Guidelines for Faculty Ranks and Promotion

The criteria listed under each rank indicate the level of achievement candidates are expected to meet or exceed in order to be promoted to that rank. Prior service as a librarian/archivist or prior service in other professional activities qualifies for consideration in meeting the criteria for length of service but is not automatically applicable. The typical length of service is indicated for promotion to ranks II, III and IV. These criteria exclude the year in which promotion would be considered. Increasing levels of attainment for these criteria are expected as a librarian/archivist moves sequentially through the ranks. The terminal degree typical for all librarian ranks is an ALA-accredited master's degree in librarianship/information science or foreign equivalent. Equivalency will be determined by the Libraries' Human Resources Department in consultation with the University Librarian and Associate Provost. The terminal degree appropriate for all archivist ranks is a master's degree in a subject area related to archival work. Academy of Certified Archivists (ACA) certification is necessary for continuing employment beyond 5 years and for rank advancement beyond Archivist I for archivists. For documentation concerning the named criteria and evidence of fulfillment see "Criteria for Appointment and Promotion."

Librarian I / Archivist I

Definition: Entry-level rank; used for persons with limited or no professional experience.

Criteria:

1. ALA-accredited master's degree in librarianship/information science or foreign equivalent for librarians, or a relevant terminal degree; master's degree in a subject area related to archival work for archivists.
2. Exhibit the potential for successful overall performance as a librarian/archivist; demonstrate the ability to meet the eligibility for ACA certification within 2 years of employment and to fulfill the requirements of ACA certification by 4 years of employment as an archivist. Employment will not exceed 5 years unless ACA certification is met.

Librarian II / Archivist II

Definition: Lower intermediate rank.

Criteria:

1. ALA-accredited master's degree in librarianship/information science or foreign equivalent for librarians, or a relevant terminal degree; master's degree and ACA certification for archivists.
2. Successful job performance.
3. Initial professional growth as evidenced by involvement in any of the following three areas:

    a. Service to the University/Libraries;
    b. Professional Activities; or,

c. Research and other Creative Activities. Service to the community may be used as additional support.

Length of service:

Before meeting the criteria for promotion to Librarian II/Archivist II, an individual appointed as a Librarian I/Archivist I will typically have completed 2 years of professional experience by the promotion application deadline. Candidates may be recommended for early promotion if they are especially meritorious.

Librarian III / Archivist III

Definition: Upper intermediate rank.

Criteria:

1. ALA-accredited master's degree in librarianship/information science or foreign equivalent for librarians, or a relevant terminal degree; master's degree and current or previous ACA certification for archivists.
2. Continued successful job performance. The candidate is expected to demonstrate the potential for:

    a. performing or administering complex or highly specialized duties; or,
    b. developing a high level of expertise in his/her specific area of librarianship/ archival work.
3. Continued professional growth since the candidate's last promotion as evidenced by significant contributions selected from the following three areas:

    a. Service to the University/Libraries;
    b. Professional Activities; or,
    c. Research and other Creative Activities. Service to the Community may be used as additional support.
4. Demonstrated consistency and growth in the candidate's work and other contributions along with a likelihood of continuing excellence.

Length of Service:

Before meeting the criteria for promotion to Librarian III/Archivist III, an individual appointed or promoted to the rank of Librarian II/Archivist II will typically have completed 5 years of professional experience by the promotion application deadline. Candidates may be recommended for early promotion if they are especially meritorious.

Librarian IV / Archivist IV

Definition: Highest rank.

Criteria:

1. ALA-accredited master's degree in librarianship/information science or foreign equivalent for librarians, or a relevant terminal degree; master's degree and current or previous ACA certification for archivists.

2. Consistently successful job performance. The candidate is expected to:

    a. perform or administer complex or highly specialized duties; or,
    b. have developed and maintained a high level of expertise in his/her specific area of librarianship/archival work.
3. Recognized by his/her colleagues as being outstanding in at least one of the specific areas of librarianship/archival work.
4. A record of sustained professional growth since the candidate's last promotion as evidenced by extensive contributions selected from the following three areas:

    a. Service to the University/Libraries;
    b. Professional Activities; or,
    c. Research and other Creative Activities. Service to the Community may be used as additional support.

Length of Service:

Before meeting the criteria for promotion to Librarian IV/Archivist IV, an individual appointed or promoted to the rank of Librarian III/Archivist III will typically have completed 10 years of cumulative professional experience by the promotion application deadline. Candidates may be recommended for early promotion if they are especially meritorious.