

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

The Criteria for Promotion of Professional Librarians (Criteria) describes standards for promotion of professional librarians at 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 requirements 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 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 those 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**

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; please reference the PRAC Calendar for all procedural requirements and deadlines.

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

The minimum educational requirement for appointment to the librarian ranks is the completion of an accredited graduate degree in librarianship and/or information science, or a master's degree in a field related to the position. For some positions where subject competence in another discipline is required 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 promotion and show evidence of a well-rounded career. Candidates' accomplishments are reviewed from the initial appointment as a UConn Library librarian or from the date of most recent promotion or position change.

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 below. It is expected that 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 they have met the length of service requirements and can show evidence of meeting the requirements of the rank sought in Professional Competence; Library and/or University Service and Public Engagement; and Scholarly and Professional Activities.

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

The promotional cycle starts July 1. In calculating years of full-time service:

- For UConn service, the Librarian seeking promotion must use their date of hire as a Librarian at the UConn Library. Librarians must use the amount of full-time service as calculated by UConn Human Resources.
- For non-UConn service, the Librarian can only consider full-time, post-MLS experience as a professional Librarian. Librarians must use the amount of professional service as calculated by the Assistant Dean for Library Administration.
  - Librarian 1: There is no minimum length of previous professional full-time service required to obtain this rank.
  - Librarian 2: Three years (36 months) is the minimum length of professional full-time service before eligibility to apply for promotion to this rank.
  - Librarian 3: Six years (72 months) is the minimum length of professional full-time service before eligibility for promotion to this rank.
  - Librarian 4: Nine years (108 months) is the minimum length of professional full-time service before eligibility for promotion to this rank.

Promotion is voluntary and not required for continued employment.

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

#### *SECTION 1: PROFESSIONAL EXPERIENCE AND EDUCATION*

Certain educational credentials and work experiences are part of the criteria for Librarians at UConn. Librarians:

- Hold the MLS/MLIS or a comparable graduate degree
- May have prior post-MLS or prior professional experience appropriate to their degree
- Academic, continuing education, or certificate courses may also form part of a Librarian's education and experience

#### *SECTION 2: PROFESSIONAL COMPETENCE*

Professional competence in the execution of job duties, which includes significant evidence of 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, is the bedrock of librarianship. Contributions and involvement may include:

- 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
- Acquired skills

### *SECTION 3: LIBRARY AND/OR UNIVERSITY SERVICE AND PUBLIC ENGAGEMENT*

Library and/or University service and public engagement entail meaningful participation that 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 4: 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 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.

### **General Summary and Competencies Expected of the Librarian Ranks**

#### **LIBRARIAN 1**

A Librarian I is expected to have a working knowledge of the specific subject and/or functional areas related to the position, defining the standard work tasks within established Library policies, practices, and procedures. A Librarian 1 is required to work independently as well as collaboratively, and must demonstrate critical thinking, creative problem solving, customer service, interpersonal, communication, and active learning skills while reinforcing the principles of inclusion and equity in daily responsibilities.

Competencies expected of Librarian 1:

Knowledge of:

- Principles and practices of library information science
- Products, tools, services, venues, and opportunities that foster learning, research, publication, and scholarship
- Standards and best practices within subject and/or functional area of expertise
- Community educational and research needs, including the principles and best practices of in-person and online instruction
- Assessment standards and best practices
- Scholarly research and communications processes
- Principles of diversity, equity, and inclusion
- Standards and best practices in public and customer service
- Best practices in critical thinking, creative problem solving, and analysis
- Current integrated library resource management systems as related to the position
- Principles and best practices in planning and organization
- Microsoft Office and related software applications

Skill in:

- Supporting and implementing practices, procedures, and workflows in area of position responsibility
- Delivering on community educational and research needs and principles and best practices of in-person and online instruction.
- Reinforcing the principles of diversity, equity, and inclusion by working collaboratively with individuals of diverse backgrounds, experiences, and perspectives
- Demonstrating strong public service and interpersonal skills
- Critical thinking, creative problem solving, and analysis
- Learning and working effectively in current office applications, software, and communication technologies
- Delivering reliable, effective, and appropriate verbal and written communication that follows current professional standards, language, and grammar
- Planning and organization
- Preparing and maintaining accurate records and reports
- Creating and managing internal documentation, including training and group presentation materials

Ability to:

- Align current tools, services, venues, and opportunities to support learning, research, publications, and scholarship
- Actively engage with stakeholder communities through outreach and networking
- Participate in professional activities at a statewide, regional, and/or national level
- Make a positive contribution to a culture of inclusion and respect in all interactions within the Library and across the University
- Maintain the confidentiality of information and professional boundaries and continuously demonstrate strong public and customer service skills in all interactions
- Work independently to analyze information, draw conclusions and understandings, and present such conclusions effectively to stakeholders
- Maintain active learning skills and currency in professional standards, practices, procedures, policies, and technologies related to position responsibilities
- Continually deliver reliable, effective, and appropriate verbal and written communication that follows current professional standards and the correct use of language and grammar
- Successfully plan, organize, and manage workflows and operations
- Be responsive, flexible, and adaptive in approach to work

- Create and manage internal documentation, including training and group presentation materials

## **LIBRARIAN 2**

A Librarian 2 is expected to have a comprehensive knowledge of the specific subject and/or functional areas related to the position. Work both independently and collaboratively. Must demonstrate critical thinking, creative problem solving, customer service, interpersonal, communication, and active learning skills while reinforcing the principles of inclusion and equity in daily responsibilities. Engages in strong outreach and networking skills and sound professional judgement and decision-making practices, including resolving issues that require innovative thinking.

Competencies expected of Librarian 2:

In addition to all competencies expected of Librarian 1, candidates for promotion to Librarian 2 are expected to have the following knowledge, skills, and abilities. (Passages in italics indicate additions or changes in language for the individual competency, relative to Librarian 1).

Knowledge of:

- Service standards, policies, procedures, and processes of library operations, and of departments and University offices interfacing with the Library

Skill in:

- Demonstrating strong public service and interpersonal skills; *developing and maintaining effective and appropriate working relationships with internal and external audiences*

Ability to:

- *Maintain active engagement* in professional activities at a statewide, regional, and/or national level
- Manage student labor budgets and produce reports on budget expenditures

## **LIBRARIAN 3**

A Librarian 3 is expected to have an advanced knowledge of the specific subject and/or functional areas related to the position and openly share their expertise and knowledge within the profession. Utilizes a proactive approach to engagement and problem solving, as issues often require integrative solutions. Employees at this rank demonstrate leadership abilities and are required to show continuous evidence of active involvement in scholarly activities. Must demonstrate advanced critical thinking, creative problem solving, customer service, interpersonal, communication, and active learning skills while reinforcing the principles of inclusion and equity in daily responsibilities.

Competencies expected of Librarian 3:

In addition to all competencies expected of Librarian 2, candidates for promotion to Librarian 3 are expected to have the following knowledge, skills, and abilities. (Passages in italics indicate additions or changes in language for the individual competency relative to Librarian 2).

Knowledge of:

- Products, tools, services, venues, and opportunities that foster learning, research, publication, and scholarship *at an advanced level*
- Scholarly research and communications processes *at an advanced level*

- Current integrated resource management systems *at an advanced level* as related to the position
- Principles and best practices in planning and organization *at an advanced level*

Skill in:

- Supporting and implementing practices, procedures, and workflows within area of position responsibility *at an advanced level*
- Delivering on community educational and research needs and principles and best practices of in-person and online instruction *at an advanced level*
- *Modeling* strong public service and interpersonal skills; developing and maintaining effective and appropriate working relationships with internal and external audiences
- *At an advanced level*, delivering reliable, effective, and appropriate verbal and written communication that follows current professional standards, language, and grammar
- Planning and organization *at an advanced level*

Ability to:

- Align current tools, services, venues, and opportunities to support learning, research, publications, and scholarship *at an advanced level*
- Maintain active engagement *and create significant contributions* in professional activities at a statewide, regional, and/or national level
- Maintain *an advanced level* of active learning skills and currency in professional standards, practices, procedures, policies, and technologies related to position responsibilities
- *At an advanced level*, continually deliver reliable, effective, and appropriate verbal and written communication that follows current professional standards and the correct use of language and grammar
- Successfully plan, organize, and manage workflows and operations *at an advanced level*
- Manage budgets and produce reports on budget requests, encumbrances, and expenditures

#### **LIBRARIAN 4**

A Librarian 4 is expected to have mastery level knowledge in the specific subject and/or functional areas related to the position and maintain a significant level of engagement in scholarly activities. Regarded as an expert in the field and supports the UConn Library and its community through proven accomplishments of significant impact in Library, University, and/or public engagement. Employees at this level demonstrate excellent leadership, communication, professional judgement, knowledge sharing, relationship building, and decision-making practices while reinforcing the principles of inclusion and equity in daily responsibilities.

Competencies expected of Librarian 4:

In addition to all competencies expected of Librarian 3, candidates for promotion to Librarian 4 are expected to have the following knowledge, skills, and abilities. (Passages in italics indicate additions or changes in language for the individual competency relative to Librarian 3).

Knowledge of:

- Products, tools, services, venues, and opportunities that foster learning, research, publication, and scholarship *at a masterly level*
- Scholarly research and communications processes *at a masterly level*
- Current integrated resource management systems as related to the position *at a masterly level*
- Principles and best practices in planning and organization *at a masterly level*

Skill in:

- Supporting and implementing practices, procedures, and workflows within area of position responsibility *at a masterly level*
- Delivering on community educational and research needs and principles and best practices of in-person and online instruction *at a masterly level*
- At a *masterly level*, delivering reliable, effective, and appropriate verbal and written communication that follows current professional standards, language, and grammar
- Planning and organization *at a masterly level*

Ability to:

- Align current tools, services, venues, and opportunities to support learning, research, publications, and scholarship *at a masterly level*
- *Provide leadership and/or create high-impact contributions* for professional activities at a statewide, regional, and/or national level
- Maintain a *masterly level* of active learning skills and currency in professional standards, practices, procedures, policies, and technologies related to position responsibilities
- *At a masterly level*, continually deliver reliable, effective, and appropriate verbal and written communication that follows current professional standards and the correct use of language and grammar
- Successfully plan, organize, and manage workflows and operations *at a masterly level*

## 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 that 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 that 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>