

APPROVED BY PRESIDENT JUNE 1, 1998

A. General

This Policy implements the Board of Regents Policy on Librarians (October 6, 1995). It defines the employment category for Librarians at the University of Maryland,¹ establishes the structure and principles for appointment and promotion to the Librarian ranks, and delegates responsibility for the preparation of operating procedures consistent with this Policy.

B. Employment Category

1. Persons holding the rank of Librarian I, II, III, and IV shall serve as Associate Staff employees of the University. These ranks and the potential they afford for "promotion-in-place" are unique within the Associate Staff service; nevertheless, except as may be otherwise specifically and affirmatively provided in this Policy, the rights, incidents, prerogatives, responsibilities, limitations, benefits, and procedures controlling employment as a Librarian shall be the same as those governing the Associate Staff employees generally.
2. No person serving as an Associate Staff employee before the implementation of this Policy shall lose any existing employment right or benefit by virtue of being assigned a Librarian rank.

C. Librarian Positions Within the University Library System

1. A Plan of Organization of the University of Maryland Library System shall be prepared. The plan shall:
 - (a) Identify all existing full-time and part-time Regular and Non-Regular positions, whether occupied or vacant, regardless of the Employment Category (Faculty, Associate Staff, Classified Staff, Academic Administrator, Contingent Employee, etc.) potentially effected by the Regents' Policy on Librarians.
 - (b) Indicate all lines of authority; and,

¹ The terms "University of Maryland," "University," and "UM" denote the institution formerly styled as the University of Maryland, College Park.

- (c) Identify all positions which by their character, function and presently established minimum qualifications are those to which an individual holding the rank of Librarian I, II, III or IV may be appointed, and designate for each such position the minimum Librarian rank which shall be associated with it. The minimum rank assigned shall reflect the level of education, experience, specialization, skills and abilities reasonably necessary for an individual to perform the responsibilities of the position with the degree of proficiency expected by the Dean of Libraries.
 - (d) The Plan shall be prepared by the Dean of Libraries and approved by the Provost following review and comment by the Director of Personnel Services. At such time as positions are created or reconfigured in the Library System, the Dean shall inform the Director of the minimum Librarian rank to be assigned the new position.
2. Consistent with this Policy and the *Personnel Policies and Rules for Associate Staff*, the Dean of Libraries shall develop and institute a set of procedures whereby persons holding Librarian ranks shall be considered for promotion in rank and/or permanent status (See, Paragraph G.3. below). The procedures shall include participation by a Promotion & Permanent Status Review Committee of library professionals within the Library System. Following review for form and legal sufficiency, the procedures shall have the status of College regulations.

D. Titles and Ranks

- 1. All employees at the University have a Payroll Title, selected from among those approved for their category of employment.² Associate Staff employees may also be assigned a Functional Title (sometimes called a "Working Title" or "Descriptive Title") which describes the responsibilities they are performing. Functional Titles in the Library System are assigned by and may be changed in the discretion of the Dean of Libraries.
- 2. In addition to being assigned a Payroll Title and a Functional Title, qualified employees in the Library System will also be assigned one of four ranks: Librarian I, II, III, or IV. Present and future employees will be assigned an initial

² The Associate Staff Payroll Titles currently in use in the Library System are Associate Librarian I, Associate Librarian II, Librarian I, Librarian II, and Manager. It is anticipated that with respect to positions in the University library system this nomenclature and structure will be revised to accommodate the Librarian ranks established in Paragraph E, below.

Librarian rank and may be promoted to a higher rank in accordance with Paragraph F., below.³

3. The term "Director" shall be used in the Library System only as a Functional Title. It shall not designate a Rank.

E. Librarian Ranks

1. There are four librarian ranks: Librarian I, Librarian II, Librarian III, and Librarian IV. All full-time and part-time Associate Staff employees occupying positions identified under Paragraph C.(c), above, shall hold a librarian rank.
2. The minimum qualifications for the librarian ranks are:
 - (a) Librarian I: This rank requires an individual hold a Master's Degree (or equivalent) from a program accredited by the American Library Association. The rank is normally assigned to persons just entering librarianship. Little or no professional library experience is required other than the individual has demonstrated an understanding of the basic tenets of librarianship and a potential for professional growth. The emphasis at this rank is on the continuing acquisition of knowledge and skills, demonstration of increased competence, and professional development. An individual holding the rank of Librarian I shall not be eligible for consideration for permanent status.
 - (b) Librarian II: Persons holding this rank shall have demonstrated effective professional knowledge and skills significantly above those expected of a Librarian I. Normally, a minimum of three years of prior full-time professional experience is required before being eligible for appointment or promotion to this rank.
 - (c) Librarian III: Persons holding this rank shall have demonstrated mastery of the skills, knowledge, and techniques of librarianship, and have made meaningful contributions to the Library System, the University, the library profession, and/or an academic profession. Normally, a minimum of six years of prior full-time professional experience is required (including three years at a level comparable to Librarian II at the University of Maryland) before being eligible for appointment or promotion to this rank.

3 As soon as practicable, existing Payroll Titles will be reconfigured to correspond to Librarian Ranks. Thereafter, this Policy will be edited to remove reference to the distinction except where confusion may arise.

- (d) Librarian IV: Persons holding this rank shall have made distinctive contributions to the Library System, the University, the library profession, and/or an academic discipline. Normally, a minimum of nine years of prior full-time professional experience is required (including three years at a level comparable to Librarian III at the University of Maryland) before being eligible for appointment or promotion to this rank. Appointment or promotion to this rank reflects exceptional accomplishment.
3. The President may establish additional qualifications for each rank as may be recommended by the Dean of Libraries and Provost.

F. Appointments and Promotions

1. Individuals will be assigned a Librarian rank at the time of appointment to a Librarian position in the Library System and thereafter are eligible for consideration for promotion to higher Librarian ranks.⁴
2. Promotion to a higher Librarian rank may occur "in-place"; it may occur without a change in position, payroll title or functional title. Promotion shall be based on the quality of a librarian's achievements, and in no case shall be automatic or a consequence of length of service alone.
3. The criteria and procedures for evaluating an individual's accomplishments for the purpose of assigning a Librarian rank at the time of initial appointment or for promotion to a higher Librarian rank shall be established by the President upon the recommendation of the Dean of Libraries and Provost. The criteria shall include:
 - (a) Outstanding accomplishment in the performance of the requirements of the individual's current position;
 - (b) Expertise and superior knowledge of librarianship or other valuable relevant field;
 - (c) Professional development and demonstrated potential for enhanced responsibilities;
 - (d) Service to the Library System, University and professional organizations.

⁴ Associate Staff occupying these positions at the time of the approval of the Plan of Organization will be assigned the rank of Librarian II by the Dean of the Libraries, and may thereafter be considered for promotion.

The relative importance of these criteria may vary among the Librarian ranks and among the different units within University of Maryland Library System, but each shall be considered in every decision.

G. Permanent Status

1. Persons holding Librarian ranks are Associate Staff employees and are eligible to attain permanent status in accordance with the Board of Regents *Personnel Policies and Rules for Associate Staff*, Section II "Employment Standards," Paragraph G. (1989) (incorporated herein by reference) in the same manner and subject to the same conditions as other University Associate Staff employees.
2. Permanent status within the Associate Staff is that form of continuing employment attained after seven years of consecutive full-time service at the University and whereafter termination must be justified by cause. Cause, as defined in the *Personnel Policies and Rules for Associate Staff*, includes, but is not limited to, immorality, misconduct in office, incompetency, failure to perform assigned duties, willful neglect of duty, or permanent or chronic disability that seriously jeopardizes or prevents performance of the employee's assigned duties. Permanent status does not nullify the right of the University to lay off an Associate Staff employee for lack of supporting funds, program change, change in departmental organization or stoppage or lack of work.
3. The Dean of Libraries will undertake a performance review and take appropriate personnel actions prior to the completion of a librarian's seventh year of full-time continuous service to ensure permanent status is attained only in those instances where an individual has offered outstanding service and evidences a potential for continued professional development. The Dean of the Libraries in consultation with the Director of Personnel will establish criteria and procedures for this review.
4. Permanent status is not a factor of Librarian rank and is not attained except in conformity with the *Personnel Policies and Rules for Associate Staff*. Assignment or promotion to the rank of Librarian II, III, or IV does not confer "permanent status."

H. Professional Leave

1. Librarians may be granted professional leave for the purposes of conducting scholarly work or doing applied research which will increase the librarian's contribution to the University or enhance the reputation of the University. Professional leave is granted subject to the needs of the University, including consideration of the availability of funds and the efficient delivery of library services.

2. To be eligible for professional leave the Librarian must:
 - (a) Have attained permanent Associate Staff status; and,
 - (b) Have served a minimum of six years of full-time service as a librarian in the University Library System at the time of an initial professional leave⁵ or since any previously granted professional leave. Leave of absence without pay shall not be counted as service for the purpose of professional leave; and,
 - (c) Except in extraordinary circumstances, agree as a condition of receiving professional leave to return promptly to the University at the termination of the leave and serve in his or her previous position for at least one year.
3. Professional leave may be granted for either:
 - (a) Six calendar months at full compensation; or,
 - (b) One calendar year at one-half normal compensation.
4. All benefits and privileges of a librarian on professional leave shall continue in the same manner as if the librarian were not on such leave, including the accrual of annual leave, sick leave, opportunity for promotion in rank, and eligibility for merit raises.
5. During the period of professional leave, the librarian will be permitted, with the prior approval of the President or designee, to accept, in addition to the compensation received from the University, such grants, awards, contracts, fellowships, or other compensation or stipends as may be given to support the approved professional leave project. A librarian who receives compensation without the approval of the President will be required to return all compensation from the University for support of the project.
6. Application for professional leave shall be made at least six months prior to the proposed commencement. Applications shall be addressed to the Dean of the Libraries and contain a description of:

5 Some librarians may attain permanent Associate Staff status by serving part or all of the requisite seven years in non-librarian positions or at other institutions within the University of Maryland System. Eligibility for professional leave is deemed an incident of continuous long-term service as a librarian to the University. Accordingly, the University has established a six-year institution service and a six-year librarian service as components of eligibility.

- (a) The project; and,
- (b) The expected results of the project; and,
- (c) The value of the project to the mission of the Library System;
- (d) The effect on the Library and a plan to minimize disruption.

The Dean shall review the application for professional leave and make a recommendation. Applications are routed through the Provost to the President. The President, or designee, may approve, postpone or reject the leave. The Provost in consultation with the Dean may establish such additional procedures and criteria relating to the approval and funding of professional leave as they deem appropriate to implement this Policy.

7. Within three months of returning from professional leave, a librarian shall file a report describing the results of the project, and a detailed accounting of the activities undertaken during the leave. The report is to be addressed to the Dean of Libraries, with a copy to the Provost.