

**RANKING PLAN FOR LIBRARIANS AT THE
UNIVERSITY OF NORTH CAROLINA
AT CHAPEL HILL
KATHRINE R. EVERETT LAW LIBRARY**

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**RANKING PLAN FOR LIBRARIANS AT THE
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The Ranking Plan provides guidelines to evaluate and recognize excellence in the professional librarian's performance. Ranks are characterized by degrees of training and experience, by contributions to the profession, by demonstrated excellence in job performance, and by service to the University in accordance with its needs and resources.

Promotions in rank are designed to encourage and to reward superior library service both in non-administrative as well as in administrative positions. As administrative head of the library, the Director of the Law Library (hereinafter Director) is responsible for administering this plan.

Nothing in this document shall imply a commitment on the University's part to guarantee employment for any definite period of time. Employment may be terminated prior to the expiration of the stated term due to financial exigency, program curtailment or elimination, or cause as provided for in Employment Policies for EPA Non-Faculty Employees of the University of North Carolina at Chapel Hill (hereinafter Policies). In case of conflict between this document and Policies, Policies shall control.

I. APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF PROFESSIONAL LIBRARIANS

A. **General Information**

Relevant education and experience, job performance, and professional growth and development (see Section II.) are considered when evaluating an individual for appointment, reappointment, promotion or termination. Persons who possess both graduate degrees in library science and law may substitute the law degree for some years of experience. For promotion, excellence in job performance also is necessary.

B. Ranks to which appointments may be made and applicable incidents of employment:

1. General Librarian

General Librarian is the beginning rank for persons whose duties require knowledge of basic professional skills and techniques. The librarian appointed to this rank normally possesses a graduate degree in library science, has had little or no experience as a professional librarian, and has had little or no participation in professional organizations, meetings, conferences, committee service, and has little or no scholarly activity or research or publications. This rank 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. Appointment to this rank is also dependent on institutional interests, needs and resources.

- a. Term - A General Librarian is employed for a stated term of one year and is reviewed annually by the Director either for reappointment, promotion or termination.
- b. Evaluation for renewal, promotion or termination – An appointment to the rank of General Librarian may be for a maximum of four years - an initial appointment of one year and three possible reappointments. Notice of intention not to reappoint is not required by Policies; however, normally notice of intention not to reappoint will be given to a General Librarian not less than ninety (90) days prior to the expiration date of the appointment. Failure to give this notice to the General Librarian shall not result in any extension or renewal of the appointment. Prior to the expiration of any year of service as a General Librarian, the case will be reviewed according to procedures specified in Section 11 by the Director.
- c. Notice - The decision will be communicated in writing to the General Librarian at least three months before expiration of this term whether he/she will be terminated, reappointed or promoted to Assistant Librarian.
- d. The Director may initiate the review procedure for promotion from General to Assistant Librarian in advance of the time stipulated above. (See Section II. D.).

2. Assistant Librarian

Assistant Librarian is the rank for persons whose duties require a degree of specialization in a technical, subject or administrative area. The librarian appointed to this rank normally possesses both a graduate degree in library science and a minimum of two years professional experience. Appointment or promotion to this rank requires the basic professional skills of a General Librarian, plus evidence of significant professional contributions to the library and/or to the institution. Appointment or promotion to this rank is also dependent on institutional interests, needs, and resources. An individual holding this rank normally works under general guidance and takes responsibility for development and implementation of new policies, programs and services. In this area of library specialization, the individual should have created a competence acknowledged by his/her peers. The individual should also have made some contributions to the development, leadership and effectiveness of the profession.

- a. Term - An Assistant Librarian is employed for a stated term of three years. Such appointment may be renewed at the expiration of the term upon favorable evaluation; however, the renewal appointment is also dependent on institutional interests, needs and resources.
- b. Evaluation for renewal, promotion or termination - Prior to the beginning of the last year of the stated term the Director, according to procedures specified in Section 11, shall evaluate the Assistant Librarian for reappointment, promotion from Assistant Librarian to Associate Librarian or termination. The

Director may initiate the promotion review at any time during the three-year appointment.

- c. Notice - Notice of intention not to renew shall be transmitted in writing at least six months prior to the expiration date of the term.
- d. Nothing stated above shall preclude promotions in advance of the time stipulated in normal procedures. (See Section 11. D)

3. Associate Librarian

Associate Librarian is the rank for persons whose performance has consistently been above average, who have made a contribution through research or professional activity and who have rendered consistent service to the library, campus or university. The individual appointed to this rank normally possesses both a graduate degree in library science and a minimum of five years of professional experience. An additional graduate or professional degree(s) or course work enhancing general knowledge and special competence is desirable. The individual in this rank must have demonstrated continual growth in specific areas of librarianship, such as supervision, collection development, technical processing, systems planning or specialized reference and bibliographical work. Appointment or promotion to the rank of Associate Librarian is also dependent on institutional interests, needs and resources.

- a. Term - An Associate Librarian is employed for a stated term of five years. Such appointments may be renewed at the expiration of the term upon favorable evaluation; however, renewal of the appointment is dependent on institutional interests, needs and resources.
- b. Evaluation for reappointment, promotion or termination - Prior to the beginning of the last year of the stated term, the Director shall review an Associate Librarian for renewal of the appointment to the rank of Associate Librarian, for promotion to the rank of Librarian or for termination, according to the procedures in Section II.
- c. Notice - The Director shall communicate in writing to the individual whether he/she will be reappointed, promoted to the rank of Librarian or terminated. Notice of intention not to renew shall be transmitted in writing at least one year prior to the expiration of the term.
- d. Nothing stated above shall preclude promotions in advance of the time stipulated in normal procedures. (See Section II. D.)

4. Librarian

Librarian is the rank for persons who have a record of outstanding professional performance, scholarship and service, who have established state, regional or national leadership in the library or scholarly organizations, and who have obtained a prominence in their field of service or specialization, which reflects their superior achievements. A Librarian possesses a graduate degree in library

science; a second graduate or professional degree is desirable. A Librarian also has a minimum of seven years of professional experience. Appointment or promotion to the rank of Librarian is also dependent on institutional interests, needs and resources.

- a. Term - A Librarian is employed for a stated term of five years. Such appointment may be renewed at the expiration of the term upon favorable evaluation; however, a renewal of the appointment is dependent on institutional interests, needs and resources.
- b. Evaluation for reappointment or termination - Prior to the beginning of the last year of the stated term, the Director shall review the Librarian and shall communicate in writing to the individual whether he/she will be reappointed or terminated, according to the procedures in Section II.
- c. Notice - Notice of intention not to renew shall be transmitted in writing at least one year prior to the expiration date of the term.

5. Exemption from the Ranking Plan

The Director and other librarians having tenure-track faculty appointment shall be exempt from ranking.

C. **Term of appointment**

In accordance with University policy, as outlined in Policies, appointment to an EPA Non-Faculty library position in the Law Library is for the following stated term, based on rank:

Librarian	5-year term
Associate Librarian	5-year term
Assistant Librarian	3-year term
General Librarian	1-year term

II. PROCEDURE FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION

A. **Initiation and approval of appointment, reappointment and promotion.**

- 1. Appointments, reappointments, and promotions are based upon considerations of demonstrated professional competence, on the librarian's potential for future contributions and on the needs and resources of the University.
- 2. Each appointment, reappointment, or promotion is initiated by recommendation of the Director to the Dean of the School of Law, after consultation with the professional staff as provided in Section 11.B. All consultations conducted either by the Director, in developing recommendations to the Dean, and by the Dean, in making decisions, are advisory only and not binding. Final authority for approval of these personnel decisions rests with the duly designated University officials.
- 3. Each appointment shall be made by or on behalf of the Chancellor by means of a letter of appointment that fulfills the requirements of Section

II. A. through D. of Policies.

B. Review process for appointment, reappointment and promotion ranking

The provisions outlined below are consultative procedures to be followed in the determination of rank assignment.

1. Initial Rank Assessment

- a. Initial appointments to the rank of General or Assistant Librarian shall be recommended by the Director after consultation with members of the professional library staff, particularly the Division Head involved.
- b. Initial appointments to the rank of Associate Librarian shall be recommended by the Director, in consultation with members of the professional staff at the Associate Librarian and Librarian ranks.
- c. Initial appointments to the rank of Librarian shall be recommended by the, Director, in consultation with members of the professional library staff at the Librarian rank.

2. Reappointment/Promotion

Prior to making a decision whether to recommend reappointment/promotion, the Director shall seek advice from members of the professional library staff who currently hold the same or higher rank for which the individual currently is being considered.

C. Criteria for appointment, promotion and continuing employment

1. An appointment to the professional library staff normally requires the academic preparation, which is evidenced by the possession of the professional library degree. The needs of the Law Library, however, may require appointment to the professional library staff of a person with specialization in another area. The basic quality, which must be present for promotion is the ability to perform at a high level in one of the recognized areas of librarianship or information management. (See Section I.A. also). Appointments and promotions in the Law Library are dependent upon the needs and resources of the University.

2. Additional criteria for promotion in rank may include the following:

- a. Activities related to inquiry, research and publication,
- b. Active participation in professional and learned societies,
- c. Teaching, not necessarily in a classroom situation,
- d. Organization of or appearances before institutes, workshops or similar meeting, and
- e. Consulting experience.

D. Early review

1. The Director may recommend an early review for promotion either from General to Assistant Librarian, or from Assistant to Associate Librarian, or from Associate Librarian to Librarian. The Division Head who supervises the librarian may request in writing to the Director that an individual be recommended an early review.
2. Requests for advance consideration, if not approved, will not affect the date at which the next scheduled review will be made.

III. DECISION NOT TO REAPPOINT, DECISION TO SUSPEND OR DISCHARGE

A. **Not to reappoint** - A decision not to reappoint is committed to the professional judgment of the Director after consultation with the professional librarians at the same and higher ranks.

1. According to (Policies, Section III.B.), If the decision is not to renew or extend the term contract "(1) with respect to a term of one year or less, no notice of intent not to renew shall be required; (2) with respect to a term of more than one year, notice of intent not to renew shall be transmitted in writing at least 90 days prior to the expiration of the term. Failure to provide written notice as required in subsection (2) shall result in the automatic extension of employment for a period of 90 days beyond the schedule expiration date of the term. However, in an effort to recognize the professional nature of librarians' positions, the Ranking Plan provides for longer notification periods than does the Policies except for the ranking general Librarian. (See Section I.B)
2. Any factor deemed by the Director to be relevant to total institutional interests may be taken into account in exercise of his professional judgment and may, in whole or in part, form the basis of the decision. However, a decision not to reappoint may not be based upon (1) the exercise by the librarian of rights guaranteed by the First Amendment to the United States Constitution or by Article I of the North Carolina Constitution; (2) discrimination based on race, color, national origin, sex, religion, handicap, sexual orientation or age. (See Policies, Section V and Section VI.).

B. **Suspension or discharge**

Permissible grounds for the discharge or suspension of a librarian are specified in Policies, Section III.D.

IV. APPEAL PROCEDURE

A. **General**

1. A librarian who wishes to appeal non-reappointment, suspension, discharge or the rank assigned has access to the internal library appeal procedure. An appeal of any other grievance shall be directed to the EPA Non-Faculty Grievance Committee. With respect to the appeal of non-reappointment, suspension, discharge or the rank assigned, informal discussions between the persons involved should precede the submission of a formal request for an appeal.

2. The appeal must be made within fifteen (15) days after the date of the letter of notification of decision. The internal appeals procedure should normally be completed within thirty (30) days from the date a formal request for an appeal is received by the Director.

B. **Procedure** - In an attempt to reach an agreement through informal means, the librarian should discuss the decision with the Director before a request for an appeal is made. If further action is desired, the librarian may submit a formal appeal to the Director.

1. In response to the appeal, the Director shall provide a written statement giving reasons for the decision. The librarian shall have the opportunity to submit a written rebuttal.
2. Following consideration of the appeal, the Director shall communicate the decision in writing to the appellant.
3. If the librarian wishes, he/she may appeal the decision of the Director to the Dean of the School of Law. After consultation with the librarian and the Director, the Dean shall communicate his/her decision in writing to the librarian and to the Director.
4. If, after all internal appeals have been completed, the librarian feels the grievance has not been satisfactorily resolved; a review by the University EPA Non-Faculty Grievance Committee is possible. This institutional review will be governed by the policies and the procedures outlined in Policies, Section IV.

V. POLICY CHANGES

- A. If changes in policy or procedures are found necessary by librarians participating in the ranking process and/or by the Director, these changes will be presented to the librarians in writing and discussed at a meeting. The Director will call the meeting and notify all librarians. Any changes should have the approval of a majority of the librarians.
- B. All policies are subject to the Chancellor's review and approval. All policies are subject to review and approval of the University's Affirmative Action Officer.

Revised August 1995
Approved by Chancellor
October 10, 1995

LAW LIBRARY RANKING PLAN

RANK	TERM	MINIMUM PROFESSIONAL EXPERIENCE *	NOTIFICATION DATE	CONSULTATION	CRITERIA (CUMULATIVE)
General Librarian	1 year up to a maximum of 4 years	Little or none	None required; 90-days before expiration of term suggested	For initial appointment all librarians	Knowledge of basic professional skills & techniques; MLS degree
Assistant Librarian	3 years	2 years	One year before expiration of term	All librarians at the same or higher rank	Evidence of significant professional contribution to library and/or institution. Works under general guidance and is responsible for development & implementation of new policies, programs & services. Competence acknowledged by peers. Some contribution to development, leadership & effectiveness of profession.
Associate Librarian	5 years	5 years	One year before expiration of term	All librarians at the same or higher rank	Consistently above average performance, contribution through research or professional activity & consistent services to library, campus or university. Additional graduate or professional degrees or course work enhancing general knowledge desirable. Continual growth in specific areas of librarianship.
Librarian	5 years	5 years	One year before expiration of term	Librarian rank	Outstanding professional performance, scholarship & service, established state, regional or national leadership in library or scholarly organizations; prominence in field or specialization, which reflects superior achievement. Second graduate degree desirable.

* Persons possessing MLS and JD degrees may substitute the law degree for some years of professional experience.

August 1995

APPENDIX A

CURRICULUM VITAE

Name: _____ Date: _____

I. GENERAL BACKGROUND

A. Education

1. Education leading to a degree. Indicate degree, subject area, date and institution for all degrees awarded.
2. Additional course work for credit, not leading to an advanced degree mentioned above. Indicate date taken, course title and number, number of credits and institutions.
3. Noncredit courses. Indicate date taken, course titles and institutions.

B. Other professional qualifications (i.e., certifications, licenses, etc.)

C. Language capabilities, including degree of expertise

II. EMPLOYMENT HISTORY

A. Current Position

1. Give position title, department, and date position assumed.
2. Describe major responsibilities, including duties and decision-making.
3. List skills needed, including subject expertise, supervisory skills, languages, etc.

B. Previous Employment

1. Indicate professional and other relevant positions, including a brief description of major responsibilities for each position. (Give latest position first)

III. PROFESSIONAL GROWTH AND DEVELOPMENT

A. Memberships

B. Committee Service

C. Attendance at Professional, Learned or Scholarly meetings, conventions and conferences.

1. Meetings and conventions. List by year, with latest year first.
 2. Conferences, workshops, institutes. List activities by year, with the latest year first.
- D. Other professionally related skills. Indicate the development of any professionally related skills, e.g. book binding, counseling and management, computer programming, etc.
- E. Fellowships, Grants, Awards, and Special Honors Received
- F. Other. List any other activities indicative of professional growth and indicate any other services to your library, department, or development institution.

IV. RESEARCH AND PUBLICATION

- A. Research
1. Completed
 2. In Progress
- B. Publications
- C. Editorships and Editorial Board Memberships

V. OTHER

APPENDIX B

GUIDELINES FOR POSITION DESCRIPTION

1. Position descriptions should include a general overview of the position followed by a listing of duties and responsibilities of the librarian filling the position; amount of supervision given and received also should be included.
2. Position descriptions shall include a listing of any special requirements of the position such as extraordinary computer skills, language capabilities and minimum educational requirements as well as physical requirements for the job.
3. Position descriptions shall state the title of the position's supervisor and the title(s) of any employees supervised by the person in the position being described.
4. Position descriptions shall be reviewed by the person in the position and his/her supervisor to insure that both parties are in agreement as to the duties, responsibilities and requirements of the position. Disagreements over any of the above shall be worked out between the parties involved with the assistance of the Associate Director, if required.
5. The Director shall be responsible for the final approval of the description after which parties involved shall sign and date the description.
6. Position descriptions may be revised as needed and are to be reviewed by the incumbent and his/her supervisor, the Associate Director and the Director on an annual basis.

APPENDIX C

REVIEW PROCESS FOR INITIAL RANKING -- FORM

DATE _____

Name of Person Being - Ranked: _____

Position: _____

Please find enclosed the following two items: a curriculum vitae and a job description.

After reading these two items and evaluating the person's performance, please recommend the Person to one of the following ranks:

- _____ General Librarian
- _____ Assistant Librarian
- _____ Associate Librarian
- _____ Librarian

Include any reasons for your recommendation if you wish.

After completing this form, fold and staple the form and return to the Director's Office.

Thank you.

APPENDIX D

REVIEW PROCESS FOR REAPPOINTMENTS/PROMOTIONS – FORM

DATE _____

Name of Person Being Evaluated: _____

Current Rank: _____

Number of years in current rank: _____

Current Position: _____

The person listed above is being considered for reappointment/promotion to the rank of:

Please find enclosed the following two items: a curriculum vitae and a job description.

After reading these two items and evaluating the person's performance, please check below:

_____ Yes, I recommend the reappointment/promotion.

_____ No, I do not recommend the reappointment/promotion.

Please give reasons for your recommendation.

After completing this form, fold and staple the form and return to the Director's Office.

Thank you.