

## VII. LIBRARIANS

### A. Status

Special Faculty Status is granted to those in full-time library positions recommended for such status by the Director of the Library and approved by the Faculty Affairs Committee, subject to review by the President and the Board of Trustees. Such status includes a vote in faculty meetings, opportunity for leaves with pay, eligibility for membership on faculty committees, and consideration for continuing appointment in accordance with a procedure similar to that employed for granting tenure. Such consideration will be undertaken in the sixth year of employment. Currently, the positions of Director of the Library, Catalogue Librarian, Instructional Technologist, Media Librarian, and Public Services Librarian carry Special Faculty Status.

### B. Terms of Service

Librarians in positions that carry Special Faculty Status are appointed initially to a term not to exceed one year. Annual reappointments may follow, and the College will attempt to provide six months' notification if an appointment is not to be renewed.

Librarians with special faculty status will be evaluated during each of their third and sixth years with respect to performance; a successful sixth-year review will result in a continuing appointment. Librarians on continuing appointment will be provided one year's notice should the College wish to terminate their service. Such termination will be for "cause": financial exigency, discontinuation of a program or office, administrative reorganization, physical or mental incapacity of the individual, or unsatisfactory performance. Individuals terminated from a continuing appointment may appeal their case in the same way that a faculty member denied tenure or promotion may appeal.

Librarians will receive the same fringe benefits that faculty members receive. Librarians on continuing appointments may apply for leaves of absence with pay for a duration not to exceed one semester. Applications will be reviewed by the head of their department, the Dean of the Faculty, and the President, on the basis of the contribution the leave is expected to make to the individual's professional development and future service to the College. A leave can be granted only if no replacement is required.

### C. Criteria for Evaluation

A continuing appointment is not granted a librarian merely for satisfactory performance over a given period of time. Such appointments are granted only to those who have demonstrated their considerable value to Hampden-Sydney College and its stated goals. A candidate must make a strong positive case for a continuing appointment; the question is not whether there is a case against him/her, but whether the case is strong enough to justify granting a continuing appointment.

The criteria to be employed when considering a librarian for a continuing appointment are as follows, listed in order of importance:

1. Effective librarianship: Proficiency may be judged on the basis of such factors as performance of assigned duties in the library, service as a librarian to faculty members and students, initiative in improving such services, and assistance to the College in its instructional role connected with library use by students or faculty.
2. Administrative assignments: Included here are work on College committees, such administrative assignments as may be made by the Dean of the Faculty, effectiveness in budget management and personnel matters, and diligence in strengthening the role of the library in the academic community.
3. Professional activities: These may be judged by attendance at professional meetings, presentation of papers, publication, and demonstrated awareness of new developments in the field of library management and service.
4. Participation in the College community: This would be an evaluation of a librarian's commitment to the College's purposes as demonstrated in daily life, informal relationships with the faculty and students, and general involvement in the continuing effort to improve the quality of College life. Service in the context of the larger community would also be considered here, including involvement in local, state, or national public affairs, or private philanthropy.

D. Procedures for Evaluation

1. The Promotion and Tenure Committee will make an evaluation of librarians being considered for continuing appointment on the basis of the following information:
  - a. The librarian under consideration will be asked to submit any and all materials that he/she thinks will be of aid to the committee in reaching a recommendation. This material should directly address the criteria given above, and should include information on librarianship, possible teaching or instructional duties, administrative assignments, possible committee service, professional activities, and participation in the College community. The librarian will also be asked to submit a summary letter making a case for the granting of a continuing appointment.
  - b. A sampling of faculty opinion will be undertaken by the Committee. Faculty members will be invited to submit to the committee any information of which they have personal knowledge regarding the librarian's performance.
  - c. The Director of the Library will be asked to submit a letter giving a personal and professional estimate of the librarian's effectiveness in meeting assigned tasks, rapport with students and faculty members and fellow librarians, and degree of involvement in professional activities outside the College.
2. On the basis of this information, and a possible interview with the librarian, the Committee will prepare a recommendation to the Dean of the Faculty, with a copy to be

sent to the President. The Dean will prepare his own recommendation following an interview with the librarian at which the contents of the Promotion and Tenure Committee's recommendation will be discussed. The Dean's recommendation will be made in writing to the President, who will make the final decision. If the President's decision is negative, the librarian may request the reasons for it in writing.

3. A librarian may appeal an adverse decision by the President following the procedures outlined in Section III.F.1 of this handbook, except that a librarian shall not have the right of appeal to the Board of Trustees described in III.F.1.f.