Structure for Ranking and Promotion Review
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Structure for Ranking and Promotion Review
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The basic purpose of the University Library’s peer review process for ranking and promotion of EPA Non-Faculty Librarians is to provide for the recognition of excellence. All appointments and reappointments to EPA Non-Faculty positions, whether full-time or part-time, except fixed term appointments, will be subject to the provisions of the Structure for Ranking and Promotion Review document, hereafter Ranking Document.

The Ranking Document provides for ranking and promotion procedures specific to the University Library. Nothing in these procedures is intended to conflict or otherwise alter the provisions of the University's "Employment Policies for EPA Non-Faculty Employees of The University of North Carolina at Chapel Hill," the Faculty Grievance policies (see Faculty Handbook) and other University policies relevant to EPA non-faculty appointees. To the extent there are unintended conflicts between the ranking and promotion procedures contained herein and any University policies that apply to EPA Non-Faculty employees, the terms of the relevant University policies shall prevail.

The original Ranking Document, effective September 1, 1981, was modified in accordance with the Employment Policies for EPA Non-Faculty Research Staff, Instructional Staff, and Tier II Senior Academic and Administrative Officers of The University of North Carolina at Chapel Hill, hereafter Policies. The 1981 date serves as the anniversary date for all librarians employed in the University Library (formerly Academic Affairs Library system) at the time and is the base date for their appointment. For librarians appointed on or after September 1, 1981, the date of their initial appointment serves as the base date for their appointment.

In considering an individual for appointment, reappointment, promotion, or termination, the factors that will be evaluated are job performance, professional growth and development, value to the Library, and needs and resources of the University.

Policy Review

The Ranking Procedures Committee, appointed by the University Librarian, will serve as an advisory committee to the University Librarian on procedural matters regarding the ranking structure and is responsible for revision and maintenance of the Ranking Document.

The Ranking Document will be reviewed in its entirety no less than every five years, in part to take into account changes in other University documents cross-referenced within the Ranking Document. The Ranking Procedures Committee may itself suggest changes, receive suggestions from the librarians, and receive input from the University Librarian. The Committee will review all suggested revisions and incorporate necessary changes into the Ranking Document. The Committee will make the revised document available and call a meeting of all librarians to discuss and vote on the revisions. Any changes will have the approval of a majority of the librarians.
present and will be referred to the Office of University Counsel, EEO Office, and Associate Vice Chancellor for Human Resources, with final approval by the Executive Vice Chancellor & Provost.

I. Ranking System

The ranking system allows the University Library to recognize achievement and qualities in a librarian regardless of the position held by the individual. Advancement in rank requires an assessment of a librarian's professional ability, development, achievement, and potential, as well as an assessment of institutional needs and resources.

The ranking system, which parallels that for faculty on campus, permits librarians certain faculty privileges: membership in a division of the General Faculty, voting privileges in faculty elections, and the right to serve on the elective Faculty Council and other faculty committees.

Upon initial appointment, librarians are assigned the rank of General Librarian, Assistant Librarian, Associate Librarian, or Librarian.

II. Initial Rank Assignment

At the point of hire, the Library Personnel Office will review the successful candidate's application materials and will recommend the initial rank assignment. The Library Personnel Office makes the recommendation to the appropriate line of supervision, from the department head, up to and including the University Librarian. The Library Personnel Office may make available a candidate's file to the appropriate Appointment and Promotion Committee for consultation regarding the initial rank assignment. The initial appointment is subject to review by the University's EEO Officer and the Office of Human Resources.

III. Ranks

A. General Librarian

General Librarian is the beginning and probationary rank. Initially, a General Librarian is employed for a stated term of one year and is reviewed annually by the University Librarian for reappointment or for promotion when eligible. A librarian may serve at the General rank for a minimum of three and a maximum of four years, which normally includes the initial appointment of one year and two or three possible reappointments.

1. Qualifications

   a) The rank of General Librarian is normally assigned to a person who is new to the library profession, but who shows the potential for a promising career based on documented evidence of academic excellence, personal development, and basic professional skills.

   b) A librarian appointed to this rank possesses a graduate degree in library or information science or in a special field relevant to the position when permitted by UNC General Administration EPA Non-Faculty classification guidelines.
c) Although a General Librarian may have little or no experience as a professional librarian, this individual may have several years of relevant paraprofessional experience or experience in another profession.

d) A General Librarian may have little or no prior participation in professional organizations, meetings, conferences, committee service, or research and publications.

2. Reappointment – The review process for a General Librarian begins 90 days prior to the expiration of the stated term. The decision for reappointment of General Librarians shall be made by the University Librarian, after consultation with the librarian's Associate University Librarian who, in turn, shall have reviewed the librarian’s ranking packet, which includes assessments by the appropriate line of supervision.

Upon completion of the requisite number of terms as a General Librarian, the promotion process from General to Assistant will be initiated by the University Librarian through the Notification of Review process.

3. Termination - A decision not to reappoint upon expiration of a probationary appointment as General Librarian shall be made by the University Librarian with advice from the librarian’s Associate University Librarian and line of supervision. Notice of intention not to reappoint shall be transmitted to the General Librarian in writing at least 30 days prior to the termination of his/her annual appointment. Any questions and requests for information should be addressed directly to the University Librarian.

In considering an individual for appointment, reappointment, promotion, or termination, the factors that will be evaluated are job performance, professional growth and development, value to the Library, and needs and resources of the University.

B. Assistant Librarian

Assistant Librarian is the rank above General Librarian, and the last probationary rank. Appointment or promotion to this rank requires the basic professional skills of the General Librarian, plus evidence of increasing professional contributions to the Library and/or to the University. An Assistant Librarian is appointed for an initial stated term of either three or four years, based on a combination of previous professional experience and time served as a General Librarian. A librarian will receive one term appointment at the Assistant Librarian level. Eighteen months before the end of the appointment as Assistant Librarian, the librarian will be reviewed for promotion to the Associate Librarian rank. A librarian who fails to be promoted to the Associate Librarian rank will leave the Library's employment at the end of his/her appointment.

1. Qualifications

a) Assistant Librarian is the rank for persons whose professional experience reflects increasing specialization in a technical, subject, or administrative area.

b) An individual in this rank normally works under general guidance and increasingly takes responsibility for development and implementation of policies, programs, and services.
c) In his/her area of library specialization, the individual will contribute to the profession.

d) The individual appointed to this rank possesses a graduate degree in library science or in a special field relevant to the position, when permitted by UNC General Administration EPA Non-Faculty classification guidelines, and a minimum of four years of professional experience.

e) The individual in this rank should have made increasing contributions to the profession through professional activity, publication, or research.

2. Promotion – The review for promotion of an Assistant Librarian begins eighteen months prior to the expiration of the appointment, in order to provide a year’s notice of the decision before that appointment’s expiration. The candidate compiles and submits a ranking packet for review by the Associate Librarians' Appointment and Promotion Committee. After receiving the committee’s recommendation the University Librarian makes a decision and the promotion will become effective at the end of the appointment.

3. Termination - If the University Librarian does not recommend promotion, then the Assistant Librarian shall be informed in writing at least one year prior to the expiration of the current appointment that the appointment will not be renewed. Any questions and requests for information should be addressed directly to the University Librarian.

In considering an individual for appointment, reappointment, promotion, or termination, the factors that will be evaluated are job performance, professional growth and development, value to the Library, and needs and resources of the University.

C. Associate Librarian

Associate Librarian, the rank above Assistant Librarian, is a highly respected rank that can be attained only by those individuals with a sustained record of excellent job performance plus substantial professional accomplishments. An Associate Librarian is employed for a stated term of five years and will be reviewed for reappointment at the Associate rank or promotion to the rank of Librarian.

Librarians who are not yet ready to seek promotion to the Librarian rank can request review for reappointment to the Associate Librarian rank. For librarians who are unable to or choose not to make the necessary investment in professional activities to advance beyond this rank, the Associate Librarian rank may be an acceptable terminal rank.

1. Qualifications

a) The individual appointed to this rank possesses a graduate degree in library science or in a special field relevant to the position, when permitted by UNC General Administration EPA Non-Faculty classification guidelines, and a minimum of seven years of professional experience.

b) Additional graduate degrees or course work enhancing general knowledge and special competence is preferred.
c) The individual in this rank must have demonstrated continual growth in specific areas of librarianship, including increasing specialization in a technical, subject, or administrative area, such as supervision, collection development, technical processing, systems planning, or specialized reference and bibliographical work.

d) The individual in this rank has established considerable recognized expertise in a defined area of librarianship on a state, regional or national level.

e) The individual in this rank should have made significant contributions to the profession through professional activity, publication, or research.

2. Reappointment/Promotion – Eighteen months prior to the expiration of the five-year term, the Associate Librarian compiles and submits a ranking packet for review.

If the candidate is requesting promotion, the review is conducted by the Librarians' Appointment and Promotion Committee. The Librarians' Appointment and Promotion Committee will recommend either promotion to the rank of Librarian or reappointment at the Associate rank.

If the candidate is requesting reappointment at the Associate rank, the review is conducted by the Associate Librarians' Appointment and Promotion Committee. Persons can request review for reappointment at the Associate rank without prejudice to continued employment. A letter requesting this action is written to the Library Personnel Office and submitted with the completed ranking packet. The Associate Librarians' Committee considers this request and makes a recommendation to the University Librarian.

After receiving the appropriate committee's advice, the University Librarian makes a decision that becomes effective at the end of the appointment.

3. Termination - Notice of intention not to promote or reappoint as an Associate Librarian shall be transmitted in writing to the Associate Librarian at least one year prior to the expiration of the stated term. The review process for Associate Librarian shall begin eighteen months prior to the expiration of the stated term, in order to provide ample notification time. If a person wishes to request information concerning the ranking decision, he/she should address any questions directly to the University Librarian.

In considering an individual for appointment, reappointment, promotion, or termination, the factors that will be evaluated are job performance, professional growth and development, value to the Library, and needs and resources of the University.

4. Retirement - If an Associate Librarian plans to retire within one year after the expiration of the current appointment, the formal review process may be waived and the termination of the appointment may be extended to the specific date that the Associate Librarian has indicated as the date of retirement. The Associate Librarian should submit a letter of intent to the University Librarian, copying the Library Personnel Office, requesting an extension of the current appointment to the specific date of retirement. The University Librarian can approve or deny the request for any reason other than those reasons that are
impermissible. If the extension is granted, neither an updated curriculum vitae nor a formal evaluation by the immediate supervisor or department head will be required.

D. Librarian

Librarian, the rank above Associate Librarian, is the highest rank and is appropriate for individuals whose professional library performance and service have been consistently outstanding; who have established state, regional, or national leadership in library or scholarly organizations and whose prominence in his/her field of service or specialization reflects his/her superior achievements. A Librarian normally has a graduate degree in library science or in a specialized field relevant to the position. A second graduate degree or Ph.D. is desirable. In addition, a Librarian has a minimum of twelve years of professional experience. A Librarian is employed for a stated term of five years that may be renewed.

1. Qualifications

a) The individual appointed to this rank possesses a graduate degree in library science or in a special field relevant to the position, when permitted by UNC General Administration EPA Non Faculty classification guidelines, and a minimum of twelve years of professional experience.

b) A second graduate degree or Ph.D. is desirable.

c) The individual in this rank has established considerable recognized expertise in a defined area of librarianship or a field of scholarly endeavor, on a state, regional or national level.

d) The individual in this rank must have demonstrated leadership in specific areas of librarianship, including increasing specialization in a technical, subject, or administrative area, such as supervision, collection development, technical processing, systems planning, specialized reference and bibliographical work, or a field of scholarly endeavor.

e) The individual in this rank should have made significant contributions to librarianship or fields of scholarly endeavor, through professional activity, consulting, publication, or research.

2. Reappointment - Librarians are reviewed for reappointment beginning eighteen months prior to the expiration of the term. The evaluative procedures and the notification of the individual are identical to those detailed for an Associate Librarian except that the review shall be conducted by the Librarians’ Appointment and Review Committee.

3. Termination - Notice of intention not to reappoint as a Librarian shall be transmitted in writing to the Librarian at least one year prior to the expiration of the stated term. The review process for Librarian shall begin eighteen months prior to the expiration of the stated term, in order to provide ample notification time. If a person wishes to request information and understanding concerning the ranking decision, he/she should address any questions directly to the University Librarian.
In considering an individual for appointment, reappointment, promotion, or termination, the factors that will be evaluated are job performance, professional growth and development, value to the Library, and needs and resources of the University.

4. Retirement - If a Librarian plans to retire within one year after the expiration of the current appointment, the formal review process may be waived and the termination of the appointment may be extended to that specific date that the staff member has indicated as the date of departure. The Librarian should submit a letter of intent to the University Librarian, copying the Library Personnel Office, requesting an extension of the current appointment to the specific date of retirement. The University Librarian can approve or deny the request for any reason other than those reasons that are impermissible. If the extension is granted, neither an updated curriculum vitae nor a formal evaluation by the immediate supervisor or department head will be required.

E. Other Considerations

1. One-time deferral - Librarians at the Assistant rank or higher may request a single one-year postponement of review during employment, for unspecified personal or professional reasons, without prejudice to continued employment. This request may be made only once in a librarian’s career. On or before the receipt of the reappointment/promotion packet from the Library Personnel Office, the librarian who wishes to request this postponement of review should send a letter to the University Librarian, with a copy to Library Personnel Office, requesting a one-year deferral. If the request for postponement is granted, the librarian will be reappointed for one year, effective at the conclusion of the current term, which, for purposes of review only, will be regarded as an extension of the current term of appointment. Review will be initiated and completed before the end of the extended appointment period, which is twelve months later.

2. Leave of absence - Decisions regarding leaves of absence will be made by the University Librarian consistent with University policy. Time taken as a leave of absence may be covered by a combination of paid and unpaid leave, is limited to a maximum of 12 months, and does not change the time frame of the continuing appointment.

3. Suspension or discharge for cause - Permissible grounds for discharge or suspension of a librarian are specified in Policies (Section VIII). Suspension or discharge for cause will be implemented in conformance with the relevant provisions of the "Employment Policies for EPA Non-Faculty Research Staff, Instructional Staff, and Tier II Senior Academic and Administrative Officers of The University of North Carolina at Chapel Hill."

IV. LIBRARY APPOINTMENT AND PROMOTION COMMITTEES

In order to provide for a broad-based evaluation for appointment and promotion within the Library, there shall be two Appointment and Promotion Committees: (1) Associate Librarians' Appointment and Promotion Committee; and, (2) Librarians' Appointment and Promotion Committee.

Each committee shall consist of six elected members with the rank appropriate to the committee, i.e. librarians holding the rank of Associate Librarian at the time of election for the Associate Librarians’ committee or librarians holding the rank of Librarian at the time of election for the
Librarians committee. The six elected members are comprised of two from each of the three divisions (Public Services, Special Collections, and Technical Services) within the Library, to be elected by all professional librarians. The length of service on these committees shall be for two years in staggered terms. Members may be reelected, but not for more than two consecutive terms. Elections will be held annually by secret ballot to fill the two-year terms. Should a member resign or otherwise be unable to serve the full term, the vacancy will be filled until the next election by the librarian in the same division with the next-highest number of votes in the last election.

These committees will advise the University Librarian relative to initial appointments, reappointments, promotions, and decisions not to reappoint based on either a candidate’s hiring file or on the ranking packet and evaluations by the appropriate line of supervision submitted by each librarian being reviewed.

A. Review Process

When a complete ranking packet is prepared, the Library Personnel Office notifies the Chair of the committee, and the Chair notifies the committee members, instructing them to review the packet, and schedules a meeting. All members of the committee must maintain complete confidentiality regarding all aspects of their review deliberations. Committee members must not reveal any information they see on documents they read in fulfillment of their committee responsibilities. The committee evaluates the packets, discusses action, and then votes. The vote does not have to be unanimous; any minority opinion will be reflected in the advisory letter to the University Librarian. The Chair, or designee, drafts a letter summarizing the basis for the committee’s advice to the University Librarian, and seeks input from the committee. The Chair sends the final letter to the University Librarian and Library Personnel Office. Notes associated with each review are forwarded to the Library Personnel Office and retained according to the retention schedule.

B. Disqualifying situations during service on the Committees:

1. A librarian shall be recused from both the discussion and vote of his/her own reappointment review.

2. A direct supervisor serving a term on an Appointment and Promotion Committee may choose to participate in the discussion but shall be recused from voting on the librarian’s packet.

3. Any librarians related to or living with a candidate shall be recused from both the discussion and voting on the librarian’s packet.

V. APPEAL PROCEDURE

A librarian wishing to appeal non-reappointment, suspension, discharge, or the rank assigned, has access to the Library Appeal Procedure as described below. Before a hearing request is made, the librarian should discuss the rank assignment with the University Librarian or the Appointment and Promotion Committee, which advised the University Librarian regarding the rank, in an attempt to reach an agreement through informal means.
The appeal must be made within twenty-one working days after the date of the letter of notification of decision. The entire appeals procedure within the Library should be completed within sixty calendar days. Within twenty-one working days (Monday through Friday only are to be counted and no institutional holidays are to be counted) after receipt of a hearing request, the Appeals Committee shall decide whether or not to hear an appeal and, if so, whether or not to accept written statements in lieu of personal appearances by participants other than the appellant. All hearings shall be open only to participants. If a decision is made not to hear a case, the Committee shall notify the librarian initiating the appeal in writing as to the reasons for its action. The decision about rank agreed upon as a result of these procedures shall be retroactive to the original date of the review decision.

If the librarian still has a grievance after all library appeals have been completed, then the appeal may be taken to the Faculty Grievance Committee (see Faculty Handbook).

A. Appeals by General Librarians whose promotions or appointments have previously been reviewed by the University Librarian:

1. The librarian being ranked or reviewed submits a formal written request for a hearing to the University Librarian with a copy to the Library Personnel Office.

2. The Appeals Committee shall consist of the members of the Associate Librarians' Appointment and Promotion Committee.

3. In arriving at its recommendations, the Appeals Committee shall consider or review only documents or other material to which both the librarian being ranked and the University Librarian are afforded access. Only material submitted for purposes of ranking is admissible as evidence for review.

4. The Appeals Committee shall submit its report in writing, with recommendations for settlement of the appeal, to the University Librarian. If the University Librarian’s final decision does not concur with the judgment of the Appeals Committee, the University Librarian should state the reasons for this in detail to the Appeals Committee and to the librarian being ranked, in writing. This action constitutes the exhaustion of the internal appeals procedure.

B. Appeals by Assistant Librarians whose promotions or appointments have previously been reviewed by the Associate Librarians' Appointment and Promotion Committee:

1. The librarian being ranked or reviewed submits a formal written request for a hearing to the University Librarian with a copy to the Library Personnel Office.

2. The Appeals Committee shall consist of the members of the Librarians' Appointment and Promotion Committee.

3. In arriving at its recommendations, the Appeals Committee shall consider or review only documents or other material to which both the librarian being ranked and the Associate Librarians' Appointment and Promotion Committee are afforded access. Only material submitted for purposes of ranking is admissible as evidence for review.
4. The Appeals Committee shall submit its report in writing, with recommendations for settlement of the appeal, to the University Librarian. If the University Librarian’s final decision does not concur with the judgment of the Appeals Committee, the University Librarian should state the reasons for this in detail to the Appeals Committee and to the librarian being ranked, in writing. This action constitutes the exhaustion of the internal procedure.

C. Appeals by Associate Librarians and Librarians whose promotions, appointments, or reappointments have previously been reviewed by the Librarians' Appointment and Promotion Committee:

1. The librarian being ranked or reviewed submits a formal written request for a hearing to the University Librarian with a copy to the Library Personnel Office.

2. The Appeals Committee shall consist of the Associate University Librarians.

3. In arriving at its recommendations, the Appeals Committee shall consider or review only documents or other material to which both the librarian being ranked and the Librarians' Appointment and Promotion Committee are afforded access. Only material submitted for purposes of ranking is admissible as evidence for review.

4. The Appeals Committee shall submit its report in writing, with recommendations for settlement of the appeal to the University Librarian. If the University Librarian’s final decision does not concur with the judgment of the Appeals Committee, the University Librarian should state the reasons for this decision in detail to the Appeals Committee and to the librarian being ranked, in writing. This action constitutes the exhaustion of the internal appeals procedure.