



**Policy Chapter:** Chapter 6 Faculty Affairs

**Policy Number and Title:** 06.006 Librarian Faculty Reappointment and Promotion

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**I. Policy Statement**

UNT commits to recognizing and rewarding librarian faculty whose work demonstrates excellence in the areas of librarianship, scholarship, and service through the reappointment and promotion process. This policy provides the framework for the development and implementation of unit-level criteria, procedures, and communication processes that support reappointment and promotion.

**II. Application of Policy**

All UNT Librarian Faculty Members.

**III. Policy Definitions**

**A. Business Day**

“Business Day,” in this policy, means Monday through Friday during regular university business hours (8:00 a.m.-5:00 p.m.), when university offices are open.

**B. Department Head**

“Department Head,” in this policy, means the manager of an activity-specific group of library faculty, who reports to the Unit Administrator.

**C. Librarian Faculty**

“Librarian Faculty,” in this policy, means faculty in the UNT Libraries with a professional faculty appointment. All librarian faculty are professional faculty. Librarian faculty with this classification include the ranks of assistant librarian, associate librarian, and librarian. Librarian faculty may also be referred to as “professional librarians.”

**D. Librarian Faculty Appointment**

“Librarian Faculty Appointments,” in this policy, means appointments of a fixed duration, in which the individual is part of the UNT Libraries. Such appointments may be for a short duration, academic year, or may be made for multiple years as fits the needs of the institution. Individuals in librarian faculty appointments are not eligible for tenure and do not accrue credit toward tenure.

**E. Librarianship**

“Librarianship,” in this policy, means the primary duties for which the librarian faculty was hired. This may refer to duties that are both traditionally the scope of librarian faculty, including reference, teaching, selection of resources, cataloging of resources, or sharing materials, as well as responsibilities that support the services and resources provided by the UNT Libraries.

**F. *Stop-the-Clock Period***

“Stop-the-Clock Period,” in this policy, means a one-year extension of the time by which an assistant librarian must apply for promotion to associate librarian for qualifying circumstances. In extraordinary circumstances, the dean may grant a second one-year extension.

**G. *Supervisor***

“Supervisor,” in this policy, means the manager of an activity-specific group of library faculty, who reports to a Department Head.

**H. *Terminal Contract***

“Terminal Contract,” in this policy, means a contract constituting notice that employment ends at the conclusion of the contract period and that continued employment will not be offered at the end of the contract year.

**I. *Unit***

“Unit,” in this policy, means an academic department and/or division under the administration of a UNT official with responsibilities for personnel actions.

**J. *Unit Administrator***

“Unit Administrator,” in this policy, means the person responsible for the unit, specifically, a division head and/or associate dean.

**IV. Policy Responsibilities**

**A. *General Guidelines for Review***

1. Criteria

Full-time librarian faculty, in collaboration with unit administrators, will develop clearly written criteria and procedures for reappointment and promotion of librarian faculty. The library’s procedures must be consistent with those of the university. The dean and provost must approve all performance criteria and procedures. The dean will make these criteria and procedures publicly available and provide them to each librarian faculty member at the time of appointment. The unit administrator and dean are responsible for ensuring that these guidelines are followed.

2. Annual Review

Every unit must review annually all librarian faculty and provide a written evaluation of the areas of assigned workload. The review must be in accordance with applicable UNT policies: [06.007, Full-time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment](#); [06.035, Academic Freedom and Academic Responsibility](#); and [06.027, Academic Workload](#).

### 3. Length of Librarian Faculty Appointments and Reappointment

For the assistant librarian rank, fixed-term appointments may be up to three (3) years. For the ranks of associate librarian or librarian, fixed-term appointments may be for up to five (5) years.

#### **B. Review Committees**

Units will establish review committees for the purpose of reappointment and promotion of librarian faculty. The committee must consist of no fewer than three (3) librarian faculty and no more than all eligible librarian faculty members within a unit. The committee must have at least one (1) member that is of higher rank than assistant librarian.

#### **C. Criteria for Promotion of Faculty in the Librarian Ranks**

Faculty members in the librarian faculty ranks have primary responsibilities related to their professional expertise in librarianship. They also have responsibilities related to scholarship, service, and other responsibilities to ensure full workload equivalence. Candidates for promotion will demonstrate a professional commitment to the mission of UNT. The performance criteria for full-time faculty are outlined in [UNT Policy 06.007, Full-Time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment](#).

##### 1. Eligibility and Criteria for Promotion from Assistant Librarian to Associate Librarian

Assistant librarians must apply for promotion to the rank of associate librarian after five (5) consecutive years of experience at the assistant librarian rank. If deemed appropriate by the unit administrator and dean, or as noted in a candidate's offer letter, an assistant librarian may be reviewed after four (4) consecutive years. If the early review process is unsuccessful, the candidate must be reviewed again during the sixth year. A negative decision following this bid for promotion in the sixth year will result in dismissal.

Promotion to the rank of associate librarian requires evidence of progressive development in the domains of librarianship and scholarship, along with evidence of effectiveness in the domain of service as defined by the candidate's workload consistent with criteria outlined in [UNT Policy 06.007, Full-Time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment](#). Discipline-specific standards are defined by the units and must be approved by the dean and provost. Progressive development or extraordinary quality in any one area will not compensate for lack of progressive development and/or effectiveness in other areas. Evaluations and recommendations must place emphasis on work accomplished at UNT, although previous achievements may be considered.

##### 2. Stop-the-Clock Extension of Time for Assistant Librarians to Apply for Promotion to Associate Librarian

In qualifying circumstances, an assistant librarian may request that the period of time

before which they must apply for promotion to associate librarian be extended, also referred to as stopping the clock. Approval of a request extends the time by which the faculty member must apply for promotion to associate librarian by the length of the stop-the-clock period. A stop-the-clock request made during the final year will not be granted except when required to comply with other university policies.

*a. Qualifying Circumstances*

Circumstances that may warrant stopping the clock include, but are not limited to:

- i. the birth or adoption of a child;
- ii. responsibility for managing the illness and/or disability of a family member;
- iii. serious, persistent personal health issues;
- iv. death of a spouse and/or domestic partner or child;
- v. military service; and
- vi. significant delays in fulfillment of UNT resources committed in an appointment letter.

Not having met librarianship, scholarship, and service expectations during a previous review period does not qualify as an extenuating circumstance for extension of the probationary period.

*b. Timing*

Faculty members who intend to request stopping the clock are encouraged to do so as early as the qualifying circumstance arises. Except under extraordinary circumstances, extension requests will be made no later than the beginning of the fourth academic year of service as an assistant librarian.

*c. Performance Criteria and Evaluation*

A faculty member who has stopped the clock will be evaluated using the same criteria as those librarian faculty members who were evaluated following the standard assistant librarian periods. Librarianship, scholarship, and/or service activities or products resulting during the stop-the-clock period will be counted towards promotion. A faculty member will not be penalized for lack of progress towards scholarship and service activities during the stop-the-clock period.

*d. Faculty Responsibilities*

Resources allocated by UNT for scholarship and/or service activities or products that have deadlines for use within the stop-the-clock period will

have their deadlines for use extended as well, within UNT policy.

*e. Approval Process*

The faculty member is responsible for providing appropriate documentation to demonstrate why the stop-the-clock request should be granted. To initiate the process, the faculty member must complete and forward the [Stop-the-Clock Form](#) to the faculty member's unit administrator. Upon receipt of the stop-the-clock request, the unit administrator will submit a written recommendation to the dean, including the reasons for supporting or not supporting the request. The dean must approve or deny the request, and the dean must document in writing the reasons for approval or denial of the request. The dean's decision is final. The evaluation of the request will be based on the individual case recognizing that each case is unique.

3. Eligibility and Criteria for Promotion from Associate Librarian to Librarian

Associate librarians may apply for promotion to the rank of librarian. Candidates for promotion must have at least five (5) consecutive years of experience at the associate librarian rank and/or the equivalent professional experience. Promotion to the rank of librarian requires evidence of sustained development in the three areas of librarianship, scholarship, and service as defined by the candidate's workload consistent with criteria outlined in [UNT Policy 06.007, Full-Time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment](#). Discipline-specific standards are defined by the units and must be approved by the dean and provost. Progressive development or extraordinary quality in any one area will not compensate for lack of progressive development and/or effectiveness in other areas. Evaluations and recommendations will place emphasis on work accomplished at UNT, although previous achievements may be considered.

**D. Promotion Process**

1. The Dossier

The annual progress toward promotion includes the review of an official dossier. Additionally, units for the library may require supplemental materials stipulated at the time of appointment to be included within the dossier. The dean must stipulate these materials within written, publicly available unit or library guidelines, and they must be made clear at the time of appointment. The dean will inform the candidates of the review timeline at least six (6) months in advance of the submission deadline. At a minimum, the dossier for promotion must contain:

- a. University Information Form;
- b. complete current *curriculum vita* (CV);
- c. self-evaluation, personal narrative (maximum 750 words);

- d. unit promotion criteria;
- e. recommendation of department head and, if applicable, the supervisor;
- f. cumulative results of annual evaluations and evidence of mentoring and supports (provided by unit administrator);
- g. recommendation of unit review committee, i.e., division personnel affairs committee (PAC);
- h. recommendation of unit administrator;
- i. recommendation of library PAC; and
- j. decision of dean.

**E. Guidelines for Negative Decisions**

1. Due Process in Negative Promotion Decisions

In the event of a recommendation by the unit administrator not to promote a librarian faculty member, the unit administrator will inform the librarian faculty member of the reasons for this recommendation in writing. The librarian faculty member may request a review of the negative recommendation. The librarian faculty member must submit the appeal to the unit administrator, in writing, no later than ten (10) business days after receipt of the written recommendation. The unit PAC's recommendation, the unit administrator's recommendation, and the library-wide PAC's recommendation will be forwarded to the dean for a final decision. The dean must notify the candidate in writing of the decision with a copy to the unit administrator, within thirty (30) days of their final decision. Negative promotion decisions from associate librarian to librarian where the dean is a party can be grieved according to [UNT Policy 06.051, Faculty Grievance](#).

2. Negative Reappointment Decisions

a. Due Process

In the event of a decision by the unit administrator not to renew a librarian faculty member's appointment, the unit administrator must inform the librarian faculty member in writing including the reasons for the decision. The librarian faculty member may request, in writing, a review of the negative decision by an ad-hoc library grievance committee no later than ten (10) business days after receipt of the written decision from the unit administrator. The unit administrator's recommendation and the recommendation of the ad-hoc grievance committee will be forwarded to the dean for a final decision. The dean must notify the candidate in writing of the decision with a copy to the unit administrator, within thirty (30) days of their final decision.

b. Terminal Contract

In the event of a decision not to renew an assistant librarian, the librarian faculty

member will receive a terminal contract for the academic year immediately following the academic year in which the review was conducted.

**V. Resources/Forms/Tools**

[University Information Form \(VPAA-174\)](#)

**VI. References and Cross-References**

[UNT Policy 06.007, Full-time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment](#)

[UNT Policy 06.027, Academic Workload](#)

[UNT Policy 06.035, Academic Freedom and Academic Responsibility](#)

[UNT Policy 06.051, Faculty Grievance](#)

**VII. Revision History**

Policy Contact:	Asst. Vice Provost, Faculty Success
Approved Date:	02/12/2018
Effective Date:	02/12/2018
Revisions:	07/27/2023*, 07/23/2024 * - Format Only