

## **CRITERIA FOR PROMOTION OF PROFESSIONAL LIBRARIANS**

“The Criteria for Promotion of Professional Librarians” (“the Criteria”) describes standards for the promotion of professional Librarians currently employed by the UConn Library. The Criteria includes: why we have promotion; a summary of the promotional process; general criteria for promotion; a general description of the areas by which candidates are reviewed; years of service for each rank; and a description of the ranks. A separate FAQ addresses common questions and defines some of the terms used in this document.

### **Why Do We Have Promotion?**

The UConn Library’s promotional system serves to attract, retain, and reward professional Librarians of the highest caliber. Promotion is a mechanism for encouraging the growth and development of Librarians beyond their sphere of duties; that is, promotion looks at the achievements of the individual, and not the specific duties and responsibilities of a person’s position. Promotion rewards Librarians who make notable contributions to the academic community and the professional field; who develop and display leadership and excellence; and who cultivate new skills and knowledge for the betterment of the UConn Library and the University of Connecticut.

### **Summary of the Promotional Process**

Professional Librarians participate in a voluntary promotion system for advancement in rank. This system, which includes supervisors’ recommendations, peer review, the recommendation of the Dean of the UConn Library, and ultimate determination by the Provost and the Board of Trustees, has two primary goals: to ensure an opportunity for review on comparable terms, and to offer opportunities for promotion regardless of job assignment. The promotional calendar begins annually on July 1.

The Dean, in conjunction with the Promotion Review Advisory Committee (PRAC) and supervisors, holds an annual “Introduction to Promotion for Professional Librarians” review session which covers promotion procedures and the promotion criteria.

### **General Criteria for Appointment and Promotion**

The minimum educational requirement for appointment to the professional Librarian ranks is the completion of an accredited graduate degree in librarianship and/or information science. For some positions where subject competence in another discipline is demanded by the position, additional advanced degrees may also be required.

All candidates for promotion must have received an overall “good” or higher rating on their latest annual evaluation. Candidates must demonstrate in their assigned position evidence of significant accomplishments, leadership or potential for leadership, potential for development, ability to collaborate, and flexibility in the context of a changing work environment. Candidates are expected to show evidence of continuous growth in the following areas: Professional Competence; Library and/or University Service and Public Engagement; and Scholarly and Professional Activities. Accomplishments in

each area reflect the rank for which promotion are sought and bear evidence of a well-rounded career. Candidates' accomplishments are reviewed for the time period from the initial appointment as a Librarian or since the time of last promotion effective August 23.

Appointment to the next highest rank is predicated upon demonstrated evidence of meeting the criteria for that next highest rank as outlined in the descriptions of the ranks below. It is expected that in their professional conduct all Librarians will adhere to the Code of Ethics of the American Library Association (2008 rev.) or the Code of Ethics of the Society of American Archivists. [See attached].

### **When Should I Apply for Promotion?**

**The Candidate may apply for promotion when she/he has met the length of service requirements and can show evidence of performance at the level above the current rank.**

### **Length of Service for All Ranks**

The promotional cycle starts July 1. In calculating years of full time service for promotion, the Librarian seeking promotion should figure from the date of hire at the UConn Library. Librarians must meet the minimum of full time service as calculated by UConn Human Resources for the rank to which they are seeking promotion.

- Librarian I: Two years (24 months) is the minimum length of service in this rank before eligibility to apply for promotion.
- Librarian II: Three years (36 months) is the minimum length of service in this rank before eligibility for promotion.
- Librarian III: Three years (36 months) is the minimum length of service in this rank before eligibility for promotion.

Promotion is voluntary and not required for continued employment.

### **General Description of the Areas**

In each section, all items should be listed in reverse chronological order. Provide specific examples and concrete evidence that demonstrates your contributions, involvement, professional growth, and leadership or potential for leadership.

#### *SECTION ONE: PROFESSIONAL EXPERIENCE AND EDUCATION*

This section includes details of your experience, background and education. List your professional experience at the UConn Library in reverse chronological order. List other professional experience you have, including the title and organization. Describe your educational background, as well as any other academic or continuing education courses for credit beyond your degrees.

#### *SECTION TWO: PROFESSIONAL COMPETENCE*

Candidates must demonstrate in their assigned position evidence of significant accomplishments,

leadership or the potential for leadership, the potential for development, the ability to collaborate, and flexibility in the context of a changing work environment.

In this section, you will describe your work. In particular, you should provide examples and concrete evidence that demonstrates your contributions and involvement in:

- Your responsibilities and duties
- Areas of competence and specialization
- Major fields of interest
- Administrative functions
- Role as a Unit member
- Workshops and training sessions
- Areas of training and experience
- Skills you have acquired

### *SECTION THREE: LIBRARY AND/OR UNIVERSITY SERVICE AND PUBLIC ENGAGEMENT*

Library and/or University service and public engagement entail meaningful participation which extends beyond the boundaries of the Librarian's defined job duties and responsibilities. Activities may include:

- Library and/or University committee service
- Involvement in Library or University programs and projects
- Participation in Library-wide initiatives
- Engagement in Library or University governing boards or advisory groups
- Public engagement that involves library training and expertise
- Library management or leadership responsibilities not normally a part of the Librarian's assigned duties

### *SECTION FOUR: SCHOLARLY AND PROFESSIONAL ACTIVITIES*

Scholarly and professional activities, including research, are of value for Librarians in that such pursuits are likely to lead to increasing competence and vitality in the performance of one's assignment. They may also result in contributions to the field of librarianship.

- Scholarship and professional activities, including research, entail service which extends beyond the boundaries of the Librarian's defined job duties and responsibilities. Activities may include: active membership and appropriate activity in professional societies—lectures or papers delivered at meetings, office(s) held, or committees served on.
- Research and application of known techniques to the accumulation and analysis of new data and making fundamental contributions to the application of knowledge in the candidate's discipline.
- Writing and publishing in professional or society publications—analytical, critical, or editorial.
- Substantive proposals or internal studies and reports may be considered if they represent new ideas or incorporate research.
- Receipt of grants, fellowships, prizes, and honors may be considered evidence of scholarly or

professional contributions.

### **Descriptions of the Ranks**

#### **LIBRARIAN I**

- Shows evidence of sound performance in the assigned position. (Section Two)
- Shows evidence of the potential for active engagement in Library and/or University Service and Public Engagement. (Section Three)
- Attends professional meetings and workshops. Member of appropriate professional and scholarly organizations. (Section Four)
- Shows evidence of the potential for active engagement in Scholarly Activities. (Section Four)
- Shows evidence of a scholarly development mindset and the potential for scholarly contributions. (Section Four)
- Shows evidence of accomplishments, potential for leadership, potential for development, ability to collaborate, and flexibility in the context of a changing work environment. (Ubiquitous)

#### **LIBRARIAN II**

- Shows continuous evidence of sound performance in the assigned position through evidence of increased knowledge, understanding, and skill in performing the assigned duties of the position. (Section Two)
- Shows evidence of active engagement in Library and/or University Service and Public Engagement, such as contributing to library committees or task forces. (Section Three)
- Attends professional meetings and workshops. Member of appropriate professional and scholarly organizations. (Section Four)
- Shows evidence of active engagement in Scholarly Activities in the form of documented research and scholarship in librarianship or other relevant academic or disciplinary fields. Shows evidence that the candidate shares their professional knowledge at least at the local level. (Section Four)
- Shows continuous evidence of significant accomplishments, leadership, evidence of development, the ability to collaborate, and flexibility in the context of a changing work environment. (Ubiquitous)
- Shows evidence of active engagement in library and/or university committees or projects and a strategy for leadership in scholarly or other professional organizations. (Ubiquitous)

#### **LIBRARIAN III**

- Shows continuous evidence of sound performance in the assigned position through evidence of an in-depth knowledge, understanding, and skill in performing the assigned duties of the position. (Section Two)
- Shows evidence of active engagement in Library and/or University Service and Public Engagement. Documented leadership and initiative in projects and assignments which extend beyond areas of responsibility, such as chairing a library committee or task force. (Section Three)
- Attends professional meetings and workshops. Member of appropriate professional and

- scholarly organizations. (Section Four)
- Shows continuous evidence of active engagement in Scholarly Activities in the form of documented research and scholarship in librarianship or other relevant academic or disciplinary fields. Shows evidence that the candidate shares their expertise or professional knowledge at least at the regional level. (Section Four)
- Shows continuous evidence of significant accomplishments, leadership, continuous development, effective collaboration, and flexibility in the context of a changing work environment. Recognized by peers as being accomplished in their field of librarianship at least at the regional level. (Ubiquitous)
- Documented leadership and initiative in projects and assignments which extend beyond areas of responsibility. Also demonstrates active engagement or holds a leadership position in a professional organization at the regional level or higher. (Ubiquitous)

#### LIBRARIAN IV

- Evidence of continued growth and a record of significant professional accomplishment in the assigned position through evidence of expert knowledge and mastery of understanding and skill in performing the assigned duties of the position. (Section Two)
- Demonstrates a record of significant impact in Library and/or University Service and Public Engagement. (Section Three)
- Attends professional meetings and workshops. Member of appropriate professional and scholarly organizations. (Section Four)
- Demonstrates a record of documented research, scholarship, or creation of significant content in Scholarly Activities. Shows evidence that the candidate shares their expertise or broad professional knowledge at the national or international level.(Section Four)
- Extensive professional growth as evidenced by leadership roles in such areas as provision of continuing education; seminars; lectures; research and publication; grant applications; teaching; etc. Recognized by peers as being outstanding in their field of librarianship at least at the national level. (Ubiquitous)
- Demonstrates consistent leadership within the library so that staff members, the UConn Libraries, and/or UConn have benefitted from the candidate's work to effect major change(s). These qualities may be expressed in administrative or supervisory activities. Shows a record of active engagement or leadership in a national or international professional organization. (Ubiquitous)

## Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

## **Code of Ethics for the Society of American Archivists**

Archives are created by a wide array of groups and provide evidence of the full range of human experience. Archivists endeavor to ensure that those materials entrusted to their care will be accessible over time as evidence of human activity and social organization. Archivists embrace principles that foster the transparency of their actions and that inspire confidence in the profession. A distinct body of ethical norms helps archivists navigate the complex situations and issues that can arise in the course of their work.

The Society of American Archivists is a membership organization comprising individuals and organizations dedicated to the selection, care, preservation, and administration of historical and documentary records of enduring value for the benefit of current and future generations.

The Society endorses this "Code of Ethics for Archivists" as principles of the profession. This Code should be read in conjunction with SAA's "Core Values of Archivists." Together they provide guidance to archivists and increase awareness of ethical concerns among archivists, their colleagues, and the rest of society. As advocates for documentary collections and cultural objects under their care, archivists aspire to carry out their professional activities with the highest standard of professional conduct. The behaviors and characteristics outlined in this Code of Ethics should serve as aspirational principles for archivists to consider as they strive to create trusted archival institutions.

### **Professional Relationships**

Archivists cooperate and collaborate with other archivists, and respect them and their institutions' missions and collecting policies. In their professional relationships with donors, records creators, users, and colleagues, archivists are honest, fair, collegial, and equitable.

### **Judgment**

Archivists exercise professional judgment in appraising, acquiring, and processing materials to ensure the preservation, authenticity, diversity, and lasting cultural and historical value of their collections. Archivists should carefully document their collections-related decisions and activities to make their role in the selection, retention, or creation of the historical record transparent to their institutions, donors, and users. Archivists are encouraged to consult with colleagues, relevant professionals, and communities of interest to ensure that diverse perspectives inform their actions and decisions.

### **Authenticity**

Archivists ensure the authenticity and continuing usability of records in their care. They document and protect the unique archival characteristics of records and strive to protect the records' intellectual and physical integrity from tampering or corruption. Archivists may not willfully alter, manipulate, or destroy data or records to conceal facts or distort evidence. They thoroughly document any actions that may cause changes to the records in their care or raise questions about the records' authenticity.

### **Security and Protection**

Archivists protect all documentary materials for which they are responsible. They take steps to minimize

the natural physical deterioration of records and implement specific security policies to protect digital records. Archivists guard all records against accidental damage, vandalism, and theft and have well-formulated plans in place to respond to any disasters that may threaten records. Archivists cooperate actively with colleagues and law enforcement agencies to apprehend and prosecute vandals and thieves.

#### Access and Use

Recognizing that use is the fundamental reason for keeping archives, archivists actively promote open and equitable access to the records in their care within the context of their institutions' missions and their intended user groups. They minimize restrictions and maximize ease of access. They facilitate the continuing accessibility and intelligibility of archival materials in all formats. Archivists formulate and disseminate institutional access policies along with strategies that encourage responsible use. They work with donors and originating agencies to ensure that any restrictions are appropriate, well-documented, and equitably enforced. When repositories require restrictions to protect confidential and proprietary information, such restrictions should be implemented in an impartial manner. In all questions of access, archivists seek practical solutions that balance competing principles and interests.

#### Privacy

Archivists recognize that privacy is sanctioned by law. They establish procedures and policies to protect the interests of the donors, individuals, groups, and institutions whose public and private lives and activities are recorded in their holdings. As appropriate, archivists place access restrictions on collections to ensure that privacy and confidentiality are maintained, particularly for individuals and groups who have no voice or role in collections' creation, retention, or public use. Archivists promote the respectful use of culturally sensitive materials in their care by encouraging researchers to consult with communities of origin, recognizing that privacy has both legal and cultural dimensions. Archivists respect all users' rights to privacy by maintaining the confidentiality of their research and protecting any personal information collected about the users in accordance with their institutions' policies.

#### Trust

Archivists should not take unfair advantage of their privileged access to and control of historical records and documentary materials. They execute their work knowing that they must ensure proper custody for the documents and records entrusted to them. Archivists should demonstrate professional integrity and avoid potential conflicts of interest. They strive to balance the sometimes-competing interests of all stakeholders.

(Approved by the SAA Council in February 2005; revised, January 2012.)



### Rubric for Descriptions of the Ranks

This rubric contains the bullet points for each rank, Librarian I through Librarian IV, which appear in the preceding section “Descriptions of the Ranks.” This rubric shows more clearly the progression of expectations across ranks. Its content is identical to “Descriptions of the Ranks.”

<b>Professional Competence</b>	<b>Librarian I:</b> Shows evidence of sound performance in the assigned position.
	<b>Librarian II:</b> Shows continuous evidence of sound performance in the assigned position through evidence of increased knowledge, understanding, and skill in performing the assigned duties of the position.
	<b>Librarian III:</b> Shows continuous evidence of sound performance in the assigned position through evidence of an in-depth knowledge, understanding, and skill in performing the assigned duties of the position.
	<b>Librarian IV:</b> Evidence of continued growth and a record of significant professional accomplishment in the assigned position through evidence of expert knowledge and mastery of understanding and skill in performing the assigned duties of the position.
<b>Library/ University Service &amp; Public Engagement</b>	<b>Librarian I:</b> Shows evidence of the potential for active engagement in Library and/or University Service and Public Engagement.
	<b>Librarian II:</b> Shows evidence of active engagement in Library and/or University Service and Public Engagement, such as contributing to library committees or task forces.
	<b>Librarian III:</b> Shows evidence of active engagement in Library and/or University Service and Public Engagement. Documented leadership and initiative in projects and assignments which extend beyond areas of responsibility, such as chairing a library committee or task force.
	<b>Librarian IV:</b> Demonstrates a record of significant impact in Library and/or University Service and Public Engagement.
<b>Scholarly &amp; Professional Activities</b>	<b>Librarian I:</b> Shows evidence of the potential for active engagement in Scholarly Activities. Shows evidence of a scholarly development mindset and the potential for scholarly contributions. Attends professional meetings and workshops. Member of appropriate professional and scholarly organizations.
	<b>Librarian II:</b> Shows evidence of active engagement in Scholarly Activities in the form of documented research and scholarship in librarianship or other relevant academic or disciplinary fields. Shows evidence that the candidate shares their professional knowledge at least at the local level. Attends professional meetings and workshops. Member of appropriate professional and scholarly organizations at least at the local level.

	<p><b>Librarian III:</b> Shows continuous evidence of active engagement in Scholarly Activities in the form of documented research and scholarship in librarianship or other relevant academic or disciplinary fields. Shows evidence that the candidate shares their expertise or professional knowledge at least at the regional level. Attends professional meetings and workshops. Member of appropriate professional and scholarly organizations at least at the regional level.</p>
	<p><b>Librarian IV:</b> Demonstrates a record of documented research, scholarship, or creation of significant content in Scholarly Activities. Shows evidence that the candidate shares their expertise or broad professional knowledge at the national or international level. Attends significant professional meetings and workshops. Member of appropriate professional and scholarly organizations at the national or international level.</p>

<b>Ubiquitous Qualities</b>	<b>These qualities are expected at all levels of librarianship. The complexity and impact are expected to increase as you progress through the ranks.</b>
<b>Professional Growth</b>	<p><b>Librarian I:</b> Shows evidence of accomplishments, potential for leadership, potential for development, ability to collaborate, and flexibility in the context of a changing work environment.</p>
	<p><b>Librarian II:</b> Shows continuous evidence of significant accomplishments, leadership, evidence of development, the ability to collaborate, and flexibility in the context of a changing work environment.</p>
	<p><b>Librarian III:</b> Shows continuous evidence of significant accomplishments, leadership, continuous development, effective collaboration, and flexibility in the context of a changing work environment. Recognized by peers as being accomplished in their field of librarianship at least at the regional level.</p>
	<p><b>Librarian IV:</b> Extensive professional growth as evidenced by leadership roles in such areas as provision of continuing education; seminars; lectures; research and publication; grant applications; teaching; etc. Recognized by peers as being outstanding in their field of librarianship at least at the national level.</p>
<b>Leadership</b>	<p><b>Librarian II:</b> Shows evidence of active engagement in library and/or university committees or projects and a strategy for leadership in scholarly or other professional organizations.</p>
	<p><b>Librarian III:</b> Documented leadership and initiative in projects and assignments which extend beyond areas of responsibility. Also demonstrates active engagement or holds a leadership position in a professional organization at the regional level or higher.</p>
	<p><b>Librarian IV:</b> Demonstrates consistent leadership within the library so that staff members, the UConn Libraries, and/or UConn have benefitted from the candidate's work to effect major change(s). These qualities may be expressed in administrative or supervisory activities. Shows a record of active engagement or leadership in a national or international professional organization.</p>