

Library Faculty Status at the University of Wyoming

Librarians at the University of Wyoming are faculty. The University Board of Trustees recognizes this status in their regulations. The organization of library faculty is described in University of Wyoming Regulation 2-1¹. Related guidelines and additional information for faculty members are provided in the University of Wyoming Employee Handbook².

1. **Organization:** Though librarians work within departments, the library faculty is organized as a college without departments. For example, all librarians, not just those in assigned departments, participate in peer review for reappointment and promotion.
2. **Ranks:** The library faculty have the following ranks: Assistant Librarian, Associate Librarian, and Librarian. Entry-level appointments are at the Assistant Librarian rank, which is equivalent to the Assistant Professor rank of the teaching faculty.
3. **Appointments:** Library faculty are appointed by the Dean of Libraries and their appointments are approved by the Board of Trustees.
 - a. Librarians normally have 12-month appointments, with vacation. Nine-month and other appointments are occasionally made in the Libraries.
 - b. Appointments are normally made with a 6-year probationary period. Shortening this period may be negotiated at hiring based on previous experience; those without significant professional experience in academic libraries and a program of scholarship are discouraged from shortening the probationary period.
4. **Job Descriptions:** Library faculty members are provided job descriptions that list their responsibilities and the approximate amount of time they should devote to each. The job description is the primary basis for performance appraisal. Currently, the possibilities for job duties fall into the following categories:
 - a. Librarianship: traditional library tasks, like instruction, cataloging, acquisitions, collection development, and reference, are covered in this category (typically the majority of time).
 - b. Scholarship: research, publications in librarianship or other areas, scholarly presentations and exhibits, or earning advanced degrees (typically 10%). Examples of scholarship include:
 - 1) reports of completed research
 - 2) survey and review articles and books
 - 3) textbooks
 - 4) databases
 - 5) historical or biographic studies
 - 6) software or multimedia tools
 - 7) philosophical essays

¹ http://www.uwyo.edu/regs-policies/files/docs/regulations-2020/uw_reg_2-1_approved_10-14-20.pdf

² <http://www.uwyo.edu/hr/files/docs/human-resources/employee-handbook.pdf>

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- 8) evaluative reviews of literature
 - 9) descriptive and evaluative reports of library programs, policies or procedures
 - 10) bibliographies
 - 11) abstracts
 - 12) indexes
 - 13) published reviews of books, serials, electronic media or other resources
 - 14) applied research that does not necessarily result in externally disseminated publications
 - 15) editing of books, journals, etc.
 - 16) collections of readings, casebooks, or workbooks
 - 17) in-house catalogs, indexes, guides, bibliographies, manuals, and publications
 - 18) scholarly presentations
 - 19) scholarly exhibits
 - 20) receipt of grants and awards for library programs and projects
 - 21) earning advanced degrees
- c. Service: consulting, service on library or university committees, organization of professional meetings (typically 10%).
- d. Administration: supervising and managing library employees.
- e. Extension: participation in off-campus degree programs.
5. **Reappointment, Fixed Term Appointment, and Promotion:** Library faculty members undergo a periodic review process similar to the teaching faculty.
- a. The process involves an iterative process of peers' recommendations to an administrator. Typically, this involves the general library faculty advising the department head, the Library Reappointment and Promotion Committee advising the Dean of Libraries, and, in some cases, the University Reappointment, Tenure and Promotion Committee advising the Vice President for Academic Affairs. Comments from all of these reviews are provided to the candidate. Following these steps there are reviews by the President and Board of Trustees.
 - b. Faculty members being evaluated must prepare packets in a prescribed manner to document their activities and to aid their peers' evaluations.
 - c. After successful review in the first year, probationary faculty have a terminal year of employment should they not be successful in subsequent reviews.
 - d. All faculty members with six-year probationary periods have mandatory reappointment reviews in their first and third years; with annual reviews in years two, four, and five; and are reviewed for promotional review in their sixth year. The promotional review covers the faculty members' entire careers at U.W. and includes an outside review of their scholarship.

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- e. Library faculty members may elect to come up for early promotion, though to be successful their cases must be persuasive.
 - f. There is no scheduled point at which library faculty members are considered for promotion to Librarian.
6. **Standing Committees:** The library faculty elects members for several standing committees.
- a. The Personnel Committee is concerned with nominations and elections, mentoring, new faculty orientation, and exit interviews.
 - b. The Reappointment and Promotion Committee reviews and votes on matters pertaining to reappointment, optional review, fixed term appointment, and promotion.
7. **Representation:** The library faculty is represented in the Faculty Senate, and librarians serve on various University-wide committees.
8. **Citizenship:** Faculty members are encouraged to participate on library committees and task forces.
9. **Faculty Meetings:** Librarians meet regularly in meetings convened by the Library Faculty Chair.
10. **Other Performance Evaluation:** In addition to the reappointment and promotion process, faculty members are routinely evaluated by their supervisors in annual performance planning and, when salary increase funding is provided, a merit evaluation.
11. **Professional Development Leave (Sabbatical):** Library faculty members with extended term or fixed term appointments who have completed a minimum of 6 years of academic service at UW are eligible to apply for professional development leave. Please speak to your Department Head and the Associate Dean of Libraries about your proposal.
12. **Dismissal:** Library faculty members holding fixed term appointments may be terminated only for cause or bona fide financial exigencies of the University. "Cause" includes any conduct that seriously impairs the ability of the University to carry out its functions, including physical or mental incapacity, incompetence, neglect of duty, dishonesty, immorality, or conviction of a felony.
13. **Travel Support:** For FY 2022, each library faculty member has an allocation of \$2,500.00 for their travel or other costs related to professional development, research, and service opportunities.

If you have additional questions about library faculty status while visiting Laramie or subsequently, you may contact any member of the Library Faculty Personnel Committee:

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