

## **EMPLOYMENT, RESPONSIBILITIES, AND EVALUATION OF PROFESSIONAL LIBRARIANS<sup>1</sup>**

Professional librarians\* at Texas A&M University-Corpus Christi are a distinct group of full-time academic employees. They support and participate in the educational and research pursuits of the University community. They possess special skills, knowledge and experience in reference, bibliography, and information services, acquisitions and collection development, cataloging and classification of library and media materials, and the application of computer technology to library and audio-visual procedures and services. In addition, these academic librarians possess subject specialties, language abilities, and other skills and experience that are important to the successful operation of a university library.

Specific job titles and salaries of professional librarians are determined by the Director of the University Library in accordance with organizational structure and needs, subject to the approval of the Provost and Vice President for Academic Affairs. In those instances where approval is required by the Chancellor and/or the Board of Regents of The Texas A&M University System, a recommendation, with appropriate justification, will be submitted by the Director of the University Library to the Provost and Vice President for Academic Affairs who will forward it to the President for submission to the Chancellor.

In addition to the benefits and privileges which accrue to all regular employees of the University, professional librarians are eligible to serve on the University's approved faculty governance organization and are eligible for approved development leaves and travel on official Library business. In addition, librarians may serve on University standing and ad hoc committees, may serve as members of accreditation/visitation teams, and may conduct officially approved workshops and seminars. Finally, librarians may participate in commencement exercises and in library and academic associations and organizations.

Recruitment of professional librarians and other academic professionals on the University Library staff follows the Affirmative Action and Equal Opportunity regulations of the University. Consultation committees are appointed by the Director of the University Library to assist in filling professional positions.

To be appointed to the professional staff of the University Library requires the recommendation of the Director of the University Library, formal appointment by the President, and the approval by the Board of Regents of the Texas A&M University System. Appointments are normally made September 1 for the fiscal year. Appointments made after September 1 are made for the balance of that fiscal year.

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<sup>1</sup> This is rule 2.2.10, enacted March 29, 1990. The rule is being revised.

\*The term "librarian" in this document includes other academic specialists appointed to the University Library staff.

Reappointment of professional librarians is based on a position specific evaluation process. The annual review will be completed prior to December 1 of each academic year. A copy of the annual review will be provided to the individual evaluated and a copy will be placed in the individual's personnel folder. Each librarian will receive a written notification of reappointment, including information on salary and job title within two weeks after the Texas A&M University-Corpus Christi budget has been approved by the Board of Regents.

The annual evaluation will consider a librarian's job performance and evidence of professional growth and development. Evidence of successful job performance is essential to reappointment. Evidence of professional development and service, while important, is considered as supplemental.

Evaluation is based on the following criteria:

1. Effective job performance, which includes:
  - a. understanding the overall library operations;
  - b. demonstrating commitment to the Library's goal and services;
  - c. possessing a working knowledge of developments in librarianship;
  - d. willingness to accept and use suggestions, criticisms, and evaluations to improve job performance;
  - e. meeting the responsibilities and opportunities of one's professional position successfully and effectively;
  - f. working productively with fellow librarians, faculty, and students; and
  - g. showing initiative and innovation, *i.e.*, the ability to determine and assign work priorities and/or staff duties, and the ability to handle increased or new job responsibilities.

2. Service to the Library, the University, and the community, which involves:
  - a. participation in the work of Library committees,
  - b. participation on University standing and ad hoc committees, and
  - c. involvement in the community in a professional capacity.
3. Advanced degrees or continuing education which are appropriate to one's professional position.
4. Scholarly activity and publication.
5. Professional activities in local, regional, or national organizations.

Beginning with appointment to the position of professional librarian or academic professional, the probationary period shall not exceed seven years of full-time service at Texas A&M University-Corpus Christi. The recommendation of the Director of the University Library during the probationary period not to reappoint a person or to offer a one-year terminal contract will be made on the basis of there being a record of unsuccessful performance in the assigned position and evidence of insufficient professional growth and development on the job. The annual review of performance and annual interview with each librarian/academic professional will form the basis of the decision not to reappoint a librarian. Notice of the intention not to reappoint a librarian will be given in writing in accordance with the following timing:

1. Not later than March 1 of the first academic year of probationary service, if the appointment expires at the end of that academic year; or, if a one-year appointment terminates during an academic year, at least three months in advance of the termination;
2. Not later than December 15 of the second year of probationary service, if the appointment expires at the end of that year; or,
3. At least twelve months before the expiration of a probationary appointment after two or more years in the institution.

During the fifth complete year of employment at Texas A&M University-Corpus Christi, a librarian comes under consideration for the formal closing of his or her probationary period. The recommendation to close the probationary period requires a review of more than ordinary scope; there clearly must exist a record of successful performance on the job as well as potential for continuing growth and development for the closing of the probationary period to occur. If that

clear record and potential exist, the Director of the University Library will recommend the closing of the probationary period with the ending of the fifth complete year of employment. If there is any doubt about the record and the potential, the closing of the probationary period will not be recommended. This decision will be discussed with the librarian. In such a case, the sixth complete year will be a trial year, leading either to the closing of the probationary period at the end of the sixth year or to a terminal appointment for the seventh year.

After the closing of the probationary period, dismissals or terminal contracts may be recommended only for good cause, and the burden of proof of good cause rests with the institution. Good cause for dismissal may include but shall not be limited to:

1. Professional incompetence;
2. Continuing or repeated substantial neglect of professional responsibilities;
3. Moral turpitude, adversely affecting the performance of duties or the meeting of responsibilities to the institution, or to students or associates;
4. Mental or physical disablement of a continuing nature adversely affecting to a substantial degree the performance of duties or the meeting of responsibilities to the institution, or to students or associates;
5. Unprofessional conduct adversely affecting to a material and substantial degree the performance of duties or the meeting of responsibilities to the institution, or to students or associates;
6. *Bona fide* financial exigency or the phasing out of institutional programs requiring reduction of faculty; or
7. The reduction or discontinuance of institutional programs based on educational considerations and requiring determination of faculty members.

In any case involving the dismissal of a non-probationary librarian, a *bona fide* effort should be made to achieve a satisfactory resolution of difficulties through preliminary inquiry, discussion, or confidential mediation. If these efforts fail to achieve a satisfactory resolution and should the difficulties be considered by the administration to be serious enough to warrant dismissal, the due process procedures will be instituted.