



Office of the Provost and
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TO: Richard Koubek, President

FROM: Jacqueline E. Huntoon, Provost & Senior Vice President for Academic Affairs

Jacqueline E Huntoon

DATE: April 12, 2019

SUBJECT: Senate Proposal 46-19

Attached is Senate proposal 46-19, "A Proposal to Update Section 1.5.5 "Non-Tenure-Track Academic Rank Definitions," and a memo stating the Senate passed this proposal at their April 10, 2019 meeting. I have reviewed this memo and recommend approving the proposal.

I X concur _____ do not concur

Richard Koubek, President

4/12/19

Date



DATE: April 11, 2019
TO: Richard Koubek, President
FROM: Michael Mullins
University Senate President
SUBJECT: Proposal 46-19
COPIES: Jacqueline E. Huntoon, Provost & Senior VP for Academic Affairs

At its meeting on April 10, 2019, the University Senate approved Proposal 46-19, “A Proposal to Update Section 1.5.5 “Non-Tenure-Track Academic Rank Definitions” in the Michigan Technological University Faculty Handbook and Board of Trustees Policy 6.01: Faculty Definitions to Include Non-Tenure Track Faculty Appointments for University Librarians and Archivists”. The Senate looks forward to approval of this proposal by the administration. Please keep me informed about the decision of the administration on this proposal and feel free to contact me if you have any questions.

The University Senate of Michigan Technological University
Proposal 46-19

(Voting Units: Academic)

**“A Proposal to Update Section 1.5.5 “Non-Tenure-Track Academic Rank Definitions” in
the Michigan Technological University Faculty Handbook and Board of Trustees Policy
6.01: Faculty Definitions to Include Non-Tenure Track Faculty Appointments for
University Librarians and Archivists”**

Submitted by: Nora Allred, on behalf of Van Pelt and Opie Library

Introduction/Rationale

The Van Pelt and Opie Library is an intellectual/academic learning center at the heart of the university. It is comprised of various positions that make up the library’s academic staff. All these positions are currently classified as exempt professional staff. At other university libraries, individuals in these roles are given titles including, but not limited to, “librarian” and “archivist.”

Librarians and Archivists are those who hold an advanced degree in Library Information Science or Archival Science or a related field and are engaged in instructional, scholarly, and service activities including, but not limited to:

- Teach workshops for students, faculty, and staff
- Develop materials for use in instructional activities
- Provide course-integrated instruction in collaboration with other faculty
- Provide support for and collaborate with other faculty, students, and staff on research
- Plan, organize or conduct professional programs or seminars
- Partake in collaborative research or creative achievements that are shared locally, regionally, nationally or internationally
- Develop and implement improvements to the library's services, collections, methods or processes
- Prepare and submit grant proposals that require substantive research for programs/projects that contribute to the university's and library’s mission and goals
- Hold office, committee assignments, and partake in activities that strengthen the profession and/or university
- Publicly advocate professional library values and goals
- Conduct community service that draws on one's professional training and contributes to the educational mission of the university

Benchmarking

The following is a list of peer institutions and aspirational peer institutions that have a promotional pathway for librarians and archivists.

- [Colorado School of Mines](#)
 - Tenure/Tenure-track Faculty
 - Ranks: Assistant Librarian, Associate Librarian, Librarian
- [Georgia Institute of Technology](#)
 - Non-tenure Track Faculty Appointments
 - Ranks: Librarian/Archivist I, Librarian/Archivist II, Librarian/Archivist III, and Librarian/Archivist IV
- [Grand Valley State Univ](#)
 - Tenure/Tenure-track Faculty
 - Ranks: Instructor Librarian, Assistant Librarian, Associate Librarian, Senior Librarian, Senior Librarian for Administrators
- [Michigan State University](#)
 - Tenure/Tenure-track Faculty
 - Ranks: Librarian I (Assistant Professor), Librarian II (Associate Professor), Librarian III (Professor)
- [Missouri University of Science & Technology](#)
 - Non-tenure Track Faculty Appointments
 - Ranks: Librarian I, Librarian II, Librarian III, Librarian IV
- [Northern Michigan University](#)
 - Tenure/Tenure-track Faculty
 - Ranks: Assistant Professor, Associate Professor, Professor
- [University of North Carolina at Chapel Hill](#)
 - Non-tenure Track Faculty Appointments
 - Ranks: General Librarian, Assistant Librarian, Associate Librarian, Librarian
- [University of Michigan](#)
 - Non-tenure Track Faculty Appointments
 - Ranks
 - Librarians: Assistant Librarian, Associate Librarian, Senior Associate Librarian, Librarian
 - Archivists/Curators: Assistant Archivist/Assistant Curator, Associate Archivist/Associate Curator, Senior Associate Archivist/Senior Associate Curator, Archivist/Curator

Proposal Regarding the [Tenure/Tenure-Track Faculty Handbook, Section 1.5.5](#)

It is proposed that the [Tenure/Tenure-Track Faculty Handbook, Section 1.5.5](#) be amended to include the following Non-Tenure-Track Academic rank definitions following the definition **Principal Lecturer** and preceding the definition **Professor of Practice**:

Librarian/Archivist

This is a beginning professional rank. The base qualification for entry is educational training or experience appropriate to the professional requirements of the position. Professionals at this level are doing journey-level work to build competence within their field. Their work requires guidance and mentoring by supervisors and more experienced colleagues. At this level, individuals exhibit evidence of a beginning record of professional excellence. Librarians and Archivists will have two-year (rolling) renewable appointments. Notice of termination must be given at least one year in advance of the appointment expiration. (See Appendix L)

Senior Librarian/Senior Archivist

The basic qualification for this rank is the demonstrated ability to competently fulfill the range of library functions applicable to the individual's primary assigned area of responsibility. The individual should demonstrate evidence of a continuing record of professional excellence. An individual at this level should demonstrate the ability to work productively independently, make sound decisions, and be an active and productive participant in the betterment of the library and the University. They should accept responsibility for their continued professional growth and development without dependence on a supervisor. Senior Librarians and Senior Archivists will have continuing appointments. Notice of termination must be given at least one year in advance of the appointment expiration. (See Appendix L)

Principal Librarian/Principal Archivist

An individual promoted to this rank is one who has received recognition within the University, as well as at regional, state, and national levels as a result of excellence in job performance, professional achievement/scholarship and service. Excellence in job performance must be at the highest level with evidence of leadership and a broad understanding of overall library operations beyond the primary assignment. Principal Librarians and Principal Archivists will have continuing appointments. Notice of termination must be given at least one year in advance of the appointment expiration. (See Appendix L)

Proposal Regarding Board of Trustees [Policy 6.01 : Faculty Definitions](#)

It is proposed that Board of Trustees [Policy 6.01 : Faculty Definitions](#) be amended as follows:

6.1 Faculty Definitions

The faculty comprises two groups: "tenured and tenure-track faculty" and "non-tenure-track faculty". The "tenured and tenure-track faculty" comprises individuals holding the rank of assistant professor, associate professor, or professor. The "non-tenure-track faculty" comprises individuals holding the rank of instructor, lecturer, senior lecturer, principal lecturer, **librarian, senior librarian, principal librarian, archivist, senior archivist, principal archivist**, professor of practice, visiting (assistant/associate/professor) faculty, adjunct (professor, associate professor, assistant professor, instructor, lecturer, senior lecturer, principal lecturer, **librarian, senior librarian, principal librarian, archivist, senior archivist, principal archivist**, professor of practice) faculty, affiliated (professor, associate professor, assistant professor, instructor, lecturer, senior lecturer, principal lecturer, **librarian, senior librarian, principal librarian, archivist, senior archivist, principal archivist**, professor of practice, research assistant/associate/professor, emeritus) faculty, research (assistant/associate/professor) faculty, ROTC faculty, or emeritus faculty.

Notes

Lengths of appointment - Based on the model of appointments for lecturer, senior lecturer and principal lecturer, librarians and archivists will have two-year (rolling) renewable appointments. Senior or principal librarians and senior or principal archivists will have continuing appointments. Notice of termination must be given at least one year in advance of the appointment expiration.

The process for review and criteria for promotion of librarians and archivists will be outlined and described in the library's charter.

Appendix L of the Faculty Handbook will need to be updated upon passage of this if this proposal is passed. Such updates are outside the scope of this proposal. However, It is proposed that the provost convene a group made up of at least two principal lecturers, at least one senior lecturer, at least one lecturer, at least one department chair, at least one dean, and a representative from the provost's office to review the current Appendix L and prepare a proposal to the University Senate for a revised version to include these new non-tenure-track faculty ranks.