The sections that pertain to continuing status and promotion:

ARTICLE VIII. APPOINTMENT, RETENTION, CONTINUING STATUS, AND PROMOTION

Section 1. Appointment

A. General Criteria for Appointment

Members of the Library Faculty shall hold a relevant professional degree, e.g., a Master's degree from a library school accredited by the American Library Association, or other relevant Graduate degree as deemed appropriate by the Dean and the selection committee.

At the time of hire, the Dean of Libraries, in consultation with the Continuing Status and Promotion Committee, will assign rank and title and set the calendar for the retention and continuing status review. These will be determined by comparable library and/or related professional experience, and will be based on demonstrated professional achievements at a level consistent with Library Faculty rank definitions.

B. Ranks for Librarians

The ranks for librarians are intended to recognize professional and scholarly growth. The structure is divided into three ranks. Appointment or promotion to each rank is determined according to the following definitions:

Assistant Librarian or equivalent rank and title

Appointment at this rank requires expectation of successful overall performance in the three main areas of librarianship — position effectiveness, scholarship, and service to the University and the profession. The librarian demonstrates an understanding of appropriate library methods, tools and systems and exhibits knowledge appropriate to the position. Such an individual possesses the ability to perform a variety of professional tasks and the ability to function independently within a unit(s).

Associate Librarian or equivalent rank and title

Appointment at or promotion to this rank requires excellent overall performance at the Assistant level.
In addition, the Associate Librarian demonstrates special knowledge and skills necessary to perform complex work, qualities of leadership and initiative, and the ability to assume considerable responsibility in assigned areas, evidence of scholarship, and participation in professional activities with every expectation of continuing contributions at the level of excellence for this rank.

Librarian or equivalent rank and title

Appointment at or promotion to this rank requires outstanding performance in all aspects of assigned responsibilities as well as widely recognized achievements and contributions to the profession. Appointment at or promotion to the Librarian rank (also referred to as Full Librarian) is not a reward for long service but a recognition of superior contributions with every expectation of continuing contributions at the highest level of professional standards.

Section 2. Developmental/Retention Reviews

A. Third Year Review

While an individual's progress towards continuing status can be reviewed at any time, each library faculty member who is classed as continuing eligible shall be formally reviewed by the Continuing Status and Promotion Committee in the third year. This review shall be similar to the continuing status review but normally shall not require outside letters of reference. Documentation shall include: a) the curriculum vitae; b) job description(s); c) the candidate's personal statement; d) letter(s) from the individual's immediate administrative head, and e) input from other Libraries employees. Other documentation may be included as deemed appropriate by the CS&P Committee. The review shall take into consideration position effectiveness and development in the areas of scholarship and service. A letter on an individual's progress toward achieving continuing status and a decision to retain as continuing-eligible shall be sent to the individual by the Dean of Libraries or their designee. The retention decision is based on the recommendation and documentation submitted by the Continuing Status and Promotion Committee to the Dean or designee. The recommendation will be discussed with the candidate during a meeting with the Dean/designee, a member of the CS&P Committee and the appropriate immediate administrative head.

B. Calendar

In accordance with the provisions of UHAP Chapter 4, individuals will be notified before the end of their sixth year whether continuing status is to be granted or a terminal contract will be issued. Length of service is determined as follows: individuals whose initial appointment is during the period July 1 through December 31 will be considered as serving a full fiscal year; individuals whose initial appointment is during the period January 1 through June 30 will have service calculated from the following July 1. That is, service less than six months prior to the beginning of the new fiscal year on July 1 will be ignored in determining the year of review for continuing status reviews.
Retention/developmental reviews will be conducted in the third year prior to the mandated continuing status review year. Appropriate adjustments will be made to this schedule to accommodate approved changes to the CS&P review calendar.

Section 3. Continuing Status and Promotion

A. Definitions

1. Continuing status is an institutional commitment to continuous employment to be terminated only by retirement, resignation, release for budgetary reasons or reorganization, dismissal for just cause, or as a result of educational policy change as outlined in the UHAP Chapter 4A.4.06 and ABOR Policy Manual 6 302. The purpose of continuing status is to protect the professional and intellectual freedom of the librarian and to provide a staff whose professional competence will ensure the continued relevance and value of the Library. As defined by ABOR Policy Manual 6 301, "'Professional and intellectual freedom' shall mean the right and responsibility to exercise judgment within the standards of the employee's profession.

Continuing status is not granted lightly or automatically upon completion of the probationary period but is based on excellent performance and the promise of continued excellence and professional growth. Excellence at the University of Arizona Libraries is characterized by a breadth of knowledge and skills in an area of librarianship. An excellent librarian is one who succeeds in a wide variety of responsibilities and who displays leadership both within the candidate's unit, on committees and in other collaborative tasks. It is also critical that the librarian demonstrates qualities that extend beyond the requirements of a particular job and which support the University's curricular and research needs, as well as provide service to the library, the University, and the profession.

2. Promotion in rank for librarians follows the traditional academic progression, using the titles of Assistant, Associate, and Librarian. Promotion in rank is awarded on the basis of professional accomplishments in position effectiveness, scholarship, and service, as described below. As with continuing status, promotion in rank is not granted lightly or automatically upon completion of the probationary period but is based on excellent performance and the promise of continued excellence and professional growth.
   - For continuing-eligible Assistant Librarians, promotion to the Associate rank is awarded simultaneously with continuing status.
   - Continuing-eligible Associate Librarians appointed at the Associate rank, retain the Associate rank when they achieve continuing status.
   - Promotion to the rank of Librarian is based on achievement rather than years in rank. It requires sustained excellence over a period of years and the promise of continued excellence, and is based on the candidate's record of continuing professional growth since being promoted to the rank of Associate.
Promotion to the rank of Librarian requires outstanding performance in all aspects of assigned responsibilities as well as widely recognized achievements and contributions to the profession. Candidates must show a higher level of accomplishment than was required at the Associate level and will be evaluated using the criteria outlined below for position effectiveness, scholarship, and service.

B. Criteria

Librarians shall be evaluated for continuing status in three interrelated areas: 1) Position effectiveness; 2) Scholarship; 3) Service. Of these, position effectiveness is foremost. Contributions in scholarship and service are also important and should demonstrate continuing professional development and growth. In all areas, the focus is on quality and impact.

1. Position Effectiveness

For promotion to or appointment at the rank of Associate Librarian, in addition to the criteria described in Section 1 B. above, the primary requirement for continuing status is performance at an excellent level in assigned responsibilities. The criteria for an individual candidate are to be applied in relation to specific responsibilities as detailed in the position description(s). In recommending a candidate for continuing status, the appropriate criteria listed below are to be considered. Emphasis will be placed on how the candidate has contributed to the work of the unit on which he or she has served and to the Libraries as a whole.

For promotion to or appointment at the rank of Librarian, in addition to the criteria described in Section 1 B. above, candidate shall demonstrate mastery of a major area of librarianship and the highest degree of independent responsibility. Substantive contributions will have been made to the Libraries.

It is expected that every candidate will demonstrate excellence in the areas below appropriate to his or her assigned responsibilities:

a. Collection development and information resources management which may include, but is not limited to, appraisal, selection, negotiating, acquiring access to resources, preservation and curation of archival materials and information resources and, as appropriate, removing items from the collection.

b. Ensuring ongoing accessibility to unique content and primary research materials and to the institution’s research data and scholarly output.

c. Optimizing discovery and access Information via systems organization and control which may include, but is not limited to, systems development, metadata creation and management, and management of digital initiatives.

d. Developing strong relationships with University units and other stakeholders, as appropriate, and performing regular environmental scans to identify new opportunities and challenges and to better understand and meet user and other stakeholder needs.
e. Collaboration with faculty to incorporate course-integrated content and instruction into curricular programs; instructional design; delivery of instruction (in person or online) and assessment of learning outcomes; evaluation and assessment of instructional technology.

f. Research support including, when appropriate, research collaborations with University units and other stakeholders, as appropriate.

g. Providing consultative and in-depth customer assistance; developing and managing online tools that promote user self-sufficiency; providing training for library staff to provide front line assistance.

h. Supporting the University's land grant mission via outreach programs and community engagement; advancing external collaborative endeavors and other partnerships.

i. Curation and creation of exhibits and digital presentations that showcase important content and promote awareness and support of the Libraries and its collections.

j. Communicating the Libraries' mission; marketing and promoting library collections, products, and services.

k. Promoting innovations in scholarly communications; assisting the Libraries and the University in interpreting and applying laws and policies related to copyright and fair use, licensing, and intellectual property.

l. Planning, managing, and assessing library projects, operations, units, personnel, programs, and/or services.

m. Cultivation of donor relations; fundraising; and grantsmanship and grant proposal writing.

Personal and Interpersonal Competencies

It is expected that all candidates will have demonstrated professional growth and development achieved through relevant continuing education and learning activities.

In addition, the following professional and interpersonal skills must be considered in judging a professional's position effectiveness:

a. Ability to accept and delegate authority and responsibility, including taking leadership roles in Libraries work.

b. Ability to work effectively with others in a diverse, inclusive and collaborative environment.

c. Flexibility; ability to grow and contribute in a changing environment.

d. Effective communication at all levels.

e. Analytical skills and ability to contribute new thoughts. Creativity, originality, and ingenuity in the many technical and human situations encountered in professional service.

f. Ability to instruct and coach others fairly.

g. Ability to give and accept constructive criticism.

h. Independence of judgment and initiative.

i. Active contributions to the Libraries' planning and decision-making processes, where appropriate.
2. Scholarship. The candidate's scholarly record must reflect a focus on theoretical or applied aspects of librarianship or be related to expertise the candidate contributed as a librarian in scholarly endeavors with collaborative partners outside of the field. Scholarship is defined as publishing or otherwise formally disseminating results of research, or applications of knowledge to work, that adds to and enhances the knowledge base of the profession or the knowledge base of other discipline(s) when the candidate’s expertise as a librarian was an essential contribution to the scholarship.

a. Contributions can be produced independently or in a collaborative effort.

b. The candidate's scholarship record will include multiple publications, for which there are established indicators of quality—such as having been reviewed and accepted through a peer review or editorial process and/or having yielded demonstrable impact.

c. All media chosen to communicate the work are acceptable.

d. Written materials (including electronic or paper research guides, finding aids, and similar materials) and/or oral presentations (including lectures, panel discussions, and other invited presentations) and/or exhibits which were developed as part of assigned library work and that are focused on a campus audience or affiliates, should not be listed in the Scholarship section of the CV. If it is helpful to do so, a candidate’s personal statement would be the place to address the significance of these materials.

e. Written materials and/or oral presentations, or exhibits which were not part of assigned work, and which were done for University of Arizona students or faculty or an organization affiliated with the University, should be listed in the Service section of the CV.

For promotion to or appointment at the rank of Associate Librarian, contributions in scholarship should demonstrate continuing professional development and growth.

For promotion to or appointment at the rank of Librarian, nationally recognized activity and impact are required. Examples include books or chapters of books, articles in refereed journals or journals with national circulation; organization and interpretation of major exhibits; presentation of formal papers at national meetings; editorship; or similar creative projects that significantly benefit the profession and/or other fields as a result of the candidate’s work in his or her assigned areas.

In all cases, the quality and impact of the scholarship and its validation by independent peers, editors, or established practitioners is more important than the quantity.

Examples of scholarship include:

a. Books, chapters in books, articles in scholarly or professional journals, refereed electronic material

b. Editing of books and special issues of journals

c. Published analytic bibliographies or reviews of significant length which reflect critical thinking

d. Presentations at conferences and meetings (including poster sessions and similar activities)
e. Other creative projects that benefit the profession and/or other fields as a result of the candidate’s work in his or her assigned areas.

3. Service. This component includes professional and scholarly service to the University of Arizona, and the library profession or the community. It goes beyond activities that are in the domain(s) of Position Effectiveness and Scholarship as described above.

For promotion to or appointment at the rank of Associate Librarian, contributions in service should demonstrate continuing professional development and growth.

For promotion to or appointment at the rank of Librarian, contributions must demonstrate sustained service to the University, and the profession. It requires outstanding contributions to the University, and to professional organizations at the regional or national level.

a. Service to the Libraries may include active participation in Library Faculty Assembly offices and committees, in other library committees, or in similar activities not assigned in the job description.

b. Service to the University of Arizona includes activities which benefit the University and which are not a part of assigned work. Examples include:
   i. Active participation as an officer/chair or member of an administrative or shared governance committee or comparable body outside the Libraries, at the University, college, or departmental level; and
   ii. Preparation and delivery of written materials (including reports, position papers, and similar materials) and/or oral presentations (including lectures, panel discussions, and other invited presentations) to University classes, committees, or other faculty or student groups when these are not part of an individual’s assigned work.

c. Service to professional literature of the field should be listed here instead of under scholarship when it is descriptive. Examples in this category would include directories, brief book reviews, indexes or abstracts of books, and editorship. Analytic writings should be listed under scholarship.

d. Service to the profession may include active participation at the international, national, regional, state, or local level in professional and learned societies. Examples of this are as an officer, as a committee chair, or a committee member; moderator of an electronic discussion list; consulting; service as a member of a team of experts, task force, review committee or similar body; public appearances in the interest of the profession.

e. Service to the community is limited to activities directly related to the individual’s role as a member of the University of Arizona Libraries faculty. It may include such areas as serving as a librarian, curator or archivist for a community organization; giving lectures or presentations to groups; and teaching continuing education courses in the community. Community service is not geographically confined.