

## Librarian Faculty: Terms of Appointment

Effective September 1, 2011; revised November 13, 2015; May 17, 2016; February 10, 2017.

The following outline of policies covers the myHR category of Librarian Faculty; all other regular staff members working in the University Libraries and other NU library organizations are employed under the terms and policies in the *Northwestern University Staff Handbook* (staff handbook).

---

Members of the Librarian Faculty (librarians) contribute to the teaching and research missions of the university, assuming a wide range of responsibilities requiring specialized skills in a range of library and information sciences. They are generally full-time, non-tenure track faculty who are practicing professionals brought in to add professional experience and perspective to the curriculum and research programs.

Librarians are typically expected to hold a relevant terminal degree (i.e. MLS or equivalent). Their duties are focused on specialized professional library, archival, and information science support for the teaching, learning, and research activities of the university. This category of appointment may be used in any of the university's schools and units for professional positions with varying specific job titles.

Librarian Faculty is a hybrid category: some staff policies and some faculty policies apply. In general, librarians are subject to the policies set forth in the [staff handbook](#). However, the sections of the *Northwestern University Faculty Handbook* ([faculty handbook](#)) specifically identified below do apply to librarians. The myHR position type is FAC, and the position category is LIB. Librarian hiring, salary, and many personnel issues are overseen by the Office of the Provost. NUHR assists with matters such as payroll, benefits, leave reporting and management, employee relations, and performance management.

In general, if a policy is not explicitly included in this terms of appointment document, librarians are governed by the relevant sections of the staff handbook. The dean of libraries (or other appropriate administrator for librarians outside the University Libraries) will consult with the Office of the Provost and/or the Office of Human Resources (OHR), as appropriate, in cases where the applicable policy is unclear, missing, or in dispute.

### Section One: Conditions of Service

A. Librarians are at-will, non-tenured, exempt employees. They are covered by job performance and conduct and employee relations policies as outlined in the staff handbook.

B. Benefits: Librarians are eligible for all the benefits of NU staff as described in the staff handbook and on the web site describing Northwestern benefits. They can participate in the university's faculty and staff assistance program.

C. Salary planning for librarians is administered through the Office of the Provost.

D. Librarians are expected to provide a minimum of one month notice to their supervisors when resigning or retiring from employment.

E. The OHR advises on involuntary terminations of librarians; however, involuntary terminations must be approved by both the Office of the Provost and OHR.

F. Librarian position openings are posted using the Faculty E-Recruit system; Office of the Provost's approval of employment offers is managed using the Faculty E-Offer page of myHR.

G. Position and appointment forms for librarians in the University Libraries are routed through the Office of the Provost for approval; position and appointment forms for librarians in Feinberg, the Law School, or other schools are routed through the administration of the schools prior to approval by the Office of the Provost.

H. Librarians in the University Libraries are evaluated according to criteria and procedures approved within the organization and by the Office of the Provost. Librarians in the University Libraries currently participate in the Northwestern Performance Excellence program. Librarians elsewhere in the university are evaluated according to criteria and procedures established by the schools in which they are assigned.

I. Librarians are included in the staff programs for service excellence and length of service awards.

J. Librarians are required to submit online staff conflict of interest forms annually and report their leave time in the university's time entry system on an ongoing basis.

## **Section Two: Career Path/Ranks/Titles**

A. There are four broad ranks within which librarians are grouped: Librarian, Senior Librarian, Associate/Assistant Director, and Director.

B. Ranks apply across all libraries in the university and its schools and may also be available, if appropriate, for use in departments or schools for positions not within an organized library.

C. Rank is determined by the specific position a librarian holds; it is not a reflection of career longevity or scholarly accomplishment. Progress through the ranks is not expected or required for continued employment. A librarian's rank may change, however, through formal personnel processes of hiring for new positions, changes in organizational structure, and the assignment of new responsibilities.

D. *Librarian* is the rank held by librarians who are functional or subject specialists and whose duties are focused on direct service to library users, materials organization, bibliographic or other technical work. Individuals with the rank of Librarian may supervise other librarians or staff, and they may manage units, funds, and processes.

E. *Senior Librarian* is the rank held by librarians who are heads of departments or other major administrative units. In addition, this rank may be held by individuals whose positions require high expertise, significant professional experience, and/or broad professional responsibility across a range of functions.

F. *Associate/Assistant Director* is the rank held by librarians who hold senior leadership positions with significant supervisory and budget responsibility. Individuals holding this rank generally occupy positions that report to directors and have second-in-command level responsibilities at one of the major library organizations (e.g., University Libraries, Galter Health Sciences Library, Pritzker Legal Research Center). Individuals holding this rank occupy positions characterized by administrative responsibilities that are parallel to those carried out by assistant and associate deans.

G. The rank of *Director* is reserved for the position of chief executive of one of the major university library organizations.

H. Librarians are eligible to apply for emeritus status upon retirement. Eligibility for and privileges of emeritus faculty are patterned after those discussed in the “Conditions of Faculty Service” section of the faculty handbook.

I. Examples of specific titles of positions at the above ranks are listed below. Position titles are determined based on the structures and duties at each library and are not necessarily standardized. New titles may be added, as needed, in any of the libraries.

a. *Director*: director, dean of libraries (title conferred by the provost, applying only to the chief administrator of the University Libraries organization)

b. *Associate/Assistant Director*: associate director, assistant director, deputy director, associate university librarian, assistant university librarian

c. *Senior Librarian*: department head, curator, coordinator

d. *Librarian*: librarian, archivist, biosciences and bioinformatics librarian, cataloging librarian, assistant curator, assistant department head, education librarian, electronic services librarian, instructional design librarian, special collections librarian, digital archivist.

### **Section Three: Librarian Research and Teaching**

A. The statement in the faculty handbook regarding academic freedom applies to librarians, as does the handbook section on “Responsibilities of the Faculty.”

B. Librarians are eligible to hold secondary academic appointments such as lecturer, and in such cases those appointments are covered by the statement about officers of instruction in “The Faculty” section of the faculty handbook.

C. Librarians are eligible to hold named or endowed positions.

D. Librarians are part of the university's faculty assembly. Policies and procedures regarding representation of librarians in the faculty senate are determined at the school level.

E. Scholarly activities of librarians are encouraged and are subject to the policies outlined in the faculty handbook. Financial support for scholarly activities is determined by specific policies of the University Libraries or other relevant school and may vary with budgetary conditions.

F. Librarians are eligible for academic leaves (as described in the "Conditions of Faculty Service" section of the faculty handbook) on the recommendation of the appropriate dean and the Office of the Provost. Specific procedures for requesting and managing such leaves are established by the dean of libraries and/or the deans of the schools where librarian faculty members are assigned.

#### **Section Four: Hours, Leaves, and Accruals**

A. Librarians fall under the Fair Labor Standards Act (FLSA) as exempt employees. Most have 12-month appointments and follow the university's administrative and holiday calendar. Some individual positions may be less than full-time, and some librarian faculty appointments may have a contract period of less than 12-months.

B. Librarians report leave in the university's online time entry system.

C. Librarians are eligible for vacation that is accrued and used as summarized below:

i. Librarians with 18 or fewer years of service earn vacation time beginning in their first full month of service at a rate corresponding to 20 days per year. A maximum of 30 unused vacation days may be "rolled over" from one fiscal year to the next.

ii. Librarians with 19 or more years of service earn 25 vacation days per year. A maximum of 37.5 unused vacation days may be "rolled over" from one fiscal year to the next.

iii. Policies and procedures for scheduling, management, and reporting leave are the same as those applying to exempt staff as described in the staff handbook.

D. Librarians are eligible for personal floating holidays, as described in the staff handbook.

E. Sick time for librarians is accrued, managed, and reported in the same manner as sick time for exempt staff as described in the staff handbook.

F. Medical and personal leaves for librarians are managed in the same manner as those for exempt staff as described in the staff handbook. For information about academic leaves see the "Librarian Research and Teaching" section of this document.