



# Appointment, Reappointment, Promotion, and the Granting of Tenure in the Librarian Title Series

## Major Topics

---

[Requirements for Appointment and Promotion](#)

[Appointments](#)

[Promotions](#)

[Reappointments, Terminal Reappointments, and Notices of Non-Renewal of Appointment](#)

[Tenure](#)

[General Considerations](#)

[Conditions of Employment](#)

## I. Introduction

---

This regulation establishes the requirements for appointment, reappointment, promotion, and the granting of tenure in the Librarian Title Series.

## II. Requirements for Appointment and Promotion

---

Librarians at the University of Kentucky hold academic appointments in ranks designated as Librarian IV, Librarian III, Librarian II, and Librarian I, analogous to the academic titles of Instructor, Assistant Professor, Associate Professor, and Professor, respectively (*Minutes of the Meeting of the Board of Trustees, February 18, 1966*). In matters involving faculty personnel decisions, including appointment, reappointment, promotion and the granting of tenure, the Dean of Libraries shall have the same authority and responsibilities as those of a dean of a college (*Governing Regulation, Part VII*). The primary appointment of faculty employees in the Librarian Title Series shall be limited to the Libraries or the College of Law. Accordingly, references in this regulation to the “dean” refer only to the Dean of Libraries or the Dean of the College of Law, as applicable.

### A. [Required Earned Degrees for Each Librarian](#)

Each librarian shall have earned a B.A. or a B.S. degree or its equivalent, and a graduate (fifth-year) degree in Library Science. Upon recommendation of the dean, relevant experience, a master's degree, or a professional degree in another field may be substituted for the graduate degree in Library Science.

#### B. Additional Experience Required for Rank of Librarian III

An individual appointed or promoted to the rank of Librarian III shall, in addition to the requirements in Section II.A, have had at least three (3) years of successful library-related experience. Upon recommendation of the dean, graduate or professional study, in addition to that specified in Section II.A, may be substituted for part or all of the three (3) years of practical experience.

#### C. Additional Experience Required for Ranks of Librarian II and Librarian I

An individual appointed or promoted to the rank of Librarian II or Librarian I shall, in addition to the requirements in Section II.A, have had not less than five (5) years of successful library-related experience. Additional experience may be required if such training is appropriate to the individual's position. The individual also may be required to have demonstrated subject specialization or supervisory or administrative abilities where such abilities are appropriate. A master's, doctoral, or professional degree in a subject matter field may be taken as evidence of subject specialization.

### III. Appointments

---

#### A. Appointment to the Rank of Librarian IV or Librarian III

The dean, with the approval of the Provost, shall make an appointment to the rank of Librarian IV or Librarian III, subject to the requirements outlined in Section II. Approved appointments shall be communicated by the Provost to the President who reports these to the Board of Trustees in accordance with *Governing Regulation, Part VIII.B*.

#### B. Appointment to the Rank of Librarian II or Librarian I

A recommendation (with supporting dossier) for appointment to the rank of Librarian II or Librarian I shall be made to the Provost by the dean after consultation with the appropriate faculty and, if applicable, with the College Advisory Committee. (see AR 2:1-1 Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure and AR 2:1-1, Appendix I) The Provost shall review the dossier for completeness and then, if applicable in accordance with AR 2:11, obtain a related recommendation from the Librarian Title Series Area Committee. Additional procedural steps for handling a recommendation for appointment of a librarian at the rank of Librarian II or Librarian I are parallel to those applicable to faculty employees of equivalent academic rank in the other tenure-eligible title series.

### IV. Promotions

---

The procedural steps for handling recommendations for promotion in the Librarian Title Series are outlined in AR 2:1-1.

#### A. Promotion from Librarian IV to Librarian III

An individual shall not remain at the rank of Librarian IV for more than five (5) years. If, after that period, promotion to Librarian III cannot be justified, the individual's appointment as a librarian shall not be renewed. In considering an individual for promotion to the rank of Librarian III, annual performance reviews shall be taken into account. These reviews shall have been conducted in terms of criteria appropriate to the librarian's assigned duties but with attention given to the individual's participation in professional activities and general professional development and to any research and/or publication which may have been done.

## B. Promotion from Librarian III to Librarian II or from Librarian II to Librarian I

Promotion from Librarian III to Librarian II or from Librarian II to Librarian I shall be based upon performance and professional development. The individual shall have achieved recognition in a mode appropriate to the individual's specialty in an assigned field. In addition to demonstrated performance and ability, the individual shall have had at least five (5) years of successful library-related experience. In no case shall the assignment of administrative duties be a requirement for promotion to the rank of Librarian II or Librarian I.

## V. Reappointments, Terminal Reappointments, and Notices of Non-Renewal of Appointment

---

During their probationary period, faculty employees at the rank of Librarian IV, Librarian III or Librarian II shall be appointed or reappointed on a year-to-year basis, subject to annual review. The probationary period for a tenure-eligible appointment at the rank of Librarian I without tenure shall be limited to one year.

Reappointments, terminal reappointments, and notices of non-renewal of appointment shall be based on results of both annual reviews and consultations with appropriate librarians and administrators. The processes for considering and handling reappointments, terminal reappointments, and notices of non-renewal of appointment for librarians are generally parallel to those applicable to regular title series faculty members of equivalent academic rank.

## VI. Probationary Periods and Recommendations for Tenure

---

- A. The total probationary period of a Librarian III shall not exceed seven (7) years, including applicable previous full-time service as a professional librarian at another institution or as a Librarian IV. A librarian with more than three (3) years of full-time experience at another institution who is appointed at the rank of Librarian IV, Librarian III, or Librarian II may be required to serve in a probationary status not to exceed four (4) years. If tenure was not granted while on appointment as Librarian III, the individual shall be considered for the granting of tenure coincident with a review for promotion to Librarian II. An individual initially appointed at the rank of Librarian I may be given non-tenured status for a period not to exceed one (1) year. A tenure-eligible faculty employee at the rank of Librarian I shall be considered for tenure in the first half of a one-year probationary period, unless the individual requests in writing that such not be done because of the intent to resign or willingness to accept a notice of non-renewal of appointment.
- B. Recommendation for tenure shall be dependent upon the quality of the individual's performance during the probationary period and the extent to which the individual has achieved recognition in a mode appropriate to the individual's specialty in an assigned field. The procedural steps for considering and handling recommendations for the granting of tenure in the Librarian Title Series are outlined in AR 2:1-1.

## VII. General Considerations

---

- A. The terms and conditions of employment, excepting salary, covering each appointment of a librarian shall be set forth in the Notice of Academic Appointment and Assignment for that individual.
- B. Faculty performance reviews in the Librarian Title Series shall be conducted in accordance with the policies and procedures outlined in AR 3:10 (Faculty Performance Review and Progress Review).

## VIII. Conditions of Employment

---

- A. Appointment as a librarian does not normally imply a specific major responsibility to engage in research and publication. However, a librarian is eligible to apply for research grants as a principal investigator if permitted by the granting authorities, subject to the approval of the dean.
- B. Librarians are eligible for membership in the University Senate and for sabbatical leave in accordance with University sabbatical leave policies. Librarians are entitled to the same benefits and privileges as faculty employees in the other tenure-eligible title series.

## IX. References and Related Materials

---

### Governing Regulations:

Part VII: University Organization

Part VIII: University Appointments

### Administrative Regulations:

2:1-1 and 2:1-2: Procedures for Faculty Appointment, Reappointment, Promotion, and the Granting of Tenure

3:10: Policies for Faculty Performance Review

### Revision History

---

7/1/2008, 04/08/02

For questions, contact: [Office of Legal Counsel](#)