

## Guidelines for Full-Time Academic Librarian Appointments

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Responsible Officer: Vice Provost, Academic Policies and Governance, NYUAD

### 1. PURPOSE

The purpose of these Guidelines is to map out the review principles and review process for Full-Time Academic Librarians (“Academic Librarians”), also herein referred to as the “employee”, at NYU Abu Dhabi (“NYUAD”). They are designed to support standards of academic excellence in the processes of appointments, reappointments, and promotions and aim to provide a comprehensive and fair review of the candidates.

These Guidelines shall apply to all appointments, reappointments, and promotions henceforth. Upon reappointment review for existing contracts, the Guidelines shall apply with respect to, for example, review procedures, notification, consistency in case of reappointments with regard to rank and title. These Guidelines shall apply immediately to all new appointments. They do not supersede specific conditions in existing contracts. If any part of these Guidelines is inconsistent with NYUAD policies, the NYUAD policies then in effect will control.

### 2. INTRODUCTION

Academic Librarians represent a distinct and vital part of the university’s academic community and contribute significantly to the university’s academic, research, and service missions. Policies applicable must reflect the contributions they make to the university’s commitment to academic excellence and service while also embodying the university’s right to require exceptional service and appropriate academic achievement of all Academic Librarians.

Academic Librarians support intellectual production and scholarly communication by connecting researchers to the myriad resources they need. Academic Librarians select and acquire materials, make them accessible, and instruct researchers in locating and using them. These range from books on a shelf, to digitized manuscripts at distant institutions and raw data online in multiple formats. Academic Librarians provide instruction in the location and use of complex data and in bringing multiple resources and disparate technologies to bear on a research question. They typically work with multiple languages, images and audio, hardware and software, and licensed network resources including databases, raw data, and electronic texts of all kinds. Instruction is a core responsibility of librarianship.

Working in the classroom as well as with individuals and small groups both within NYUAD and beyond, Academic Librarians recommend and teach the use of information for the purposes of targeted research.

Academic Librarians routinely provide programming and outreach that extends outside NYUAD, working with local school communities, making archival collections available to external scholars, developing large-scale workshops for global audiences on digital tools and methods and developing programs that allow Visiting Scholars to use our physical and electronic resources. The complexity of sources of information means that using them – and especially bringing them together for sophisticated research - requires in-depth command of the processes and substance of current scholarly research and the tools available to it, discipline by discipline and across disciplines.

Academic Librarians partner with faculty in teaching the mechanisms of research itself: how to frame a question, seek and interpret answers, and adjust in light of first results. They instruct new researchers in what is available and how to find it, how to make use of research tools, and how to knit results together into a meaningful whole.

The foundational capacities necessary for these positions are at once intellectual, organizational, communicative, and technological. Academic Librarians must understand the intellectual issues and questions under discussion, understand how research is conducted, obtain and organize relevant information, mobilize technological solutions and applications, and explain and effectively instruct students and researchers in the use of the wide variety of resources available. Academic Librarians at every rank are expected to use the full range of their abilities to achieve tangible results and be effective in their areas of responsibility.

### **3. SCOPE**

These guidelines apply to all NYUAD Academic Librarians. Academic Librarians at any rank will have received the appropriate graduate degree from a program accredited by the American Library Association or an equivalent graduate degree in library science, information studies, archival studies, or a relevant subject to a liaison or specialist area.

Academic Librarians at NYUAD are classified as Academic Staff. Regardless of job titles and responsibilities, the ranks of Academic Librarians are the following:

- Assistant Academic Librarian
- Associate Academic Librarian
- (Full) Academic Librarian

#### Assistant Academic Librarian

An appointment at the Assistant Academic Librarian rank is typically granted to one possessing minimally a master's degree from a graduate program accredited by the American Library Association or a recognized foreign equivalent, and typically has two or more years experience in the profession at a comparable rank. New librarians, recent graduates of a qualifying graduate program, or those with specialized skills and academic credentials without prior academic library experience can be considered for this rank. Appointments at this rank require that the candidate show promise and/or progress in meeting the responsibilities outlined in the above Introduction. Appointments are typically made for three years.

#### Associate Academic Librarian

An appointment as Associate Academic Librarian is typically granted to one possessing minimally a master's degree from a graduate program accredited by the American Library

Association or a recognized foreign equivalent. To be appointed at this rank, candidates should typically have five or more years of experience in the profession at a comparable rank. To be promoted to Associate Academic Librarian, a candidate will typically have served a minimum of three years at the Assistant Academic Librarian rank. Promotions to this rank require a record of successfully meeting expectations with consistently strong performance in annual performance reviews; a demonstration of consistently meeting the responsibilities outlined in the above Introduction; and a demonstration of intellectual contribution and professional activity as outlined in the Criteria for Review section of these Guidelines. Appointments are typically made for four years. An appointee must also meet the same criteria and possess the same qualifications as a person promoted to the rank.

#### (Full) Academic Librarian

An appointment to full Academic Librarian is typically granted to one possessing a master's degree from a graduate program accredited by the American Library Association or a recognized equivalent. To be appointed or hired at this rank, candidates should typically have eight or more years of experience in the profession at a comparable rank. To be promoted to full Academic Librarian, a candidate will typically have spent four years at the Associate Academic Librarian rank. Promotions to this rank require a record that includes consistent, sustained demonstration of responsibilities outlined in the above Introduction, as well as evidence of advanced knowledge and skill, and a demonstration of intellectual contribution and professional activity as outlined in the Criteria for Review section of these Guidelines. Appointments are typically made for five years. An appointee must also meet the same criteria and possess the same qualifications as a person promoted to the rank.

## **4. RIGHTS AND RESPONSIBILITIES**

The responsibilities of Academic Librarians include: library program and collection development, workshop and other teaching assignments, faculty, staff and student consultations, and committee participation, other service contributions, and a sustained commitment to professional, intellectual and creative achievements and growth. They work as members of an interdisciplinary library team; while some Academic Librarians may work as liaisons to divisional programs, other positions may be dedicated to a particular specialization, such as data services or archival collections management. Academic Librarians adhere to principles of academic freedom<sup>1</sup> and avoidance of conflicts of interest.

## **5. PARTICIPATION IN NYUAD GOVERNANCE**

In accordance with the NYUAD Staff Governance Bylaws, Academic Librarians are represented by and participate in governance via the NYUAD Staff Council, and the Staff Council Academic Staff Committee.

## **6. FUTURE AMENDMENTS**

Any amendment to these guidelines must be in writing and must be approved by the Provost of NYUAD, following consultation with the NYUAD Staff Council.

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<https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook/the-faculty/other-faculty-policies/academic-freedom.html>

## 7. REVIEW PRINCIPLES

These guidelines regarding Academic Librarians apply to all appointments, reappointments and promotions henceforth, subject to the terms of the employment contract between the employee and NYUAD, and the laws of the United Arab Emirates (UAE).

## 8. AUTHORIZATION

All Academic Librarian contract appointments require prior authorization from the NYUAD Provost. All initial appointments, reappointments and promotions of Academic Librarians shall be approved by the NYUAD Provost.

## 9. CRITERIA FOR REAPPOINTMENT AND PROMOTION

Academic Librarians are expected to perform their job responsibilities with professionalism, demonstrate a sustained commitment to professional development, and contribute intellectually and/or creatively to the life of the university and their profession. All contracts must include a clear statement of the criteria for each scheduled review for reappointment and/or promotion.

The criteria for reappointment or promotion include:

- a. **Job Performance:** Effectiveness of performance as an Academic Librarian evidenced by the continuing ability to perform at the highest professional level in areas that contribute to the educational and research mission of the university is the most important criteria for reappointment and promotion. Consistently strong job performance as measured by the annual performance review is required before the other criteria can be evaluated. For promotion, candidates should demonstrate a sustained record of strong performance of job responsibilities, as outlined herein.
- b. **Service to the Libraries, the University and the Community:** Effectiveness of service as evidenced by active service on committees, participation in institutional governance, and otherwise contributing to the mission of the library and the university.
- c. **Professional, Intellectual, and Creative Achievements:** Academic Librarians are expected to demonstrate a sustained commitment to professional, intellectual and creative achievements and growth throughout their careers that extend beyond the expectations of job performance. The nature of scholarly innovation requires both flexibility and freedom, thus, the expectation of applying a single metric for evaluating achievement is unattainable. That is, it is neither desirable nor feasible to specify a rigid set of evaluation guidelines. Therefore, this document provides a general set of guidelines and criteria congruent with the mission of the University and the Library; and such guidelines and criteria are used as indicators of effectiveness and professional achievement.

Depending on the Academic Librarian's position, interests, and professional goals, an Academic Librarian should pursue active participation in professionally-relevant associations, career-related creative activities, service to the university, scholarship and/or other professionally-relevant pursuits. Such activities should contribute to the profession or to scholarship, or should enhance the individual Academic Librarian's ability to carry out their professional responsibilities.

A list of sample activities follows. *No individual Academic Librarian is expected to have engaged in*

*every activity listed. This list is not exhaustive, and manifestations of professional, intellectual and creative achievement will evolve over time. All criteria carry the same weight for evaluation purposes (i.e. scholarship is not necessarily deemed more important than participation in professional activities).*

- Contributions to the profession:
  - Information literacy initiatives outside the normal job requirements, lectures, workshops, conferences or seminars other than those performed as a part of regularly assigned activities.
  - Development of innovative procedures, standards, or new technologies which improve library service. Original professional practice (original cataloging, published metadata, online lesson plans, etc.)
  - Moderator of a listserv, web developer for professional organization.
- Participation in professional associations at the local, regional, national, and/or international levels:
  - Membership and active participation in professional organizations that result in professional development.
  - Active participation in or chairing committees of professional or scholarly societies.
  - Presentations, including such things as papers, lectures, displays, and poster sessions and other professional forums.
  - Active participation in governance of professional or scholarly societies.
  - Organization of workshops and meetings at local, regional, national and/or international levels.
  - Service as a consultant or advisor on professional matters.
- Library-related scholarship, or those related to the Academic Librarian's specific subject matter, or other academic disciplines (regardless of format), in formats such as, but not limited to:
  - Articles, chapters, edited volumes, books, recognized professional journals, reviews and other publications.
  - Edited works or compilations, indexes, or translations of published works; service on editorial boards; editor of journals.
  - Bibliographies.
  - Software packages, video/interactive programs.
  - Dataset, digital scholarship, digital collections, or other online research.
  - Shorter works such as reviews and columns.
  - Online content such as blogs, wikis, and web sites.
  - New mediums and formats of scholarly communication (i.e. online videos, podcasts, media interviews, etc.).
- Partnerships with other students, faculty and staff both internally and externally that result in the development of research, programming and outreach and in-reach initiatives beyond normal job requirements.
- Creative activities:
  - Preparation of scholarly or library-related exhibits.
  - Other examples of creative activities relating to librarianship, including new mediums and formats of scholarly communication (i.e. online videos, podcasts, media interviews, etc.).
- Proposals for research submitted and/or funded; grant writing.
- Serves as reviewer for library-related grant applications.
- Additional education:

- An advanced degree or progress toward a degree in an academic discipline other than library science/information studies/archival studies or certification in a professionally related field.
- An advanced degree or progress toward a degree in library science/information studies/archival studies beyond the MLS.

Candidates who apply for promotion and are unsuccessful will still be eligible for reappointment at the same rank.

## 10. TERMS OF APPOINTMENT

Academic Librarians are typically appointed for a period of three to five years within the context of UAE labor regulations and in consideration of the range of individual circumstances and curricular needs:

- Rank of Assistant Academic Librarian: 3 years.
- Rank of Associate Academic Librarian: 4 years.
- Rank of Full Academic Librarian: 5 years.

Any multi-year reappointment will typically require a formal review in accordance with these Guidelines. Academic Librarians on multi-year contracts will be informed of non-reappointment no later than 1 year prior to the contract expiry date.

Upon expiration, an existing contract may be renewed based upon staffing needs, job performance and provided the candidate meets all mandatory requirements for renewal of UAE residency.

Reappointments will be governed by a new contract the length of which is to be determined by the Senior Director, NYUAD Library following consultation with the NYUAD Provost. Reappointment after the completion of a successful review process must be at the same rank (except in cases of promotion) with consistency in title and will typically be at least for the same duration as the previous contract length.

Review for reappointment and promotion shall consider curricular and structural changes and improvements in academic programs, even in those cases in which a candidate satisfies the appropriate standards of achievement for reappointment or promotion. Where a position is to be eliminated at the end of the contract term and there is no similar position open, there is no reappointment process; however, the Academic Librarian may request a performance review for career development to be conducted within a time framework specified by NYUAD.

## 11. REVIEW SCHEDULE

Review	Submission Due	Schedule	Notification
Probationary	N/A	In the sixth month of employment in accordance with the NYUAD Probationary Period Policy.	In accordance with the NYUAD Probationary Period Policy.

<b>Annual Performance</b>	Dec 1	Submission on December 1, review to be completed in the Spring semester. No later than July 1 of that year.  Note: Performance Review should be completed on an annual basis unless the Academic Librarian is still under probation, or undergoing contract and/or promotion review.	Typically one month prior to the due date.
<b>Contract Renewal</b>	Dec 1	Review process to take place in the spring of the penultimate year. Notification of result no later than July 1 of the penultimate year.	Typically two months (but at least six weeks) prior to the docket due date.
<b>Promotion</b>	Dec 1	To follow the timeline of the Performance Review/ Contract Review  Notification of result no later than July 1 of that year.	No notification required

## 12. FORMAL REVIEW PROCESS FOR REAPPOINTMENT

Academic Librarians may elect to stay at a specific rank as long as they wish without penalty, as long as they continue to meet the job requirements and receive positive performance reviews. They may elect to be considered for promotion at any time and the request for promotion is not tied to contract renewal.

The review process for reappointment must commence no later than the spring semester of the penultimate year of appointment. All submissions to be conducted via Interfolio.

- The Senior Director, NYUAD Library appoints and charges the Review Committee (for details of the Review Committee, see section 15 of these Guidelines).
- Candidates for reappointment or promotion submit materials for review to the Senior Director, NYUAD Library on December 1 of the penultimate year of appointment.
- The Senior Director, NYUAD Library forwards the materials to the Review Committee who assess the docket and formulate a recommendation, typically no later than three months from the start of the review process.
- The review committee submits its recommendation to the Senior Director, NYUAD Library along with a written explanation of its recommendation.
- In formulating the decision, the Senior Director, NYUAD Library may seek additional information (including, but not necessarily limited to, internal or external letters of review of the candidate's professional contributions).
- The Senior Director, NYUAD Library must submit a written report to the NYUAD Provost that includes the substance of the review and a recommendation for reappointment, promotion or termination.
- The NYUAD Provost conveys the decision to the Senior Director, NYUAD Library. The Senior Director, NYUAD Library then conveys the decision to the candidate in writing.
- The outcome of the review process will be discussed by the Senior Director, NYUAD Library with the candidates in person. Any reservations must be shared in writing and in person with the Academic Librarian, who is obliged to acknowledge receipt of this information by countersigning the report on a summary of the report, so that the Academic Librarian is under no misunderstanding regarding the expectations.

In the event of a decision to reappoint, the Academic Librarian will complete the remainder of the existing term and will be reappointed, typically, for another multi-year term.

In the event of a decision to not reappoint, the Academic Librarian shall be notified of the intention not to reappoint by the end of the penultimate year of the contract and shall continue to be under contract for the final year.

In the case of a negative decision, candidates may avail themselves of the grievance procedures outlined in Section 17 of these Guidelines (“Grievance Procedures”).

### **13. FORMAL REVIEW PROCESS FOR PROMOTION**

To initiate a process for promotion, an Academic Librarian will confirm promotion eligibility in writing with the Senior Director, NYUAD Library.

The review process for promotion is conducted by a Review Committee charged by the NYUAD Library Director. See Section 15 for details on Review Committee membership. The responsibilities of the Review Committee, the candidate, and the Senior Director, NYUAD Library as set forth in Section 12 of these Guidelines also apply to the review process for promotions. Respective Criteria are outlined in Section 3 (“Scope”) and 9 (“Criteria for Review and Promotion”).

Any negative decision on an application for promotion shall not affect the continuation/renewal of an existing contract.

### **14. CONTENTS OF THE DOCKET**

Each candidate for reappointment and/or promotion is responsible for creating a docket of materials that must include:

- a. Summary of salient accomplishments in the statutory areas of review. (This summary should typically not exceed 2-3 pages in length and in no case shall exceed 5 single spaced pages).
- b. Current up-to-date CV (that can be updated as the process continues to reflect changes in academic achievement and accomplishment).
- c. List of committee activities with roles played on each committee, including committee chair’s name (provided by candidate in CV.)
- d. Compilation of scholarly and intellectual contributions, including research projects or other relevant activities in progress, copies of or links to professional publications, video recordings, artwork, exhibition catalogs or descriptions, digital projects, conference or other programs, citation analysis or published reviews of the candidate’s work.
- e. Supervisor evaluations for the past three years (or as applicable).
- f. A list of three to five evaluators, together with their titles, scholarly or professional credentials, and an explanation for their inclusion on the list (provided by candidate). Some evaluators may be from outside NYU, and others may be from within (either within the Division of Libraries or elsewhere in the university). The number of external and internal evaluators submitted is up to the candidate. At its discretion, the Review Committee may solicit additional evaluations from either or both categories. It may also choose not to solicit an evaluation from anyone proposed by the candidate. The Review Committee should solicit internal and external evaluations as it deems necessary for forming a well-rounded picture of the candidate’s accomplishments. The Review Committee may forward copies of relevant sections of the candidate’s dossier to the evaluators it selects, in order to provide them with



- the necessary information to conduct the review. These reviewers should not be professionals, scholars or artists with whom the candidate has been closely associated, such as a thesis advisor, co-author, co-investigator, joint producer, or other close associates.
- g. Other discipline-based evidence.
  - h. The candidate may identify individuals who are believed to be unable to – for professional or personal reasons – provide a balanced evaluation. The candidate must state in writing the reasons for this belief. The Senior Director, NYUAD Library is not required to accept the candidate's request to exclude a scholar as an evaluator.
  - i. The candidate is encouraged to include any additional evidence that is believed to be relevant to the case for reappointment or promotion, not otherwise identified above.

## **15. REVIEW COMMITTEE**

The Senior Director, NYUAD Library will appoint a Review Committee of three members (contract renewal) or five members (promotion). At least one member of the committee will be an NYUAD Academic Librarian. In the usual case, the committee for reappointment or promotion shall be composed of committee members of equal or greater rank to the candidate, and should not include the candidate's direct supervisor. Typically, the majority of the committee shall be from the same field of library endeavor as the candidate. Typically, the majority of the members of the committee (2/3 for reappointment, 3/5 for promotion) should be comprised of colleagues from NYUAD. Other members may be drawn from NYUNY or NYUSH as needed. In the review of any particular case, committee members must recuse themselves in the case of an apparent or actual conflict of interest. The candidate may identify individuals who they believe would not – for professional or personal reasons – provide a balanced evaluation. The committee may seek additional information (including, but not necessarily limited to, internal or external letters of review of the candidate's professional contributions).

## **16. DEFERRAL OF REVIEWS**

The NYUAD Provost may in exceptional cases, e.g. medical, personal, as primary caregiver for child, spouse, parent, domestic partner approve requests for a deferral, delay or extension in the review process.

The request for deferral shall be formally submitted to the Senior Director, NYUAD Library and NYUAD Provost by the beginning of the penultimate year (i.e. no later than two years prior to the contract expiry date).

## **17. GRIEVANCE PROCEDURE**

NYUAD encourages NYUAD Employees to resolve work related problems or concerns in an atmosphere of mutual respect. Initial attempts to resolve workplace issues should be done at the departmental level prior to escalating the matter to the Office of Employee Relations. For instance, employees should speak to their supervisor to resolve issues if informal resolution attempts fail, the employee is encouraged to contact the Office of Employee Relations to further assist in resolving the workplace issues. Further information is detailed in the [NYU Abu Dhabi Employee Complaints and Grievances Policy](#).

Grievances related to the procedural elements of the reappointment and promotion process are addressed by the NYUAD Office of Employee Relations in consultation with the NYUAD Office of Academic Appointments.

## 18. ANNUAL PERFORMANCE REVIEW PROCESS

The annual performance cycle provides an opportunity for supervisors and employees to have a conversation about progress in delivering on their goals while tracking that individual and team objectives are aligned with the university's core goals. In addition, performance review scores inform the annual merit increase (AMI) process. Guiding criteria for the AMI process is detailed within the NYUAD Compensation Program Guidelines, published annually.

The annual performance review should be completed in the spring semester each year. Candidates under a contract or promotion review are not required to submit a separate submission and are eligible for AMI.

The Annual Performance Review cycle runs as follows:

Academic Librarian submits [Academic Librarian Annual Evaluation Form](#) to the designated supervisor no later than December 1 of each year via Interfolio.

The designated supervisor reviews the submission and meets with the Academic Librarian to discuss their appraisal, goals and objectives for the coming year.

Designated supervisor submits the Academic Librarian's performance rating via Interfolio by July 1.

Annual Merit Increases (AMI) will be in accordance with the AMI guidelines set forth each year by NYUAD.

## 19. RELATED NYU & NYUAD POLICIES/GUIDELINES/PROCEDURES

The following policies and documents may be referenced for additional details relevant to these guidelines:

[NYUAD Compensation Review Program Guidelines \(for Annual Merit Guidelines\)](#)

[NYU Abu Dhabi Probationary Period Policy](#)

[NYU Abu Dhabi Vacation Policy](#)

[NYU Abu Dhabi Personal Holidays](#)

[NYU Abu Dhabi Sick Leave Policy](#)

[NYU Abu Dhabi Employee Complaints and Grievances Policy](#)

[NYU Abu Dhabi Hours of Work, Overtime and Timekeeping Policy](#)

## CONTACT

**General Inquiries:** Office of Academic Appointments, NYUAD

Office | +971 2 628 4048 Email | [nyuad.academicappointments@nyu.edu](mailto:nyuad.academicappointments@nyu.edu)