculty Status Committee will be formed, the Director and Deputy Director will examine the available faculty pool, informing individual faculty members of their Committee eligibility. Eligible names will be entered onto a ballot. Elections will be held by/before the end of January. Each faculty member will vote for three candidates on the ballot. The current convener of library faculty meetings and the Deputy Director or Director will count the ballots. If there is a tie, the candidate with the longer seniority will serve.

In cases of potential conflict of interest, such as when a member of the committee has close personal ties to a candidate for promotion, the Director, in consultation with the other committee members, will appoint an ad hoc replacement. Similarly, a Committee member may be appointed when an upcoming faculty retirement or other unforeseen issue impacts the Committee membership.

Duties of the Faculty Status Committee:

The Faculty Status Committee will be responsible for reviewing and evaluating all pertinent records and documents for candidates requesting promotion. The committee will review these records and submit a written report and recommendation to the Director by April 15. The committee's function is to advise the Director.

Throughout the review process the committee will focus on the quality and significance of the performance, service, research, teaching and other activities as described in the documentation. The committee may request clarification or additional information but may not base its recommendation on personal knowledge or other information not reflected in the documentation. It is the determination of quality performance that will be the foundation of the committee's
recommendation, and the review must be an objective appraisal of tangible evidence.

Chair's duties:

Following the election of the Faculty Status Committee, the Director will convene the committee for the purpose of electing a chair. The committee may conduct this election as it deems expedient.

The Chair will be responsible for seeing that all members of the committee are familiar with the contents of this document. The Chair will also see that the confidentiality of all records is preserved as the committee carries out its duties. When the committee receives notice of the need to review a candidate for promotion, the Chair will set the time and place for meeting.

At the first meeting the Chair will remind committee members of the need to maintain confidentiality and the procedures to be followed in their review. Each candidate will have submitted the names of three references, and the Chair may poll the Faculty Status Committee and suggest additional individuals who have knowledge of the candidate's work.

Faculty Status Committee procedures:

All personnel records and files relating to candidates being reviewed by the committee will be kept in the Library Administration office when not in use by the committee. The Director will provide the committee with the initial documentation packet for each candidate, including:

* an updated curriculum vitae
* the candidate's self-evaluation and any supporting documentation:
  * evidence of professional activities
  * evidence of library or University service
  * copies of publications or other work
* the supervisor's evaluation
* copies of letters of evaluation solicited by the Director
  (from both internal and external evaluators)
* prior self-evaluations and supervisor evaluations may be included
* candidate's job description

The committee will meet as necessary to give fair and equitable consideration to each candidate. The Chair may ask to meet with the candidate to discuss the documentation. Any subsequent request for clarification or additional information must go to the Director, who will take prompt steps to obtaining such. Upon conclusion of its deliberations, the Faculty Status Committee will make a written recommendation to the Director, and return all documentation, any working files and computer records to be held in administration until after all steps in the promotion process have been completed.

Following consideration of the committee's recommendation, the Director may request a meeting with the committee or may proceed to make a decision regarding promotion. The Director will inform the candidate of his/her decision and provide a copy of the Faculty Status Committee's report and
recommendation. The candidate may request a meeting with the Director and the committee to discuss any questions regarding the decision. Efforts are made to resolve any disagreements at this time, before a recommendation is sent to the Office of Academic Resources and Services. Upon receipt of approval or disapproval of that recommendation, the Director will inform both the candidate and the Chair of the committee.

Committee report and recommendation:

The draft report is prepared and submitted to the Director by April 15th. Once finalized and accepted by the Director all temporary versions must be destroyed. The report will include:

* name of the person reviewed
* type of promotion under consideration
* a summary of major factors leading to the recommendation
* recommendation for or against promotion
* a minority dissension if appropriate
* names and signatures of committee members with the Chair so designated

C. Review Committee

At his/her discretion, the Director may establish a Review Committee to aid in the evaluation of recommendations forwarded by the Faculty Status Committee. For example, a Review Committee would be formed to consider a disagreement between the candidate and the Faculty Status Committee. This Review Committee, chosen by the Director, shall consist of one member of the primary unit, one campus teaching faculty member, and one librarian from the University of Colorado system. Members of the Review Committee may serve on more than one review in the interests of providing consistency and continuity. The recommendations of the Director of the library and the Review Committee are forwarded to the chief academic officer.
HEALTH SCIENCES LIBRARY  
HSL Faculty Distribution of Effort Agreement

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<td>B. Primary job responsibilities</td>
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<td>D. Teaching</td>
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<td>E. Professional Development</td>
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<td><strong>TOTAL LIBRARIANKSHIP</strong></td>
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| II. SERVICE                       |                   |        |
| A. Institutional Service          |                   |        |
| B. Professional Service          |                   |        |
| **TOTAL SERVICE**                 |                   |        |

| III. CREATIVE WORK AND SCHOLARLY ACTIVITY |       |        |

**TOTAL**                         | 100 % |        |
Planning the Annual
"Faculty Distribution of Effort Agreement"
(FDEA)

Effort for category I. Librarianship generally should not be below 75%. FDEAs and percentages vary from year to year. As they plan their FDEAs, faculty should take into consideration the criteria for promotion. Viewed over multiple years, a typical FDEA would have Librarianship in the range of 75 to 85 percent, leaving opportunity and time for elements of professional service and creative work and scholarly activities, which are required for promotion to the ranks of Associate and Full Professor.

I. **Librarianship**

A. Amount of time spent on supervision will depend upon number of staff supervised, length of employment of staff members, special training needs, or other human resource issues which must be addressed during the year.

   Amount of time spent on administration will be based on anticipated introduction of new policies or procedures, significant changes to services, or other demands for planning and coordination.

B. Primary job responsibilities are covered in the position description for each faculty member.

C. Estimate the time that will be devoted to collaboration with faculty in other Schools.

D. For teaching, if calculating by hours for each hour of class time, multiply by 2 to estimate effort towards teaching. This includes but is not limited to regular library classes, teaching within the curriculum, grand rounds or other lecture presentations, special classes, consultations, semester long courses, and tours/orientations.

E. Professional Development: Activities included in this category are those in which faculty engage for the principal purpose of remaining current or advancing their knowledge and skills, e.g., attendance at professional or scientific meetings, conferences or seminars; continuing education enrollment; independent study; etc. The amount of such effort should not exceed 10 percent.

II. **Service**

A. Institutional service refers to activities that benefit the institution and includes involvement on library and university committees. Examples include participation on
committees related to staff development, emergency preparedness, strategic planning, web site development, student and alumni relations, fundraising, and public relations. Service on staff and faculty search committees fall into this category.

B. Professional service refers to activities that benefit the profession. Examples include: serving on committees for professional organizations; acting as a reviewer or editor of a professional publication; teaching continuing education classes; acting as a consultant.

III. Creative Work and Scholarly Activity

The time and effort remaining after categories I and II are totaled should be devoted to creative work. Given the small size of the library staff and service commitments, in most years this number ranges from 5-10% and should not exceed 10%. Such work may include: publications, exhibits or presentations; innovation in professional practice; development of databases or information systems. See pg. 7 under Creative Work and Scholarly Activity.
INTENT OF THIS POLICY

The Health Sciences Library Faculty has established the title and position of Adjoint Librarian. This title recognizes librarians who are not full- or part-time paid employees of the library. They contribute to the mission of the library by assisting health sciences faculty, students and staff, affiliates and volunteers in improving their information mastery skills, or who work directly with Health Sciences Library faculty and staff in the provision of information services and resources.

APPOINTMENT

Appointment as an Adjoint Librarian is based on a commitment made by an individual to devote time and skills in support of the mission of the Health Sciences Library.

As a result of appointment, the Adjoint Faculty will have regular and direct contact with HSL patrons and/or staff. Examples of such patron/staff contact may include, but not be limited to:

- assisting patrons with finding appropriate health information;
- teaching and providing training workshops to library patrons;
- assisting staff in the development and enhancement of the library’s technical infrastructures for delivering and extending access to knowledge based information resources and services, through the library’s Web site and/or its integrated library system; or
- assisting staff in the description and management of knowledge-based resources.

Requirements:

A Master in Library Science degree, or its equivalent, is required. All library faculty, including Adjoint Faculty, assume responsibility for developing and implementing an annual personal plan in the form of a Faculty Distribution of Effort Agreement (FDEA), describing the nature and scope of their contribution in support of the library’s mission, and detailing initiatives for individual continuing professional development.
There is no faculty rank nor reimbursement for services associated with the Adjoint Librarian position. Library faculty at HSL are at will, non-tenure track employees.

Due to the formal nature of an Adjoint appointment, and in recognition of the effort undertaken by library faculty in assessing candidate appropriateness, individuals interested in this status should anticipate making a contribution of effort to the library of no less than five hours per month, over the course of no less than one year.

Procedure:

Initial appointment follows an application process that can be initiated at any time during the year. An application portfolio consists of:

- current curriculum vitae,
- copy of the Master of Library Science diploma (or equivalent documentation);
- letter of support or recommendation, and
- letter from the applicant describing interest in attaining an Adjoint Faculty position, including suggestions of potential contributions the candidate anticipates making in the context of the library’s mission.

Applications should be directed to:

Chair, Faculty Status Committee
Health Sciences Library, University of Colorado Denver
12950 E. Montview Blvd.
P.O. Box 6508, Campus Box A003
Aurora, CO 80045

The Faculty Status Committee, in consultation with the Deputy Director, will identify the appropriate Department Head to whom the candidate would report. The Deputy Director will in turn invite that Department Head to serve as a voting member of the Faculty Status Committee, for purposes limited to deliberations regarding that applicant’s review.

The Committee will review the documentation and submit a letter of recommendation for or against appointment to the library Director.

FACULTY STATUS COMMITTEE REVIEW

In deciding whether to recommend appointment, the Faculty Status Committee will consider the following:

- presentation of a complete application portfolio consisting of a) curriculum vitae, b) copy of the MLS diploma (or equivalent) c) letter of support, and d) letter from the applicant describing interest in the library and its services;
• evidence of past professional development activities and/or service commitments to the profession in local, regional, and/or national organizations; and
• appropriateness of the candidate for appointment, including an assessment of the need and value of the potential contribution(s) to be made.

The Committee, including the invited Department Head, will draft a letter of recommendation to the library Director. The Director will notify the applicant of his decision, via a letter of appointment or a letter explaining why the application was turned down.

Letters of appointment will detail in which library department the Adjoint Faculty will work, and to whom the faculty member will report. Where and when appropriate, a copy of the appointment letter will go to the applicant’s immediate supervisor.

RETENTION AND REVIEW PROCESS

Librarians holding an Adjoint Faculty appointment are appointed on a year-to-year basis, renewable annually.

Following initial appointment, the renewal process will involve presentation by the Adjoint Faculty of:

• an updated curriculum vitae,
• an updated FDEA,
• a self-review describing pertinent accomplishments attained during the past year in the context of the faculty appointment, and
• a letter of continued interest.

The HSL Faculty Distribution of Effort Agreement (FDEA) describes the nature and scope of a faculty member’s contribution in support of the library’s mission, and details initiatives for individual continuing professional development. The self-review documents accomplishments over the past year.

This documentation should be submitted to the Chair of the Faculty Status Committee, and is due by December 31 each year.

Reappointment is contingent on review by the Faculty Status Committee during January and subsequent approval by the library Director. Reappointment includes an updated letter to the faculty member and, if appropriate, copied to the supervisor.

RIGHTS AND PRIVILEGES

Adjoint Librarians are non-voting members of the library faculty. They may participate in HSL
Faculty meetings and library-sponsored staff development activities, and may be invited to participate in selected meetings, ad hoc committees or other activities within the home department into which the Adjoint faculty member is assigned.

Other rights and privileges may be negotiated.

OBLIGATIONS

Upon appointment, continued Adjoint Faculty status is contingent on compliance with Library and University of Colorado System policies, and the Laws of the Regents.

Adjoint faculty members are expected to develop and communicate, in collaboration with their assigned Department Heads, individual schedules that detail the days and times of day during which they will work.

All faculty members, including those with Adjoint status, may not:

- share or disclose personal University-assigned network identity information; or
- forward, resell or repurpose commercially licensed resources to non-affiliated individuals.

Access to the University of Colorado Anschutz Medical Campus computer network is subject to compliance with University policies as outlined in the library Computer Policy and the University of Colorado System’s Providing and Using Information Technology policy (Section B, Statement of Policy, available at http://www.cusys.edu/policies/General/IT.html).

SUMMARY OF PROCEDURES

- Interested librarian prepares an application consisting of: curriculum vitae, letter of recommendation and letter of interest;
- Application is received and reviewed by the library Faculty Status Committee, and a letter of recommendation is submitted to the library Director;
- Application is reviewed and approved by Director;
- Successful applicant is notified by letter from the Director;
- Adjoint Librarian prepares an annual renewal application portfolio, consisting of: curriculum vitae, self-review, Faculty Distribution of Effort Agreement, and letter of continuing interest;
- Renewal portfolio is received and reviewed by the Faculty Status Committee, with its recommendation submitted to the library Director;
- Letter of reappointment sent by Director to Adjoint Faculty member.