



<b>Policy Title:</b>	University Librarian
<b>Policy Number:</b>	ACAD-113
<b>Revision Date:</b>	June 2021
<b>Policies Superseded:</b>	ACAD-110
<b>Policy Management Area(s):</b>	Faculty Senate

**SUMMARY:**

The library is led by the University Librarian. This policy outlines how the University Librarian is chosen and appointed, the terms of appointment, and the responsibilities of the University Librarian.

**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 the provost in consultation with the president.
- B. A vacancy in the University Librarian position can also be filled by an interim University Librarian while a search for a permanent University Librarian is being conducted, as determined by the provost in consultation with the president. To the extent practical, the selection of an interim University Librarian should follow the procedures outlined in this policy as applied to the selection of a permanent appointment.
- C. The selection of a candidate will be accomplished through input provided to the provost by the faculty, librarians, and the administration. Faculty and librarian participation in the selection is restricted to permanent, full-time department members who hold continuing appointments as senior lecturer, senior instructor, assistant librarian, associate librarian, or librarian and who have not been officially notified of non-reappointment or of a final, unfavorable decision on tenure or post-tenure review.
- D. To facilitate input to the provost, a search committee will be formed with representation by the key stakeholders within the library. Given that the University Librarian is a faculty role, the faculty shall be the majority representation of the committee. All members of the committee shall have equal voting rights.

- E. The provost and the search committee shall jointly select a suitable chair from a pool of at least two candidates supplied by the provost.
- F. A terminal degree in library and information science or a closely related degree is required.

## II. TERMS OF APPOINTMENT

- A. The initial term of appointment is determined by the provost in consultation with the president.
- B. The appointment may be terminated at any time by the provost in consultation with the president.
- C. Typically, the appointment includes tenure as a faculty member, subject to approval by the board of trustees. Tenure does not apply to the appointment as University Librarian.

## III. RESPONSIBILITIES

The University Librarian reports to the provost and acts as the chief administrative officer of the library. Responsibilities include, but are not limited to:

- A. Adhering to the policies and procedures set forth in the CCU Faculty Manual.
- B. Adhering to the policies and procedures set forth in the governing documents in the library.
- C. Developing, monitoring, and implementing the library budget.
- D. Recommending library faculty salaries.
- E. Recommendations relating to library faculty appointment, retention, promotion, and termination, in accordance with the CCU Faculty Manual.
- F. Developing and implementing library policies and procedures.
- G. Planning and developing library services to support the educational programs of the University.
- H. Preparing an annual executive summary of assessments efforts and accomplishments of the library.
- I. Recommending leadership positions within the library to the provost.
- J. Supervising library faculty and staff.
- K. Providing an annual written evaluation of each library faculty member.