

Cornell University Library

CUL Procedure #13: Appendix B
CRITERIA FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION
April 1995

CRITERIA FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION

For determination of initial appointment rank, see [Appendix D](#).

I. Assistant Librarian

A. Criteria for appointment to Assistant Librarian

1. M.L.S. or its equivalent graduate degree, or the appropriate degree(s) for archivists or special positions.
2. Evidence of subject competence if required by position.
3. Evidence of successful performance in job-related courses and/or work experience.

B. Criteria for reappointment after one-year probationary period

1. Successful performance of duties and responsibilities demanded by the position.
2. Demonstration of the ability to work effectively with patrons, colleagues, supervisors and subordinates, where appropriate.
3. Evidence of potential for development and flexibility in the context of a changing work environment.

C. Criteria for reappointment to a one-year extension beyond the normal three-year term of an Assistant Librarian.

Extended illness; change in job duties, degree of responsibility of supervisor; or other special circumstances leading the current supervisor and the appropriate Assistant University Librarian or other senior administrative librarian to agree that additional time is necessary before the candidate is reviewed for promotion to Senior Assistant Librarian.

II. Senior Assistant Librarian

A. Criteria for appointment or promotion to Senior Assistant Librarian

1. Successful performance as an Assistant Librarian at Cornell or the equivalent rank/position at another institution. Evidence of success as an Assistant Librarian may be based on achievements and characteristics listed below:

- a. Ability to act independently and creatively in one's position.
- b. Contributions to the overall operation of a unit, department, division or library.
- c. Demonstrated capacity to work successfully with patrons, colleagues, supervisors and subordinates, where appropriate.
- d. Evidence of increased competence in librarianship and other relevant disciplines.
- e. Contributions to the profession, the library and/or its parent institution.
- f. Successful completion of job-related courses and institutes, effective participation in library task forces, committees, etc., effective representation of library interests to non-library groups, committees or University staff.

2. Evidence of further development in one's position, in general professional knowledge and, if pertinent, in a subject area.

B. Criteria for reappointment to a one-year extension of the normal three-year term of a Senior Assistant Librarian

Extended illness; change in job duties, degree of responsibility or supervisor; or other special circumstances leading the current supervisor and the appropriate a assistant university librarian or other senior administrative librarian to agree that additional time is necessary before the candidate is reviewed for promotion to Associate Librarian.

III. Associate Librarian

Criteria for appointment or promotion to Associate Librarian

1. Outstanding performance as a Senior Assistant Librarian at Cornell or the equivalent rank/position at another institution. Such performance should be evidenced by effective relationships with patrons, colleagues, supervisors and subordinates, where appropriate, successful completion of assigned responsibilities, and evidence of initiative beyond basic assignments. Only Senior Assistant Librarians who have consistently

exceeded expected performance in fulfilling position duties and responsibilities will be promoted. Successful candidates for promotion to Associate Librarian will have demonstrated their continuing potential for outstanding performance.

2. In addition to outstanding job performance, evidence of excellence as a Senior Assistant Librarian may include, but not be limited to, the achievements and characteristics listed below. These criteria are neither inclusive nor exclusive, nor are they presented in this document in order of priority. The applicability and relative importance of these criteria to any specific position or librarian will vary, depending upon the nature of his or her responsibilities.

- a. Ability to act independently and creatively to enhance the effectiveness of the University Library.
- b. Ability to effectively teach or transmit a body of knowledge to other staff members.
- c. Significant contributions to the operation of a specific library unit in the form of suggestions, plans and actions.
- d. Evidence of growth in librarianship, archival work and/or relevant subject areas.
- e. Successful completion of job-related courses and programs.
- f. Effective participation in library task forces, committees, etc.
- g. Effective representation of library interests to non-library groups, committees, etc.
- h. Publications or presentations in librarianship or related disciplines.
- i. Contributions to the parent institution.
- j. Participation in regional, state, national or international organizations devoted to librarianship, archival work or related disciplines.

IV. Librarian

Criteria for appointment or promotion to librarian

1. Distinguished service, senior levels of responsibility, high professional achievement.
2. Excellent performance of duties as an Associate Librarian at Cornell or in an equivalent position at another institution.
3. Demonstration of continued growth in the ability to work independently, contribute new ideas, and to accept significant responsibility in defining and fulfilling the scope of job assignments. These qualities may be expressed in bibliographical, administrative, supervisory, or other library activities. It is also expected that the candidate will provide evidence of continued and ongoing professional growth as well as a record of significant professional accomplishment. A candidate's professional activities will be both within Cornell University and in non-Cornell organizations. The following criteria are neither inclusive or exclusive, nor are they presented in this document in order of priority. The applicability and relative importance of these criteria to any specific position or librarian will vary, depending upon the nature of his or her responsibilities.
 - a. Provide leadership in departmental, interdepartmental or university work, committees and projects.
 - b. Provide leadership in scholarly or other professional organizations or activities.
 - c. Improvement in library services through participation in and leadership of professional groups.
 - d. Improvement in the relationship between the University Library and the Cornell community (including contributions to better communication and increased use of library services through lectures, committee work, faculty and student contacts, etc.).
 - e. Publication of significant content, regardless of medium.
 - f. Professional growth as exhibited by leadership roles in continuing education, seminars, lectures, research, grant applications, teaching, etc.

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