

University of Arizona Libraries Workload Guidelines for Continuing Status Faculty

These guidelines adhere the stated workload and criteria documented in the Library Faculty Assembly Bylaws and Standing Rules, which have been fully approved by vote by the Library Faculty Assembly.

1. Background:

All UA Libraries faculty members are continuing eligible or continuing status faculty. The standard workload for UA Libraries faculty members is 80% position effectiveness, 10% scholarship, and 10% service. Position effectiveness is the primary area of evaluation for continuing status and promotion.

From the Library Faculty Assembly Bylaws and Standing Rules Section 3, Part B:

“The general expectation is that a faculty member spend 80% of their time on performance of specific responsibilities as detailed in the position description (position effectiveness); 10% of their time on scholarship; and 10% of their time on service. The actual percentages may vary based on the work of the faculty member and should be agreed upon with their supervisor and immediate administrative head. This workload distribution should be documented every year.”

2. Workload Assignment Process:

- A) The workload is assigned by the Department Head, who creates the faculty member's initial position description. Any subsequent changes to the position description are made collaboratively between the Department Head and faculty member. The core workload and qualifying work that is assessed for continuing status and promotion is outlined by the listed duties and responsibilities in the position description.
- B) When there are disagreements about duties and/or changes regarding the faculty workload, the faculty member discusses with the Department Head and reporting dean. The Head and reporting dean make the final determination.

3. Workload Distribution:

- A) A typical workload for a continuing eligible/continuing status faculty member in the UA Libraries is 80 percent Position Effectiveness, 10 percent Scholarship and Research, and 10 percent for Service. This 80-10-10 workload reflects the primary focus of the faculty members' duties and work being directed to applied expertise in providing services to library users.
- B) Non-typical faculty workloads may have Scholarship workload higher than 10 percent, or a Service workload that is higher than 10 percent. These cases are when

a faculty member may be involved in a particularly intensive research project, such as a grant-funded initiative; or have a notably large service commitment that year, such as serving as an elected officer in a professional association. Any non-typical workload will be discussed on a case-by-case basis between the faculty member and their Department Head and approved on a year to year basis by the Department Head and reporting Dean if needed.

4. Guidelines:

Directly excerpted from the *Library Faculty Assembly Bylaws and Standing Rules*, Section 3, Part B.1:

a) Research Scholarship workload: 10%

From the Library Faculty Assembly Bylaws and Standing Rules Section 3, Part B.2:

“The candidate's scholarly record must include a focus on the theoretical or applied aspects of librarianship and/or scholarship outside of the field of librarianship that reflects the candidate's duties and job description and expertise at UA Libraries. 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 library faculty member was an essential contribution to the scholarship.”

Work that counts toward research includes:

- 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, contributions in scholarship

should demonstrate continuing professional development and growth.

For promotion to or appointment at the rank of Full, 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 their 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."

b) Position Effectiveness workload: 80%

"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 they have served and to the Libraries as a whole."

Activities and tasks that count toward Position Effectiveness include:

- a. "It is expected that every candidate will demonstrate excellence in the areas below appropriate to their assigned responsibilities:
- b. 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.
- c. Ensuring ongoing accessibility to unique content and primary research materials and to the institution's research data and scholarly output.
- d. 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.
- e. 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.
- f. 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.

- g. Research support including, when appropriate, research collaborations with University units and other stakeholders, as appropriate.
- h. 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.
- i. Supporting the University's land grant mission via outreach programs and community engagement; advancing external collaborative endeavors and other partnerships.
- j. Curation and creation of exhibits and digital presentations that showcase important content and promote awareness and support of the Libraries and its collections.
- k. Communicating the Libraries' mission; marketing and promoting library collections, products, and services.
- l. 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.
- m. Planning, managing, and assessing library projects, operations, units, personnel, programs, and/or services.
- n. Cultivation of donor relations; fundraising; and grantsmanship and grant proposal writing."

"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."

c) Service workload: 10%

From the Library Faculty Assembly Bylaws and Standing Rules Section 3, Part B.3:

"There is an expectation that candidates will demonstrate a level of service to the University of Arizona and/or the University of Arizona Libraries, as well as to librarianship and/or to service outside the field of librarianship.

- 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."

d) *Extension workload guidelines: N/A*

e) *Other Workload guidelines: N/A*