

Guidelines and Policies for the Appointment and Promotion of Library Associates

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Introduction

These guidelines are intended to be a supplement to and not a substitute for the New York University Charter and Bylaws and [NYU Faculty Handbook](#), both of which are referred to in the text. If at any point these guidelines are inconsistent with NYU policies, then the NYU policies then in effect will control. As with all NYU and School policies, these guidelines are subject to change, and it is the policies in effect at the time of any action that apply.

Statement of Academic Freedom

The New York University Faculty Handbook states, “Academic freedom is essential to the free search for truth and its free expression. Freedom in research is fundamental to the advancement of truth. Freedom in teaching is fundamental for the protection of the rights of the teacher in teaching and of the student in learning” ([Title I.ii](#)). Academic Freedom is essential for librarians, in research and in work supporting teaching and learning in the University. In 2006, the American Library Association passed a resolution in support of academic freedom stating that academic freedom is “indispensable to librarians, because they are trustees of knowledge with the responsibility of ensuring the availability of information and ideas, no matter how controversial, so that teachers may freely teach and students may freely learn” ([ALA IR B.2.5](#)). Library Associates at New York University must have the freedom to research, develop collections, and provide access to information without fear of censorship or professional repercussions. They hold each of the rights and obligations as stipulated in the New York University Faculty Handbook.

Appointment

Description of Rank

Library Associate is a probationary non tenure track faculty rank, which leads to a tenure track faculty appointment, in the line in which they were hired, upon successful application for promotion. Library Associates are categorized as Other Faculty at the university level and are mentioned in the “Non-Tenure Positions” sections of the NYU Faculty Handbook (p. 18), and the University Bylaws (Sec. 89). Library Associates are one of three ranks stipulated in Article 1.2 of the NYU Library Faculty Bylaws.

Criteria for Appointment

A faculty appointment as Library Associate is normally granted to one possessing a relevant master’s degree but lacking one of the two advanced degrees required to achieve tenure. The period in this rank affords the candidate more time to work toward the required second degree. Appointments at this rank shall require expectation of successful overall performance and the potential for a promising career in librarianship.

Duration of Appointment

Library Associate is a yearly appointment limited to three years. The three-year clock begins on the first occurrence of September 1 after the first

day of employment. At the beginning of their third year, a Library Associate applies for promotion to Assistant Curator.

Promotion

Schedule, Criteria, and Process

Library Associates undergo an annual performance evaluation. The process, documents, and timelines for Annual Performance Evaluations are posted to the Faculty Affairs Performance Communication documentation ([Haystack link](#)). The Annual Performance Evaluation is used to determine annual merit increases. The amount of the increase will be determined by the pool set by the University. Any merit increase awarded will begin on September 1st of the new academic year.

At the beginning of their third year, on September 1, Library Associates will submit a promotion application, which includes:

- an application form
- curriculum vitae
- a statement outlining their qualification for promotion to Assistant Curator and progress toward achieving their second master's degree. Consult resources from Faculty Affairs and the Networking and Professional Activities Committee for guidance and best practices.

The application is reviewed by a Panel composed of tenured (Associate Curators and Curators) or tenure-track (Assistant Curators) members of the Appointment, Reappointment and Promotion Committee and the Dean of Libraries. The application does not proceed to the Provost's office; rather the Dean of Libraries alone makes the promotion decision. Human Resources will provide all completed Performance Evaluations (minimum 1) to the ARP panel.

To augment the application materials, the review Panel will solicit a minimum of one reviewer letter attesting to the candidate's job effectiveness and potential for engaging with scholarship and service. The reviewer letter(s) can be solicited from members of the NYU faculty. The Panel will present a report that summarizes the candidate's effectiveness in the work and progress towards the attainment of a second Master's Degree. Achievement of a second Master's Degree is not a requirement for promotion.

Library Associates will normally be recommended for promotion if their performance appraisal demonstrates proficient job performance.

The Dean will consider the recommendation of the Panel and inform the candidate the result of their application for promotion by March 1st. Upon promotion, candidates receive from the Dean a summary of the review deliberations. A successful candidate will be promoted to Assistant Curator, a tenure track appointment, in the line in which they were hired. Their tenure clock will start on September 1 of the calendar year they were notified of the promotion. An unsuccessful candidate will not be reappointed.

Pausing the Schedule

Upon request, the timing of a promotion review process may be delayed by stopping the promotion schedule. Pausing the schedule is granted automatically twice for two separate events, each for a maximum of one academic year or two consecutive academic semesters during the probationary period for any one of, or combination of, the following reasons:

- Situations in which faculty members are primary caregivers of a child, a parent, a spouse, or a domestic partner in a health crisis of extended duration. A domestic partner qualifies if they are registered with the University for benefits purposes. “Primary care” means day-to-day responsibility for the care of a child, parent, spouse, or registered domestic partner for a substantial portion of the period.
- Situations in which a faculty member is granted one or more full semesters of leave for any one of, or combination of, illness/disability leave, parental leave, or personal leave.

Other reasonable causes for pausing the schedule may be approved by the Dean of Libraries.

It is incumbent on Libraries Human Resources to provide the Library Associate with an amended schedule that reflects the agreed-upon pause and new terms of duration. Candidates who have had their clock paused should be evaluated as if they had the clocks of the normal duration (and not extended).

Acceleration of Schedule

Candidates who are initially appointed as a Library Associate may initiate an application for promotion to the rank of Assistant Curator at any time during the three years of appointment available at this rank; however, candidates are required to notify their supervisor and Libraries HR in advance of the academic year review cycle, ideally by March 1st. If a performance review is not available, supervisors may be asked to do an off-cycle performance review in support of their application. In the event that a candidate's application for promotion is not successful, candidates may reapply. However, the total

length of time a candidate can hold the position of Library Associate is three years (barring any pause described in the section above).

Rights

Library Associates have access to some of the rights and privileges of faculty members. The [Benefits Office](#) of the Human Resources Division provides information about the benefit plans and services available to faculty members. In addition to these benefits, Libraries faculty also have access to tuition remission starting the first semester one year after hire date. The Libraries' own [Budget office](#) can provide more information about professional development access, funds, and processes as well.

Governance

Library Associates will be expected to participate in library governance, including full participation in faculty meetings, and on faculty committees, except committee duties that directly pertain to promotion, tenure, and reappointment. Library Associates have voting privileges, with the exception of votes pertaining to promotion and tenure. The representative for Library Associates in University Governance is the T-FSC senator(s) and alternate(s).

Grievance

Library Associates have a right to grieve. Should a Library Associate believe that they have a basis for appeal in connection with a denial of reappointment or a denial of promotion, they have the right to file a written grievance with the Dean. If a grievance is 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 Library Associate may appeal in writing to the Dean to convene a Division of Libraries Grievance Committee. 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 Library Associate has alleged that the decision or process violated their academic freedom, whether that faculty member has met their 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 Library Associate of the final decision. Should the decision not be satisfactory to the Library Associate within 15 days of receiving written notification of the Dean's

decision, the Library Associate may appeal to the Provost or their designee by following procedures enumerated in the Faculty Handbook.

Amendments and Review Schedule for Guidelines

NYU Libraries shall review the policies and procedures contained within this document every five years according to the governance structures established by the NYU Libraries Faculty Bylaws. This work may be delegated to the standing Faculty Documents Committee by Library Council and may include investigating the policies, suggesting revisions (including revisions to the Library Bylaws, if applicable), and drafting a report summarizing changes and recommendations. Once changes to policy are identified, they are sent to the Office of the Provost for initial consultation, then sent to faculty for review and vote for adoption, and finally returned to the Office of the Provost and to other bodies as appropriate for formal review.

Proposals for amendments shall be presented in writing to the Library Council. The amendment shall be proposed at the next library faculty meeting for discussion. Action on the amendment will be taken no later than the next meeting by a majority vote from eligible faculty.