Non-Tenure Track Faculty

Definition and Scope: At KU, the term “non-tenure track” is used to designate those faculty members working on a full-time or part-time basis in contractually limited appointments without the right of appeal for dismissal or non-reappointment and without the prospect of position conversion to tenure lines or tenure equivalents.

Use of non-tenure track (NTT) faculty appointments in the Libraries applies under special circumstances that require (a) temporary (less than a year) or limited-term (typically 1-5 years) positions or (b) part-time faculty employment. Non-tenure track (NTT) faculty appointments are best used to provide needed flexibility while maintaining the Libraries’ commitment to the core of professional expertise and standards of the tenured and tenure-track, faculty body.

Examples for the use of non-tenure track faculty (Librarian I, II, III) positions:
- New part-time, faculty librarian appointments (limited term with renewal option)
- Fellowships (1-2 year, limited term)
- Post-Doc or Post-MLS Residencies
- Visiting Professor/Librarian or Guest Lecturer
- Limited term or temporary position to fill vacancy during the search process for an open tenure-track position
- Fulfill needed duties while faculty member is on long-term leave
- Fill positions funded by grants
- Lead or support specific, time-bound special projects
- Temporarily replace staff on sabbatical

Qualifications: The minimum requirement for appointment is a master’s degree from an ALA accredited program or equivalent. Appointment to certain positions may require additional subject expertise, experience, or educational preparation.

Exception: In the closely related, specialized field of archives, a graduate degree (may be master’s or Ph.D. depending on position requirements) in an appropriate field OR an archival certification by the Academy of Certified Archivists may be considered for a recognized exception. However, any other exception to the ALA accredited master’s degree or the equivalent must be approved by a majority of the tenure-track faculty of the libraries, prior to posting of such job announcements.

Rank & Title: Librarian I, Librarian II, and Librarian III

Criteria for Ranks:

- Librarian I: Appointment at this rank does not require any professional library experience but the candidate should be well-qualified to practice librarianship and demonstrate evidence of potential achievement in librarianship that contributes to the Libraries’ and KU’s mission.
Appointees remain in this rank for a minimum of five years before promotion to Librarian II. At the discretion of the supervisor and based on the needs of the department/Libraries, these positions may also include service at various levels ranging from Libraries to national/international.

- **Librarian II**: Persons being considered for appointment at or promotion to this rank shall have at least four years of successful professional experience at the rank of Librarian I or its equivalent. They shall have achieved and documented substantial evidence of high level, professional expertise and have a demonstrated record of accomplishments that advances the goals of KU Libraries, the University, and the profession. At the discretion of the supervisor and based on the needs of the department/Libraries, these positions may also include service at various levels ranging from Libraries to national/international.

- **Librarian III**: Persons being considered for appointment at or promotion to this rank shall have a minimum of six years at the rank of Librarian II or its equivalent. They shall have achieved and documented (a) distinguished professional performance in a successfully developing career, with evidence of sustained, high quality professional productivity, and (b) a measure of national recognition in librarianship or a related field. At the discretion of the supervisor and based on the needs of the department/Libraries, these positions may also include service at various levels ranging from Libraries to national/international.

**Responsibilities**: Non-tenure track faculty positions are subject to many of the same policies and procedures as tenure-track faculty, including the Faculty Code of Rights, Responsibilities, and Conduct.

**Governance**: Non-tenure track faculty positions are represented by Faculty Senate, eligible for membership in the Faculty Senate, and included in the annual letter sent to the faculty list requesting nominations to the Faculty Senate.

**Appointment**: Initial appointments to Librarian I, II or III positions will be for a fixed term that can range from less than 1 year (for temporary positions) to 1-3 years (for limited term positions), with the provision that these positions do not lead to conversion to tenure or a tenure-track position. Appointments may be either part-time or full-time as required by the needs of the Libraries.

**Reappointment**: There is no automatic renewal at the end of a limited term appointment. If, upon satisfactory evaluations and continued, on-going need, it is determined that a NTT librarian has demonstrated potential for future term employment, additional limited term appointments (up to five years per appointment period) may be offered (following Provost Office procedures).

**Evaluation**: NTT librarians are evaluated annually following the Libraries’ faculty evaluation plan.
Promotion: Librarian I and Librarian II non-tenure track faculty may be promoted at the time of their reappointment to a new, limited-term contract. Promotion may only occur after appropriate review at the Library level and with the approval of the Provost (see rank criteria for further detail).

Merit: NTT librarians on multi-term appointments are eligible to receive merit salary increases based on the Libraries’ process and procedures for the determination of merit for faculty.
**Unclassified Academic Staff**

**Current Campus Policy**

No new academic staff positions that are fully State funded or partially grant/State funded will be created without the written approval of the Provost. Vacancies of all existing academic staff positions must be filled through a recruitment or search waiver process (KU Policy); see [http://www.policy.ku.edu/provost/unclassified-academic-staff-titles](http://www.policy.ku.edu/provost/unclassified-academic-staff-titles).

**Proposed Library Policy**

**Definition and Scope:** Academic Staff are faculty equivalent positions with specialized training, knowledge, skills, competencies, and experience in a particular field or discipline, comparable, but not identical to, that of the libraries tenured and tenure-track faculty. Unclassified academic staff may perform duties that are similar to those of faculty, but their positions may also include significantly different allocations of time and required knowledge.

**Academic Staff positions are not intended to reduce the number of tenure-track lines within the Libraries.** Used campus-wide, this employee category allows units and departments to meet specialized, programmatic work priorities. Because academic staff positions are not required to allocate effort in all three primary faculty responsibility areas (research, service, and professional performance), it allows for increased agility in constructing job descriptions. Some unclassified academic staff teach, while others do not; some conduct research and service, while others do not; some perform certain professional duties, while others do not. This flexibility allows us to better meet new and evolving work demands within the Libraries.

**Qualifications:** Academic Staff must have education, degrees, and experience comparable to tenured and tenure-track faculty. At a minimum, candidates must hold a master’s degree or a Ph.D. in an applicable field with the ability to serve the Libraries by providing specialized expertise as determined to be appropriate by the department and Dean.

**Rank & Title:** According to campus policy, academic staff positions within the Libraries that are supported in whole or in part by State funds may use the title of **Specialist** with the ranks of **Assistant,** **Associate,** or **Senior.** Rank is designated at the most nearly equivalent in academic preparation or experience to that of the criteria for Assistant Librarian, Associate Librarian, or Librarian.

**Criteria for Ranks:**

- **Assistant [Specialist]:** Appointment at this rank does not require any professional experience but the candidate should be well-qualified in their designated field or area of specialization and demonstrate evidence of potential achievement in areas of professional performance, service, and/or research as indicated in the job description. Candidates normally remain in this rank for a minimum of six years before promotion to the Associate level.
• **Associate [Specialist]:** Persons being considered for appointment at or promotion to this rank shall have at least four years of successful professional experience at the rank of Assistant or its equivalent. They shall have achieved and documented evidence of a high level of expertise in their field or area of specialization and have a demonstrated record of accomplishment that advances the goals of KU Libraries, the University, and their related profession.

When research is required, the candidate shall have an appropriate record of consistent, quality research contributions in areas related to their field of expertise and/or specialized subject areas. Factors such as the quality and quantity of scholarly contributions or creative activities demonstrate a successfully developing scholarly program.

When service is required, the candidate’s record must demonstrate a pattern of service to the University, to the related discipline or profession, and/or to the local, state, regional, national, or international communities. It is possible to remain at this rank indefinitely. If a candidate seeks promotion to the Senior level and does not achieve promotion, this does not preclude a later consideration.

• **Senior [Specialist]:** Persons being considered for appointment at or promotion to this rank shall have a minimum of six years at the rank of Associate or its equivalent. They shall have achieved and documented evidence of a distinguished level of expertise in their field or area of specialization, with sustained, high quality productivity, and have achieved a measure of national recognition in their area of specialization or a related field.

When research is required, the candidate shall have a sustained record of research demonstrating significant achievement. The record of research must demonstrate a successfully-established scholarly program, as reflected in such factors as a consistent and ongoing pattern of quality, scholarly or creative contributions in their field of expertise and/or specialized subject areas.

When service is required, the candidate’s record of service must demonstrate an ongoing pattern of service reflecting substantial contributions to the University, to the related discipline or profession, and to any of the following: local, regional, national, or international communities.

**Responsibilities:** These positions are equivalent to those of faculty in educational preparation and intellectual complexity. There is no requirement for the inclusion of all three of the following areas: teaching/professional duties, research, and service. As a result, allocation of effort is more flexible than with tenure-track positions and allows for highly-specialized and focused jobs that may vary widely position to position.
Sabbatical Leave: Eligible for sabbatical leave if supported 100% by state money and negotiated/established at the time of initial appointment letter/contract.

Governance: Academic staff are subject to the same policies and procedures as tenure-track faculty, including the Faculty Code of Rights, Responsibilities, and Conduct (with the exception of tenure). These positions are represented by Faculty Senate, eligible for membership in the Faculty Senate, and included in the annual letter sent to the faculty list requesting nominations to the Faculty Senate.

Academic staff are regular voting members of the Libraries’ faculty and are eligible to vote on all matters. Academic staff at the Associate or higher designation may serve on the Libraries’ Committee for Promotion and Tenure.

Appointment: Appointments may be either part-time or full-time as required by the needs of the Libraries. All academic staff positions must be filled through the recruitment or search waiver process. The Dean may initiate deliberations to determine the need for an Academic staff position. New academic staff lines may also be proposed by the department or program supervisor and be recommended to the Dean by the appropriate division Assistant/Associate Dean.

Reappointment: Appointments are renewed annually except in the case of those dismissed or non-reappointed through proper actions and procedures. Notice of non-reappointment shall be sent according to campus policy. Currently, that policy is:

- 1st year of employment: 3 months in advance
- 2nd year of employment: 6 months in advance
- 3rd year or more: 1 year in advance

Probationary Period: Length of probationary period is generally six years from an initial appointment at the assistant level and three years after appointment at the associate level. Unlike faculty, unclassified academic staff are not required to go through a mandatory promotion review during their sixth year of KU employment. However, the performance of all state-funded academic staff at the Assistant rank should be evaluated carefully and thoroughly with special emphasis on the sixth-year review.

Appointment to a seventh year of consecutive full-time service will normally mean that the probationary period has been completed satisfactorily. Academic staff who have successfully completed the probationary period may be dismissed for cause and are subject to non-reappointment in cases of:

- budgetary constraints
- financial exigency
- program discontinuance or reorganization
Evaluation: Academic staff will be evaluated annually following the Libraries’ faculty evaluation plan.

Promotion: Academic staff go through the promotion and tenure process applied to faculty promotions (LCPT/UCPT). Criteria for promotion should be consistent with the expectations for promotion in faculty rank but with recognition of the varying programmatic, instructional, and service missions of academic staff positions.

Academic staff at the Associate or higher designation may serve on the Promotion and Tenure Committee.

Merit: Academic staff are eligible to receive merit salary increases based on the Libraries’ process and procedures for the determination of merit for faculty.

Endorsed by LFPA March 26, 2014