

365-4 **Definitions**

The titles Associate University Librarian and Assistant University Librarian are used for academic appointees who provide top-level professional and administrative services to the University libraries as officers assisting the University Librarians. There may be more than one appointee with each title on a given campus.

a. **Associate University Librarian**

Position of high responsibility in the planning and management of the operation of the library or libraries of a campus. Functions as a top-level administrative officer under the University Librarian, and is expected to be capable of functioning as deputy for the University Librarian when necessary. May be assigned authority for management of a sector of the library or of a major functional area of library administration.

b. **Assistant University Librarian**

Position of major responsibility for assisting with planning and managing library operations. May be assigned authority for management of a sector of the library or of a major functional area of library administration, under the general supervision of the University Librarian or an Associate University Librarian.

365-6 **Responsibility**

It is the responsibility of each Chancellor, in consultation with the University Librarian, to provide for review of candidates for appointment to either of these titles, for merit increases for Associate and Assistant University Librarians, and for promotion of Assistant University Librarians. (See APM - 365-80 concerning Procedures.)

365-8 **Types**

a. An *appointment* occurs when an individual is employed with one of these titles and when the individual's immediately previous status was:

(1) not in the employ of the University; or

- (2) in the employ of the University, but not with either of these two titles.
- b. A *promotion* is an advancement to the higher rank of Associate University Librarian from the lower rank of Assistant University Librarian. A change in title from another series (e.g., Librarian) to either Associate University Librarian or Assistant University Librarian is not defined as a promotion but as an appointment as described above.
 - c. A *merit increase* is an advancement in salary within rank.
 - d. An *intercampus transfer* is treated as an appointment by the new campus, although it may involve a merit increase or a promotion. (For policy concerning intercampus transfers, see [APM - 510](#).)

365-10 **Criteria**

- a. A candidate for appointment as Associate University Librarian or Assistant University Librarian shall have a professional background of competence, knowledge, and experience which clearly assures adequate preparation and suitability for appointment with the proposed title. Normally, a candidate will be expected to have a professional degree from a library school with an accredited program and considerable subsequent experience as a professional librarian. Demonstrated superior professional ability and attainment are indispensable qualifications for appointment to either of these titles. Promotion from Assistant University Librarian to Associate University Librarian must be justified not only by excellence of service and attainment, but also by demonstrated professional growth and accomplishment and/or the assumption of greater responsibility.

Each Chancellor, after receiving advice from the University Librarian, who shall consult with representatives of the campus Division of the Librarians Association, shall adopt and issue for campus use a full statement of general policy on the duties, responsibilities, and criteria for appointment and advancement of Associate University Librarians and Assistant University Librarians. Any such statements shall include and be consistent with the provisions of APM - 365-4 and 365-10-a, and the substance of [APM - 360-10-b](#). A copy of each such statement and of any subsequent modifications of it shall be made available to the library staff.

365-16 Restrictions

- a. Appointments to and retention in positions which are supported by State or other permanent funds administered by The Regents are subject to budgetary limitations established for the respective campuses, both as to funds and number of positions.
- b. Promotions and merit increases may be approved only within the limits of available funds.

365-17 Terms of Service

- a. An appointment to either of these titles is for an indefinite term.
- b. The titles Acting Associate University Librarian and Acting Assistant University Librarian may be accorded only to persons on temporary appointment. The prefix "Acting" will signify the interim status of such appointment.
- c. Rules concerning effective dates of appointments shall be as stipulated in [APM - 200-17](#). The effective date of merit increases and promotions will normally be July 1, although exceptions may be approved as provided in [APM - 365-24-b](#).

365-18 Salary

- a. An authorized salary scale established for these titles is issued by the Office of the President.
- b. Initial salaries and subsequent advancements in salary for appointees to these titles shall be subject to determination on a case-by-case basis, based upon qualifications and position requirements.
- c. There are no normal periods of service at either title. As a general practice, appointees shall be considered for merit increases at two-year intervals. Merit increases are not automatic and must be justified by the quality of professional and administrative service rendered by the appointee.

365-20 Conditions of Employment

- a. When an appointment as Associate or Assistant University Librarian is not to be continued, under circumstances other than those indicated in subsections b. and c. below, written notice shall be given to the individual in accordance with the following schedule:
 - (1) With less than one year of University service by the intended date of termination: not less than a four-month notice.
 - (2) With one year or more of University service by the intended date of termination: not less than a six-month notice.
- b. When an appointment is to be terminated in the event of lack of work or lack of funds, a written notice of not less than one month shall be given to the individual whenever possible. Opportunity for appeal shall be provided in accordance with the provisions of [APM - 140](#). (See also APM - 365-20-h.)
- c. If an appointee's conduct or performance of duty is such as to justify immediate dismissal, the appointee shall not be entitled to any notice.
- d. An appointee accrues sick leave credit and vacation credit in accordance with the provisions of [APM - 710](#) and [730](#), respectively.
- e. For information concerning eligibility for reimbursement of certain removal expenses see [APM - 560](#).
- f. A leave of absence with full or partial salary may be granted to an appointee with one of these titles (subject to the provisions of [APM - 750](#), [752](#), and [758](#)) when the leave is in the interest of the appointee's duties and professional development, when the project is of direct relevance to the functioning of the library as well as in the best interests of the University, and to the extent that provision therefore is available in the fund source(s) from which the appointee's salary is paid.
- g. In the event of termination of an appointment because of lack of work or lack of funds, the provisions of [APM - 145](#), Layoff Policy for Non-Senate Academic Appointees established by the University and as implemented by the campus shall apply.
- h. The provisions of [APM - 140](#), Grievance Policy—Non-Senate Academic appointees, shall be applicable to appointees holding either of these two titles.

365-24 Authority

- a. Each Chancellor is authorized to approve appointments, reappointments, merit increases, and promotions within authorized salary ranges, after appropriate review, subject to the provisions of APM - 365-24-c and -d.
- b. Each Chancellor may approve within authorized salary ranges, as exceptions, promotions and merit increases having effective dates other than July 1.
- c. Each Chancellor may approve, as exceptions, appointments, merit increases, and promotions retroactively (that is, with the beginning date of service prior to the actual date of approval).
- d. Each Chancellor may approve an initial appointment or subsequent reappointment of any retired individual.

365-35 Records

The provisions of [APM - 360-35](#) apply to this series.

365-80 Procedures

- a. Procedures for review and approval of appointments and merit increases of Associate University Librarians and Assistant University Librarians, and of promotions of Assistant University Librarians, shall be established by the Chancellor after receiving advice from the University Librarian, who shall consult with representatives of the campus Division of the Librarians Association.
- b. Procedures established to apply to the titles Associate University Librarian and Assistant University Librarian may be simplified, abbreviated, or waived for actions pertaining to these positions with Acting titles.
- c. The Chancellor is authorized to approve above-scale salaries up to and including the Regental compensation threshold.

In a case involving initial appointment or advancement to above-scale salary beyond the Regental compensation threshold (see Section 101.2(a)(2) of the Standing Orders of The Regents), if the Chancellor supports the appointment or advancement, the recommendation shall be sent to the President, with

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supporting material. If the President endorses the proposal, the President will forward the proposal to The Regents. Upon Regental approval, the President will notify the Chancellor of The Regents' action and the Chancellor will notify the appointee.

- d. The provisions of [APM - 360-80-b, -c, -d, -e, and -f](#), modified as appropriate, apply to this series.