

## 1. THE ACADEMIC LIBRARIAN

- 1.01 Academic Librarians at Sam Houston State University are accorded faculty status and therefore have the same privileges and responsibilities as other faculty members.
- 1.02 The position of the Academic Librarian involves work that is creative, interpretive, evaluative, and analytical. It requires a breadth of knowledge and judgment that can be acquired only through familiarity with the principles and philosophies of librarianship. This knowledge is evidenced by a terminal graduate degree from a program accredited by the American Library Association (ALA). A position at this professional level requires application of basic philosophies, principles, and theories of library service; evaluation of materials; information and research; and ability to reason, analyze, and respond to changing information environments.

“Librarians perform a teaching and research role inasmuch as they instruct students formally and informally and advise faculty in their scholarly pursuits. Librarians are also themselves involved in the research function conducting research in their own professional interest and in the discharge of their duties.”  
<https://www.ala.org/acrl/standards/standardsfaculty>.

## 2. RECRUITMENT AND APPOINTMENT

It is the policy of Sam Houston State University to recruit the best-qualified persons to serve as Academic Librarians in compliance with University policy. The minimum educational requirement for appointment is a terminal graduate degree from an ALA accredited program.

- 2.01 In keeping with these guidelines, the Library Administration advertises all interim or tenure-track academic positions on national professional websites. Academic Policy Statement 800114, Academic Instructional & Research Personnel, shall serve as the official guide in all matters relating to the staffing of academic positions, position allowances, commitment to minority recruitment, and the hiring process.

## 3. PROMOTION IN RANK FOR ACADEMIC LIBRARIANS

Academic Librarians are accorded faculty status. They are subject to the same evaluative criteria for promotion in rank or salary advances within rank as defined in the current tenure and promotion policy.

#### 4. PERIODIC EVALUATION

- 4.01 Librarians are subject to the Faculty Evaluation System (FES). Each librarian completes an annual report on professional librarianship instead of a teaching portfolio. Each librarian also completes a report of scholarly and/or creative accomplishments, and a report of service activities. The FES Summary Report is modified to reflect the changes described above.
- 4.02 The annual report provides the basis for the individual conference between the librarian being evaluated and the appropriate departmental Director. A librarian may appeal their FES Summary Report score to the Executive Director and/or the Provost and Sr. Vice President for Academic Affairs (hereinafter Provost). The decision of the Provost is final.

#### 5. WORKLOAD

- 5.01 Most Academic Librarians are appointed for twelve-month terms and, as a result, accrue vacation, holiday, and sick leave as stated for all University staff in the Finance & Operations Human Resources Policy HR-04(a).
- 5.02 For nine-month library faculty, summer employment is contingent upon the needs of the University and the availability of funds. Faculty holiday schedules apply to these nine-month appointments.

#### 6. UNIVERSITY GOVERNANCE

As faculty members, Academic Librarians have the same voting rights and are eligible for membership on the University Faculty Senate and faculty committees.

#### 7. LEAVES

Academic Librarians are eligible for faculty development leaves on the same basis of eligibility granted other members of the faculty.

#### 8. RESEARCH AND GRANTS

Academic Librarians are eligible for grants, fellowships, and research funds on the same basis as other members of the faculty.

9. TENURE

Only those Academic Librarians appointed to tenure-track positions are eligible for tenure in accordance with tenure regulations set forth in Academic Policy Statement 900417 and The Texas State University System Rules and Regulations.

10. ACADEMIC FREEDOM AND RESPONSIBILITY

Academic Librarians have the protection of academic freedom and are to exercise professional responsibility and judgment.

APPROVED: \_\_\_\_\_ < signed > \_\_\_\_\_  
Alisa White, Ph.D., President

DATED: \_\_\_\_\_ 6/01/2022 \_\_\_\_\_

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: August 14, 1981                      Review Cycle: Five years\*  
Reviewer: Academic Affairs Council              Review Date: Spring 2027

Approved: \_\_\_\_\_ < signed > \_\_\_\_\_              Date: \_\_\_\_\_ 5/31/2022 \_\_\_\_\_  
Michael T. Stephenson, Ph.D.  
Provost and Sr. Vice President  
for Academic Affairs

\*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.