<table>
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<th>Policy Title: University Librarian</th>
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<td>Policy Number: ACAD-SENA 113</td>
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<td>Policies Superseded: ACAD-110</td>
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**SUMMARY:**

Coastal Carolina University assigns responsibility for academic program coordination to persons academically qualified in the field. This policy outlines that assignment.

**POLICY:**

I. Policy

A. The position of University Librarian will be filled by an internal or external candidate. The scope of the search will be determined by Provost/Executive Vice President in consultation with the President.

B. A vacancy in the University librarian position can also be filled by an Interim, as determined by the Provost/Executive Vice President in consultation with the President.

C. The selection of candidate will be accomplished through input provided to the Provost by the faculty, librarians and the administration. Faculty and librarians participation in the selection is restricted to permanent, full-time department members who hold continuing appointments as assistant librarian, associate librarian, or full librarian and who have not been officially notified of non-reappointment or of a final, unfavorable decision on tenure.

D. A Terminal degree in MLS is required.
II. Terms of Appointment

A. The initial term of appointment is determined by the Provost/Executive Vice President in consultation with the President.

B. The appointment may be terminated at any time by the Provost/Executive Vice President in consultation with the President.

C. If approved by the Board of Trustees, typically the appointment includes tenure as a faculty member. Tenure does not apply to the appointment as academic dean.

III. Responsibilities - The University Librarian reports to the Provost/Executive Vice President and act as the chief administrative officer of a particular academic unit. Responsibilities include, but are not limited to:

A. Developing, monitoring, and implementing the library budget;

B. Recommending library faculty salaries;

C. Recommendations relating to library faculty appointment, retention, promotion, and termination;

D. Developing and implementing library policies and procedures;

E. Planning and developing library services to support the educational programs of the University;

F. Preparing an annual executive summary of assessments efforts and accomplishments of the library;

G. Recommending department chair to the Provost;

H. Supervising library faculty and staff; and

I. Providing an annual written evaluation of each library faculty member.