

## UC Davis Academic Personnel Manual

### Chapter II, Appointments and Promotions

#### Section UCD-365, Associate University/Law Librarian and Assistant University/Law Librarian

Date: Draft

Supersedes: New

Responsible Department: Academic Personnel <http://academicpersonnel.ucdavis.edu/>

Source Document: UC APM-365

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#### I. Purpose

- A. This section outlines the criteria and procedures for evaluation of Associate and Assistant University Librarians and Associate and Assistant Law Librarian.

#### II. Criteria

- A. In most instances, Assistant/Associate University Librarians/Law Librarians have primary responsibility for the administration and management of one or more sectors of the library or functional area of library administration and may have responsibility for directing the activities of librarians and/or staff.

##### 1. Appointment at Assistant University/Law Librarian

- a. General criteria for appointment in addition to the provisions contained in APM 365-10:
  - 1) Position has major responsibility for assisting with planning and managing library operations.
  - 2) These appointees are expected to manage their functional area/unit(s)/department(s) with a great amount of independence and may receive general guidance from an Associate University Librarian or University/Law Librarian.
  - 3) Appointees may have responsibility for representing the University Library at the Systemwide level.

##### 2. Appointment at Associate University/Law Librarian

- a. This level is reserved for appointees who have primary responsibility for the administration, management, and coordination several functional areas/units/departments with broad and substantial complexity and who fulfill their responsibilities independently.
- b. These appointees are unit heads that report to the University/Law Librarian
- c. Appointment to this level requires demonstrated superior professional ability, outstanding accomplishment in job-related activities, and the assumption of greater responsibility than appointees at the Assistant University/Law Librarian level.

- d. Some examples of responsibilities of an appointee at this level include:
  - 1) Direction and supervision of a large staff and/or administration of a functional area with several units/departments.
  - 2) Extensive responsibility for representing the Library at the Systemwide level.
  - 3) Extensive involvement in the generation and/or coordination of funds.

### 3. **Appointment, merit, and promotion**

- a. Materials submitted in support of an appointment, merit, or promotion shall provide a comprehensive assessment of the candidate's qualifications and performance in the areas specified below, as well as an explanation of the candidate's role in the library. An appointee must, at a minimum, satisfy the criteria for the series as specified in APM-365-10a as well as the substance of APM-360-10b.
- b. Administration, coordination or management of area of responsibility within the library
- c. And shall have responsibility for directing the activities of librarians and/or staff. Types of activities which might be included:
  - 1) Assessment of services and constituency needs
  - 2) Service program planning and development
  - 3) Evaluation of service areas and functions
  - 4) Liaison representation with other campuses, especially UC campuses and the California Digital Library (CDL)
  - 5) Supervision and leadership of other librarians and/or staff
- d. The appointee will need evidence of superior promise or performance in the planning, developing, and evaluating areas of responsibility, direction and supervision of librarians and/or staff, management of library resources, and administration of areas of responsibility.
- e. Professional Achievement, research and/or creative activity
  - 1) Appointees must show evidence of professional achievement and leadership in their area of responsibility and the ability to relate effectively with academic personnel in their own unit and other campus units. Appointees should also provide evidence of continuing professional achievement through participation in professional associations, research or other creative activity. Documentation of the amount of time spent on professional activities should be made at the time of the appointment and reevaluated upon merit/advancement review.

f. University and Public Service

- 1) Appointees participate in the administration of the University through appropriate roles in governance and policy formation at the campus and/or systemwide level. In addition they may represent the University in both the public and private sectors. Evidence should be provided of an appointee's commitment to University and public service as well as his or her accomplishments or contributions in these areas.

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**III. Procedures**

- A. The administrative officer [or The University Librarian, Law Librarian or Associate University Librarian] under whose jurisdiction an Associate University/Law Librarian or Assistant University/Law Librarian functions officially initiates the request for appointment, merit increase, or promotion.
- B. After review of all supporting material concerning new appointment, a promotion or a merit increase, the Vice Provost – Academic Personnel makes the final decision provided the salary is not beyond the Regental compensation threshold.