

## Academic Handbook Revisions

Based on the online version available at <http://www.indiana.edu/~deanfac/acadhbk/index.html>

**Key:** New text in *italics*

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**Librarianship.** A librarian in the academic community is responsible for the collection, ~~and~~ dissemination *and preservation* of information and *source* materials and for services ~~pertaining thereto~~ in support of the teaching, research and general learning functions to the University. A librarian ~~is obligated to keep abreast of the latest developments in the profession and with processes and services to improve library service.~~ *instructs and assists in finding and evaluating information, wherever it may be located. A librarian is entrusted with the responsibility of ensuring the availability of information and ideas, no matter how controversial, so that teachers may freely teach and students may freely learn. A librarian is a member of a profession explicitly committed to intellectual freedom and the freedom of access to information for present and future generations, following the Code of Ethics of the American Library Association and its Library Bill of Rights.*

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### II. Specific Responsibilities

8. A librarian ~~recognizes the need for continual development maintenance and improvement of will continually develop, maintain and make improvements~~ *will continually develop, maintain and make improvements* to standard and specialized information resources *and library services* in support of the teaching, research and general learning functions of the University.

9. A librarian *will* cooperates with the teaching and research faculty to develop ~~the~~ library collections in support of the curricular offerings of the academic community.

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10. A librarian ~~recognizes intellectual and~~ *will strive to generate a proper respect for academic intellectual freedom in the discharge of the librarians' professional obligations to the patron, the University, and the community at large.*

11. A librarian ~~has an obligation to recommend and make improvements in library services~~ *will strive to care for and preserve library information resources.*

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## ACADEMIC APPOINTMENTS

### General Provisions

#### THE PURPOSE AND USE OF ACADEMIC APPOINTMENT CLASSIFICATIONS

The academic work of Indiana University is done by individuals holding academic appointments in different classifications. Each tenured and tenure-probationary faculty member has responsibilities in the areas of teaching, research and service. *Each tenured and tenure-probationary librarian has responsibilities in the parallel areas of performance (of librarianship duties), professional*

*development/research/creative activities, and service.* Academic appointees in other classifications have responsibilities in some but not all of the.....

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**Librarian Appointments.** Tenure-track librarians have responsibility for *performance (of librarianship duties),* ~~(acquiring, organizing, making available, and instructing in the use of source materials for academic work), research~~ *professional development/research/creative activities, and service. Librarians have a master's degree from an American Library Association-accredited library school or the equivalent professional credentials or a graduate degree in other professional or scholarly fields where appropriate. Titles: Librarian, Associate Librarian, and Assistant Librarian.*

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## **POLICIES GOVERNING ACADEMIC APPOINTMENTS**

### **Tenure Policies**

#### **FACULTY AND LIBRARIAN TENURE**

##### **The Principle of Tenure**

The principle of tenure.....Librarians, on their part, are obligated to maintain high standards of ~~professional service, research and creativity, and performance in the development of library services, and the communication of information and knowledge to others~~ *performance in librarianship, professional development/research/creative activities, service, and professional conduct.*

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A faculty member *or librarian* who has not received a notice of recommendation.....However, if the tenure decision is negative, the faculty member's *or librarian's* appointment shall terminate at the end of .....A faculty member *or librarian* who applies for early.....A faculty member *or librarian* who requests early.....A faculty member *or librarian* may withdraw.....

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##### **Procedures for Librarians.**

Recommendations for ~~tenure shall be processed as follows:~~

- ~~1. Recommendations prepared by supervisor of person under consideration and forwarded to the head of the appropriate library division for action;~~
- ~~2. Recommendations of the head of each library division are forwarded to the appropriate Chancellor for review and recommended action;~~
- ~~3. Chancellor's recommendations are forwarded to the Vice President (Bloomington) for review by an All University Librarians Tenure Committee appointed by the President in consultation with the Dean of University Libraries;~~

~~4. Recommendations of the All University Librarians Tenure Committee are transmitted to the Vice President (Bloomington) for review by the Dean of University Libraries and for presentation to the Board of Trustees.~~

*advancement to tenured status for librarians are prepared by team leaders, supervisors or other appropriate administrative officers. Such recommendations are prepared early in the academic year which counts as the sixth year for purposes of reckoning years of service towards tenure. (The actual determination of the appropriate year includes credit for service at other institutions which may have been negotiated at the time of the first appointment.) For specific information on the process of preparing such recommendations, see The Indiana University Library Faculty Handbook and campus-specific documents.*

*Recommendations shall be submitted through the academic administration of each campus with the advice of librarian committees and appropriate professional peers. Administrative structure varies somewhat from campus to campus and among library units on each campus. For specific information on the routing of such recommendations, see The Indiana University Library Faculty Handbook and campus-specific documents. Campus vice presidents, chancellors, and library deans, with the advice of librarian committees, are responsible for submitting tenure recommendations to the President. It shall be the responsibility of the President to submit to the Board of Trustees the names of those recommended for advancement to tenured status.*

*The dossier constructed in consultation with the candidate provides the evidence upon which the tenure decision is to be made. If additional information is sought or received during the review of the dossier at any level, the candidate and all previous committees and reviewers must be notified and given the opportunity to respond to the additional information. The information and responses shall then become part of the dossier.*

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### **Criteria for Tenure**

If the document changes during the faculty member *or librarian's* probationary period, the faculty member *or librarian* may choose to be evaluated for tenure under the written standards in effect at the time of appointment.

### **Promotion Policies**

#### **~~FACULTY PROMOTIONS~~**

#### **Procedures for Recommendations**

It shall be the privilege of any faculty member *or librarian* to submit a recommendation for the promotion of any faculty member *or librarian*, including himself or herself. These recommendations shall properly be documented.

Recommendations, whether submitted by individual faculty members *or librarians* or coming from chairpersons....

Academic administrators and Chancellors, advised by faculty *and librarian* committees, are responsible....

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**FACULTY PROMOTIONS**  
**Criteria for Promotion**

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**LIBRARIAN PROMOTIONS**

**Criteria for Promotion**

~~The criteria for promotion are (1) performance, (2) professional development, and (3) service.~~

*Performance of Librarianship duties, professional development/research/creative activities, and service to the profession, university, and community are long standing University promotion criteria for librarians. Promotion considerations must take into account, however, differences in mission among campuses, and among ~~schools~~ library units within some campuses, as well as the individual librarian's contribution to the ~~library~~school/campus mission. The relative weight attached to the criteria above should and must vary accordingly. In all cases the candidate's total record should be assessed by comprehensive and rigorous peer review. Promotion to any rank is a recognition of past achievement and a sign of confidence that the individual is capable of greater responsibilities and accomplishments. For specific procedures and criteria for promotion, see The Indiana University Library Faculty Handbook, and campus-specific documents.*

**Performance.** *The prime requisites of an effective librarian are intellectual competence, integrity, proficiency and a willingness to cooperate with others in carrying out the responsibilities of his/her position in the library. Evidence ~~of effective accomplishment of professional responsibilities is provided by position descriptions and evaluations made in relation to them. Additional evidence may be provided by: (1) descriptions of innovative procedures, publications relative to performance, etc., and (2) evaluation by library users and colleagues.~~ must show that the librarian uses professional experience, knowledge of appropriate research and creativity to solve problems, improve services, innovate, and lead. Assessment of the quality of a librarian's performance is admittedly difficult to evaluate, yet so important, that recommendations for an individual's promotion should include evidence drawn from such sources as the collective judgment of peers, faculty and colleagues, who have been closely associated with or have some knowledge of the candidate's work.*

**Professional Development/Research/Creative Activities.** A librarian who is responsive to the demands of the profession ~~should~~ *keeps abreast of the latest developments in Librarianship and makes original contributions through ~~professional development, research and/or creativity:~~ professional development/research/creative activities. Evidence might include: (1) professional growth through additional formal or continuing education, (2) preparation of scholarly bibliographies, catalogues, indexes, or exhibits, (3) presentation of papers or lectures at conferences, (4) receipt of fellowships, grants, awards, or other special honors, (5) publication or*

~~research including that in process.~~ *Assessment of the quality of professional development/research/creative activities is based on evidence of the impact of such work on the development of the librarian and the advancement of the profession, among other factors.*

~~**Service.** A librarian is expected to assume service obligations. Fulfilling these obligations enhances the value of the librarian as a member of the University and library community. Evidence of this concern might include such activities as: (1) participation in professional or scholarly societies; (2) service on academic, professional, or scholarly committees; (3) professional consultation; (4) community service in organizations outside the University and/or outside the profession which enhances the image of the University (the relative weight attached to this kind of service varies according to the mission of the individual campus).~~ *Service is the application of a librarian's knowledge, skills, and expertise to benefit the institution, the discipline, the profession, or the community in a manner consistent with the missions of the university and the specific campus. Assessment of the quality of service is based on evidence of its impact on furthering the goals of the library, the specific campus, the university, the community and the advancement of the profession, and its effect on the development of the individual, among other factors.*

(University Faculty Council, November 30, 1976)

### **Promotion in Rank**

#### **Librarian Appointments** [entire section revised]

*When considered for promotion, the librarian should be assessed in regard to all three criteria from the preceding section. Favorable action should result when the individual has demonstrated a level of excellent performance of Librarianship duties and a level of competence or distinction appropriate to the proposed rank in one of the other areas of endeavor. In exceptional cases, a candidate may be promoted based on excellent performance and evidence of balanced strengths across the other two areas of professional development/research/creative activities and service that when considered together show a level of distinction appropriate to the rank under review. Failure to promote may arise from an assessment of unsatisfactory contributions in one of the three criteria areas. For details on the criteria and procedures, see The Indiana University Library Faculty Handbook and campus-specific documents.*

**From Assistant Librarian to Associate Librarian.** *Excellent performance of Librarianship duties is the primary criterion. Professional development/research/creative activities and service are secondary criteria. The candidate must demonstrate continued improvement beyond the satisfactory level in one and be satisfactory in the other.*

*If professional development is the secondary criterion, the librarian demonstrates a definite continuing program of relevant professional contributions and activities. If service is the secondary criterion, the librarian demonstrates a definite continuing commitment to service that reflects favorably on the university and the libraries, marked by increased levels of responsibility.*

**From Associate Librarian to Librarian.** *Promotion is based upon achievement beyond the level required for Associate Librarian. The librarian must have demonstrated an extraordinary ability*

*and level of Librarianship which stimulates/ inspires others. Wherever feasible he or she should have demonstrated the ability to direct the work of others, mentor students or train staff and colleagues. If professional development/research/creative activities is the secondary criterion, the candidate should have shown a continued growth in professional contributions which has enhanced the reputation of the university. If professional service is the secondary criterion, distinguished contributions must be evident.*

*(“Balanced Case” language approved by University Faculty Council, March 8, 1994; Modified by UFC Agenda Committee and reported to the UFC, April 12, 1994; Adopted by Board of trustees, May 6, 1994)*

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### **UNIVERSITY LIBRARIES**

The Indiana University Libraries comprise one of the leading academic research library systems in North America, providing strong collections, quality service and instructional programs, and leadership in the application of information technologies. *The Indiana University Libraries system includes libraries and archives on all IU campuses across the state: Bloomington (IUB), Columbus (IUPUC), Fort Wayne (IPFW), Gary (IUNW), Indianapolis (IUPUI), Kokomo (IUK), New Albany (IUSE), Richmond (IUE), and South Bend (IUSB).*

~~Especially noteworthy are the collections that support IU’s international and area studies, including interdisciplinary research collections developed in the areas of African Studies, Russian, and East European Studies, Uralic and Altaic Studies, East Asian Studies, and West European Studies.~~

All university libraries are open to the residents of the state as well as to IU faculty, IUPUI/IPFW faculty and students of all campuses. Library staff members are available to assist users in locating materials and to teach effective methods of information retrieval and use. The system holdings include over ~~9.8 million bound volumes, nearly half of which are found in the Herman B Wells Library on the Bloomington campus~~ 10.5 million bound volumes in 2007, more than half of which are found on the Bloomington campus.

The university’s libraries provide users with access to a wide range of ~~databases~~ scholarly information resources in all formats, from traditional books and journals to online databases, multimedia and internet resources from within the IU Libraries, their homes, and offices. These databases include: the IU Libraries’ online catalog describing library materials statewide; other library catalogs in the state, country, and the world; indexes to journal and newspaper articles, ~~licensed and open source~~ databases containing full-text articles from many core journals and newspapers, multimedia collections of traditional and digital images, maps, moving images and sound recordings for use in instruction.

~~The Lilly Library on the Bloomington campus holds the rare books, manuscripts, and special collections of the IU Libraries.~~

~~Among the Bloomington campus libraries, the William and Gayle Cook Music Library supports the IU School of Music, distributes high-quality digital audio, and contributes to the IU Digital Library Program, a collaboration of several university units that is making unique collections available via the Internet.~~

The IU Libraries offer many services to faculty *and users*, such as interlibrary loan, renewals, and reference assistance, as well as connections to many helpful research sites. Faculty members can participate in instructional workshops, schedule instruction in library and information use for their classes, seek personalized research consultation, and suggest materials for purchase *or subscription* by the IU Libraries. Libraries also provide digital library services to enhance the ability of faculty and users to create, distribute, and preserve their scholarship.