

MIAMI UNIVERSITY

University Libraries

GOVERNANCE STATEMENT

Jan. 1978

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The University Libraries exist to support the teaching, research, and service functions of Miami University by acquiring, organizing, preserving, and interpreting informational sources. The Libraries are staffed by librarians, civil service personnel, graduate assistants, and student assistants.

FACULTY RANK OF LIBRARIANS

At its February, 1969 meeting, the Board of Trustees of Miami University granted academic rank and full membership to the University Senate to all librarians. Since June 2, 1973, librarians have been appointed to the staff with the positional rank of instructor, assistant professor, associate professor, or professor. Assistant professors and above have full voting rights in the Faculty Assembly and eligibility to serve on university committees.

DEAN AND UNIVERSITY LIBRARIAN

The Dean and University Librarian is appointed by the President on recommendation of the Provost and is directly responsible to the Provost. The Dean and University Librarian serves on the Council of Academic Deans.

UNIVERSITY LIBRARY COMMITTEE

The University Library Committee is a committee of the University Senate and acts as an advisory body to the Dean and University Librarian. Its members are appointed by the Senate and it is composed of faculty representing the academic divisions and students. The Dean and University Librarian is an ex-officio member. The Committee-meets periodically during the regular academic terms to review library policies. Matters are referred to the Committee by the Provost and through the Senate. The chair makes periodic or annual reports to the University Senate.

LIBRARY ADVISORY COUNCIL

The Library Advisory Council is the consultative body to the Dean and University Librarian. It is composed of the assistant university librarians, the head librarians of the regional campuses, and the department heads. The Dean invites on an alphabetical rotational basis, one other librarian to attend each meeting. New librarians are invited during their first year of employment. The Council meets monthly during the regular semesters. Special meetings are called by the Dean. Matters relating to library policies and procedures are discussed at Council meetings. Decisions relative to policies and procedures are made by the Dean in consultation with the assistant university librarians and the head librarians of the regional campuses when appropriate.

The agenda for the Council meeting is normally distributed at least one day in advance to all librarians. Any librarian may request to have an item placed on the agenda as well as to meet with the Council to discuss it. The item should be submitted at least one week prior to the meeting. The minutes of the meetings are taken by a rotating secretary and distributed to all librarians.

POSITIONAL RANK

I. All Librarians hold faculty status and are awarded "positional rank."

POSITIONAL RANK DEFINED:

- A. Positional rank is associated with the position and not the person. For example, the Assistant University Librarian for Automation and Technical Services has the rank of Associate Professor and a Science Librarian has the rank of Instructor. The exception is when a librarian in an instructor position holds an earned doctorate degree as discussed in III below.
- B. The rank is in the University Libraries.
- C. The rank of assistant professor or above qualifies one for full membership in the Faculty Assembly.
- D. An individual appointed to a positional rank is eligible for an annual contract or a continuing contract.
 1. An annual contract is extended to administrators, librarians holding the positional rank of instructor, and librarians holding the rank of assistant professor or above who have not yet been awarded continuing contract. An 'annual contract may be offered to instructors for as many years as the parties to the contract desire. The limitation on annual contracts that applies to classroom faculty does not apply to positionally ranked instructors.

2. A continuing contract may be extended only to librarians with rank of assistant professor or above, following a three to five year probationary period. A continuing contract is a contract which shall remain in effect until the librarian resigns, retires, or is retired, or is terminated or suspended for cause. Time spent at the rank of instructor may apply toward the probationary period for continuing contract when a person subsequently is promoted to a positional rank of assistant professor or above.
3. A librarian will receive a promotion in positional rank only after applying for another position of a higher rank and being considered on an equal basis with all other applicants. Such position vacancies must be listed in national publications.
4. A continuing contract assures the individual continued employment as a librarian and does not relate to continuation

II. The positional rank assigned to each position and the persons expected to hold the rank have been approved, position by position, by the President on recommendation from the Dean to the Provost. These positional ranks will be reviewed upon request. The review will not adversely affect the incumbent's academic title or contract status, but could alter the ranking of the position. All new positions created subsequent to the original designations are to be approved by the same procedure.

III. Librarians hold rank in accordance with the established list of library positions except that librarians possessing an earned doctorate and occupying a position that carries the rank of instructor are automatically designated assistant professor and are eligible for a continuing contract.

IV. The Personnel Program for librarians will be reviewed periodically, beginning with an initial review to be completed no later than January, 1979.

CONDITIONS OF EMPLOYMENT

All Librarians receive either annual or continuing contracts. Librarians newly appointed to the rank of assistant professor become eligible for consideration for continuing contract in three to five years.

A. ANNUAL CONTRACT EVALUATIONS

1. All librarians with the rank of instructor and assistant professors who have not yet achieved continuing contract are evaluated annually. Periodic conferences are normally held during the first and second year. These conferences are usually held with the librarians' immediate supervisor.

2. Annual evaluations of all librarians with the rank of instructor and assistant professor take place between December 1 and January 25 through the end of the fifth year of service. The department head or assistant university librarian prepares a written report of these evaluations to be signed by all parties. These reports are submitted annually in a labeled and sealed envelope to the Library Personnel Committee. These reports will not be examined by the committee, but will be sent to the Dean's office.

3. An appointment may be terminated at the end of any contract year during the first five years of service.

B. ANNUAL CONTRACT EVALUATION AFTER FIFTH YEAR

1. After the fifth year, instructors on annual contracts discuss the goals and objectives set mutually with the supervisor. The activities and performance of the past year are appraised. These discussions usually take place between December 1 and January 25.

2. Prior to the goal-setting discussions, any librarian may be asked by the supervisor for comments and suggestions for improving the library services and operations of a department. A librarian may also be asked to comment on any other librarian. In addition, librarians outside of the department who are familiar with the work of the individual librarian may be asked for their comments and suggestions for improvement of services which are the responsibility of the librarian being evaluated.

C. CONTINUING CONTRACT APPLICATION AND EVALUATION

1. Librarians with the rank of assistant professor become eligible for continuing contract with the completion of their third year of service.

2. In each of the third, fourth, and fifth years of service, a person eligible for continuing contract may request consideration for such recommendation until the status is achieved or the person is reassigned or terminated.

3. To affirm the value of continued professional growth, goal setting sessions are held following the attainment of continuing contract in December at least every third year. These discussions include the librarian and the immediate supervisor.

4. The goal-setting discussions follow the procedure described in B.2.

D. ASSISTANT UNIVERSITY LIBRARIANS

1. Library administrators are evaluated every five years by the librarians and classified personnel directly responsible to them. The library administrator may also request evaluations from selected faculty, students, and peers. The results of these evaluations will be shared with the Dean and the Provost.
2. The Provost is responsible for conducting the evaluation.

E. DEAN AND UNIVERSITY LIBRARIAN

1. The Dean and University Librarian is evaluated every five years by the librarians and classified personnel responsible to the Dean. The Dean may also request evaluations from faculty, students, and other administrators.
2. The Provost is responsible for conducting the evaluation.

SALARIES

The salaries to be offered to new librarians and the annual salary increases are determined by the Provost on recommendation of the Dean and University Librarian, after consultation with the assistant university librarians.

NEW LIBRARIANS

Candidates for a position as a librarian are normally obtained by direct contact with accredited library schools, advertisements in national professional journals, personal contact at national meetings, and recommendations from current members of the staff. Invitations for campus visits are issued to prospective librarians after consultation with the Dean, the appropriate assistant university librarian, and department head. Campus visits must be part of the selection procedure for all new librarians. All candidates should receive a copy of this document as part of the packet given to candidates.

Written evaluations by the library staff must be part of the interviewing process. These evaluations will be reviewed by department heads and assistant university librarians before forwarding a recommendation to the Dean. Recommendations for appointment are made by the Dean to the Provost for the approval of the President and Board of Trustees. All matters pertaining to employment are conducted in full accordance with recognized equal opportunity employment practices.

Candidates for the position of Dean and University Librarian are determined by a university-wide search committee which includes faculty, librarians, library staff, and students. It is recommended that there be no fewer than two librarians and one member of the library civil service staff on the search committee.

DEPARTMENTAL MEETINGS AND COMMITTEES

The Dean and University Librarian meets with the entire staff (librarians, support staff, graduate assistants) once each year at the beginning of the first semester. The Library Advisory Council meets once or twice a month during the regular terms. The Dean meets with the head librarians of the regional campuses at least twice a year on each campus.

The Library Personnel Committee is the only committee with a role in library governance. Special ad hoc committees are appointed by the Dean as needed.

LIBRARY PERSONNEL COMMITTEE

I. Composition

- A. There shall be two representatives from the Readers' Services division, two from the Technical Services division, and one from the regional campus libraries. The regional campus representative will rotate between the two campuses.
- B. All representatives shall have voting privileges.

II. Method of Selection

The Committee shall be elected by the librarians. All librarians receive ballots listing the eligible persons by division. Ballots will be cast for two persons from Readers' Services, two from Technical Services, and one from the regional campuses if there are eligible persons other than the head librarians. The Dean issues, collects, and tabulates the ballots.

III. Terms of Office

Terms will be for a period of three years. In the initial composition of the Committee, the person receiving the second highest number of votes in each division served for one year only so that all terms would not run concurrently. As a result, every third year no election is necessary. In the event of a vacancy, the person receiving the next highest number of votes (from the division from which the departing member was elected) in the balloting will serve the balance of the vacant term. There is no limitation on the number of terms which may be served by an individual, with the exception that the member from the regional campus must be alternated each three year term. The election should be held in May. A term then will run from July through June.

IV. Membership

Any librarian on continuing contract and the regional campus head librarians are eligible to serve on the committee.

V. Duties

- A. The Committee elects a chair and a secretary annually from the five members. This election should take place prior to June 30 of each year.
- B. The Committee collects and organizes information and letters of recommendation for those librarians eligible for continuing contracts. The evaluations are obtained from the personnel files and from any other persons selected by the librarian being evaluated. Evaluations from the assistant university librarians are submitted to the Dean. The Committee may submit a ranked or unranked list of candidates to the Dean before December 1. The Dean sends a recommendation to the Provost. The Dean will notify the candidates, assistant university librarians, and the Committee of the action taken by the Provost, the President, and the Board of Trustees.
- C. The Committee may initiate a study of changes in the Library Personnel Program. Librarians are invited to bring governance or personnel matters to the Committee for discussion, study, and recommendations. The Committee is prepared to hear a grievance should a librarian wish to bring it before the Committee prior to taking it to an external committee.

OFF CAMPUS AND OUTSIDE TEACHING ASSIGNMENTS

A library administrator may recommend that a librarian teach a course in the educational media or library media technical assistants program at one of the regional campuses or on the Oxford campus. All such assignments must be approved by the Dean. Compensation for overload assignments may be awarded if duties are performed in addition to the regular work load. Teaching assignments at other institutions are arranged by agreement with the librarian's department head, assistant university librarian, and Dean.

RESEARCH FUNDS

Any librarian may apply for research support from a university or external source. Research proposals shall be reviewed by the department head, assistant university librarian, and Dean before forwarding.

REGIONAL CAMPUS PERSONNEL

Regional campus libraries have no organizational relationship to the Oxford campus libraries. Head Librarians report to the Executive Director of the regional campus. The relationship between the regional libraries and Oxford is one of consultation and cooperation.

The librarians of the regional campuses are represented on the Library Advisory Council and on the Library Personnel Committee. The Dean and University Librarian makes periodic visits to each of the campuses to discuss university library matters with all personnel.

STUDENT PARTICIPATION

Students are represented through their representation on the University Library Committee. Graduate assistants assigned to the library have many opportunities to make recommendations and influence the services and activities of their respective departments. Student assistants also have opportunities to influence their working conditions and make suggestions for alterations in procedures in their departments.

APPEAL PROCEDURE

Librarians who wish to voice a grievance should do so through their department heads, the assistant university librarians, the Dean and University Librarian, the Library Personnel Committee, the Provost, and finally to the Faculty Rights and Responsibilities Committee, progressing as far as necessary through the sequence until the grievance is satisfied. In the case of the regional campuses, a grievance is directed to the head librarian, the Dean and University Librarian, the Library Personnel Committee, or the executive director of the regional campus as the case may be, and finally to the Faculty Rights and Responsibilities Committee, progressing as far as necessary through the sequence until the grievance is satisfied.

Similarly, civil service personnel who wish to voice a grievance should do so through their department head then to the appropriate assistant university librarian in accordance with the grievance procedure outlined in A Handbook for Employees of Miami University. In the case of the regional campus, a grievance is directed to the appropriate regional campus assistant librarian then to the head librarian.