

New York University Division of Libraries
Criteria and Policies for Contract Faculty Review and Promotion
Articles 7 of NYU Libraries Faculty Bylaws
(adopted April 19, 2016)

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ARTICLE 7. CRITERIA AND POLICIES FOR NON TENURE TRACK FACULTY

Libraries' non-tenure track appointments fall into either of two categories: Library Associates and Assistant/Associate Librarians of Practice.

Section 1. Description of Assistant/Associate Librarians of Practice Ranks

7.1.1 The ranks of Assistant and Associate Librarian of Practice are Full-Time Continuing Contract Faculty positions that do not lead to a tenure track appointment. They fall into one or both of the following types:

- a. Work of limited duration. Term appointments enable the full-time appointment of a skilled librarian into a role designed to be of limited duration, such as work on a grant-funded project or a targeted retrospective collection development effort. Term appointments also enable the full time appointment of skilled librarians to undertake activities for which a long range need is not yet established or foreseen. (Examples could include an experiment with a new service, or support for a school research activity that may not continue long term.) If and when a clear long term need for such position is established, there is an option to create a tenure track level position. The incumbent would have the option to apply for the new opening, but there would be no automatic move to a tenure track position.
- b. Positions narrow in scope that require librarian expertise, but can be effectively accomplished without the sustained level of engagement in research, scholarship, and professional contribution required for tenure.

Most typically these positions will focus on cataloging, preservation treatment, or archival, or other processing within a defined scope and following standard practices. (Positions that must address organization of information more broadly would not fall into this Full-Time Continuing Contract Faculty category.) In the context of rapidly changing library environments, there may be other examples of activity where specialized expertise is required and only narrowly applied. Expectations for Assistant/Associate Librarians of Practice will include an emphasis on excellent practice and professional engagement. Expectations will not include the sustained level of research, scholarship, and professional contribution required for tenure, and, unless demanded by the nature of the position, there will be no requirement for a second, subject-specific advanced degree.

7.1.2 Assistant/Associate Librarians of Practice will be expected to participate in library governance, including full participation in faculty meetings, and on faculty committees, except committees pertaining to promotion, tenure, and reappointment. By University rules voting privileges can be extended, with the exception of votes pertaining to promotion and tenure and election of the Libraries Senator.

Section 2. Criteria for Appointment, Reappointment, and Promotion

7.2.1 Assistant Librarian of Practice

a. Appointment

A faculty appointment as Assistant Librarian of Practice is normally granted to one possessing a master's degree in library science from an institution accredited by the American Library Association or a recognized foreign equivalent. Appointments at this rank shall require evidence of excellent professional performance and the potential for a promising career in librarianship.

Appointments shall be made for one to three years. Full-time service in the rank of Assistant Librarian of Practice will not be counted toward the attainment of tenure.

b. Reappointment

An Assistant Librarian of Practice shall normally be recommended for reappointment after demonstrating excellent performance with an emphasis on practice, maintaining active membership in appropriate professional or scholarly associations, and demonstrating effective participation in the affairs of the library and/or the University community through committee work or similar contributions. Non-renewal of appointments can occur if the expected performance standards are not met. Non-renewal of appointments can also occur if there is programmatic change eliminating the need for the position or if the position must be eliminated for lack of funds.

c. Notification and terms

Appointments shall be made for one to three years. Reappointment after a total of seven years will require promotion to Associate Librarian of Practice. An Assistant Librarian of Practice will be notified to prepare a promotion review application before beginning the sixth year.

Notification of reappointment or non-reappointment will be made at least six months before the appointment expiration date.

7.2.2. Associate Librarian of Practice

a. Appointment

A faculty appointment as Associate Librarian of Practice is normally granted to one possessing a master's degree in library science from an institution accredited by the American Library Association or a recognized foreign equivalent. Appointments at this rank shall require evidence of outstanding professional performance, potential for strong service and contributions to the Libraries and the University, and active, productive participation in appropriate professional or scholarly associations.

Appointments shall be made for one to three years. Full-time service in the rank of Associate Librarian of Practice will not be counted toward the attainment of tenure.

b. Promotion (from Assistant Librarian of Practice)

The candidate must meet the criteria for appointment to this rank and be judged superior according to these criteria.

The candidate shall have demonstrated outstanding professional performance, strong service and contributions to the Libraries and the University, and active, productive participation in appropriate professional or scholarly associations.

The promotion review of candidates for Associate Librarian of Practice shall be conducted by the tenured members of the elected Appointment, Reappointment and Promotion Committee following the procedures for promotion to Associate Curator modified as appropriate to gather evidence matching the criteria for appointment to Associate Librarian of Practice.

c. Reappointment

An Associate Librarian of Practice shall normally be recommended for reappointment after demonstrating continued adherence to the criteria for promotion to the rank along with evidence of strong growth and development in performance, service, and professional engagement. Non-renewal of appointments can occur if the expected performance standards are not met. Non-renewal of appointments can also occur if there is a programmatic change eliminating the need for the position or if the position must be eliminated for lack of funds.

d. Notification and terms

Appointments shall be made for two, three, or five years, with no limit on the number of renewals. Notification of reappointment or non-reappointment will be made no less than six months before the appointment expiration date.

Section 3. Procedures for Appointment and Reappointment

7.3.1 In order to ensure that candidates and reappointees meet the accepted criteria for initial appointment and retention as library faculty, and that the procedures set forth in the *NYU Faculty Handbook* [cf. Section X] are followed, the Dean shall, in reaching a decision, consult with an advisory body of faculty members, elected and chosen in accordance with the provisions of [IV.1) above], and with other advisors or advisory bodies as prescribed in the same provision of the Library Bylaws.

7.3.2 The Dean shall approve or disapprove the appointment or reappointment, and shall notify in writing the advisory body and the candidate's Director of the decision along with the reasons for it.

Section 4. Procedure for Promotion

7.4.1 Schedule

The Dean shall inform the faculty of the date by which the recommendations for promotion are to be received by the Office of the Dean.

7.4.2 Initiation

Individual faculty members are responsible for making application for promotion. Directors may advise individuals in their departments, and the Dean may advise Directors, to apply for promotion.

7.4.3 Dean's Action

In accordance with the procedures set forth in the *NYU Faculty Handbook* (as supplemented), and as modified by specific provisions in Library Bylaws, the Dean shall, in reaching a decision regarding any application for promotion, have the counsel of an advisory body of faculty members, elected and chosen in accordance with the provisions of [3.6], and of other advisors or advisory bodies as prescribed in the same provisions of the Library Bylaws.

Criteria for promotion to the particular rank under consideration in the Division of Libraries shall govern the Dean's review of the application.

The Dean shall approve or disapprove the application for promotion, and shall notify in writing the advisory body and the candidate's Director of the decision along with the reasons for it.

7.4.4 Resubmission

If a candidate's promotion is not viewed favorably at any level, the candidate shall not reapply for promotion without additional relevant documentation supportive of continued conformity to the criteria for promotion to the particular rank under consideration in the Division of Libraries.

Section 5. Grievance Procedures

7.5.1 Should an Assistant/Associate Librarian of Practice believe that s/he has a basis for appeal (as described below) in connection with a denial of reappointment or a denial of promotion, s/he has the right to file a written grievance with the Dean. It is expected that the Assistant/Associate Librarian of Practice will first confer with her/his applicable Director or the Dean on an informal basis to seek resolution or an explanation of the decision. If not settled informally, or not resolved on a timely basis to allow for an appeal within 30 days of receiving notification of denial of reappointment or of denial of promotion, the Assistant/Associate Librarian of Practice may appeal in writing to the Dean to convene a Division of Libraries Grievance Committee [see 3.3].

7.5.2 The Dean should convene the Grievance Committee within 15 working days of the request. The Grievance Committee does not judge the professional merits of the case, but considers the appeal based on whether: (a) proper procedures were followed in reaching the decision and/or whether the case received adequate consideration; and (b) if the Assistant/Associate Librarian of Practice has alleged that the decision or process violated her/his academic freedom, whether that faculty member has met her/his burden of proving such a violation. The Grievance

Committee, after reviewing the case, will advise the Dean of its recommendation. After reviewing the recommendation, the Dean will notify the Assistant/Associate Librarian of Practice of the final decision. Should the decision not be satisfactory to the Assistant/Associate Librarian of Practice within 15 days of receiving written notification of the Dean's decision, the Assistant/Associate Librarian of Practice may appeal to the Provost, (or his/her designee) following procedures enumerated in the *Faculty Handbook*.