

## 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 members of the faculty. The *Faculty Handbook* is the legal document for University faculty rights and privileges.
- 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 graduate library degree from a program accredited by the American Library Association. 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.
- 1.03 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. (Association of College & Research Libraries, June 2001.)

## 2. RECRUITMENT AND APPOINTMENT

- 2.01 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. While the minimum educational requirement beyond the baccalaureate for appointment is a graduate degree from a program accredited by the American Library Association, emphasis is placed on the recruitment of individuals with a second master's degree or thirty semester hours of work in an active program leading to a doctorate.
- 2.02 In keeping with these guidelines, the Director of Library Services advertises all interim or tenure-track academic positions in national professional journals. Academic Policy Statement 800114, Academic Instructional Staffing, 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 PROFESSIONAL LIBRARIANS

Academic Librarians are accorded faculty status at this institution. 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, excluding FES Form 2 if an organized class is not taught.

### 4. PERIODIC EVALUATION

4.01 Each librarian completes an annual report on library-related activities. FES Forms 3, 4, and 5 provide an occasion to detail accomplishments for the academic year.

4.02 The annual report provides the basis for discussions between the Academic Librarians and the Director of Library Services. The director, in turn, may discuss each librarian's progress with the Provost and Vice President for Academic Affairs, to whom the director reports.

### 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 and twelve-month appointments in the *Administrative Policies and Procedures* handbook.

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 who are appointed to tenure-track positions are eligible for tenure in accordance with tenure regulations set forth in Academic Policy Statement 900417.

#### 10. ACADEMIC FREEDOM AND RESPONSIBILITY

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

#### 11. FACULTY LIBRARY COMMITTEE

The Director of Library Services works with the Newton Gresham Library Committee which is charged with advising the director on matters pertaining to the growth, development, and balance of the library collection, with furthering interest in the library and the library science profession, and with encouraging and acknowledging gifts to the library.

APPROVED: \_\_\_\_\_/signed/  
James F. Gaertner, President

DATED: \_\_\_\_\_ 02/25/04

**CERTIFICATION STATEMENT**

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

Original Date:	August 14, 1981	Review Cycle:	August 1, ENY*
Reviewer(s):	Director of Library Services Newton Gresham Library Committee Academic Policy Council	Review Date:	August 1, 2006

Approved: \_\_\_\_\_/signed/\_\_\_\_\_ Date: \_\_\_\_\_02/13/04\_\_\_\_\_

David E. Payne  
Provost and Vice President  
for Academic Affairs

\*ENY = Even Numbered Year