**Role Statement for XXXXX, Assistant Librarian**

**Department: XXXXX**

**Location: XXXXX**

**University Libraries**

**Utah State University**

**Appointment: X.X FTE AY or FY base**

**Date of Appointment: XX/XX/XXXX**

**Third-year Review: Fall 20XX**

**Final Tenure Consideration Date:** **20XX-20XX**

**Relative weights assigned to domains of responsibility:**

**Librarianship: XX%**

**Research and Creative Endeavors: XX%**

**Service: XX%**

Utah State University is proud that you have decided to join its library faculty. As your career evolves and matures, the entire university community looks forward to you becoming an important contributor to the intellectual environment at USU. As a land-grant university, USU is committed to continuing a rich tradition of excellence in librarianship, research and creative endeavors, and service and everyone anticipates that you will contribute significantly to our efforts in each of these areas.

**Role Statements**

A role statement is a document that broadly describes the multiple responsibilities of a library faculty member at Utah State University and outlines the performance expectations that the University has of library faculty members. The role statement establishes general parameters and principles for the employment of library faculty at Utah State University.

Role statements should not be confused with annual work plans. An annual work plan describes in detail the specific duties that a library faculty member will perform to meet the role statement expectations. An annual work plan also may outline the goals for a library faculty member for a given year in each of their domains of responsibility. While annual work plans may be modified from year-to-year, role statements are relatively stable and change infrequently. Annual work plans, however, should strive to be consistent with, and reflective of, the general parameters and principles outlined in the role statement.

The Faculty Code of Utah State University requires that a role statement be prepared by the department head or supervisor, agreed upon between the department head or supervisor and the library faculty member at the time they accept an appointment, and approved by the Dean of Libraries*.* Initial role statements can be changed or modified using the procedures described in the Faculty Code (see Section 405.6.1).

The Faculty Code indicates that a role statement shall include an evaluative percentage for each area of professional service (Section 405.6.1). The areas of professional service refer to the traditional domains of library faculty responsibility at land-grant universities like Utah State University i.e., [1] librarianship; [2] research and creative endeavors; and [3] service. The percentages reflect the relative weight or value that will be allocated to each professional service area for evaluation. You should carefully consider the amount of time you allocate to each area, as it is your responsibility to ensure that your efforts produce outcomes that are commensurate with the relative weights reflected in the role statement for each professional area. If you do not have an assigned effort in a domain, you will still be expected to participate in a collegial manner that helps the University achieve its missions. Your participation in such a fashion may be considered as service to the university.

While Utah State University is committed to creating an environment in which all library faculty members can succeed, probationary library faculty members (specifically, assistant librarians with tenure eligible appointments) must demonstrate to their Utah State peers that they can manage successfully the multiple responsibilities of a librarian at a research university. Indeed, the Faculty Code states that a primary function of the role statement is to provide a means by which the library faculty member can gauge their expenditure of time and energy relative to the various roles the library faculty member is asked to perform in the University (Section 405.6.1).

Finally, the USU Faculty Code indicates that promotion to the rank of associate librarian with tenure is awarded “on the basis by which a librarian performs their role as defined by the role statement” (Section 405.3.2). Specifically, the Code states “each candidate must present evidence of *effectiveness* in all of the professional domains that they perform, and must present evidence of *excellence in the major emphasis* of the role statement” (Section 405.3.2). Thus, all role statements must state explicitly which domain of responsibility is the major emphasis for the library faculty member and, thus, in which area the library faculty member will be expected to perform with excellence.

As indicated previously, tenure-eligible library faculty members are expected to contribute to the service mission of the University. The Faculty Code, however, states that although such activities are vital to the mission of the University, they are not expected to constitute a major emphasis in the role statement for tenure-eligible library faculty (Section 405.3.2.4). As a librarian, the major emphasis of your role statement is librarianship; therefore, it is your responsibility to perform with excellence in the area of librarianship.

**Performance Evaluation**

During your probationary period at Utah State, you will be expected to perform to expectations in all domains of your faculty responsibilities. In order to be tenured and promoted to Associate Librarian, you will be expected to perform with *excellence* in librarianship your major domain of emphasis and with *effectiveness* in the other domains of research & creative endeavors and service. Failure to reach expectations in any domain is cause for non-renewal.

Indeed, as your probationary period continues, USU’s expectations will increase. That is, as you progress in your career and become more proficient at balancing your multiple responsibilities, your level of professional performance should increase and our expectations of you will change concomitantly.

You will receive annual evaluations from your supervisor and your Tenure Advisory Committee that will provide you with feedback on your progress. In addition, in the third year of your appointment, the University will undertake a more extensive review of your trajectory toward tenure and promotion. During your probationary period, if you are not making adequate progress, your contract may not be renewed. Finally, at an appropriate time (but no later than the sixth year), the University will make a final decision regarding your promotion and tenure at Utah State University. The details of this final review are specified in the Faculty Code (see Section 405.7).

Once you achieve tenure and promotion to Associate Librarian, we expect you to continue to be a highly productive and effective member of the University community throughout the remainder of your professional career.

**Expectations for Librarianship (75%)**

Librarianship enables inquiry, discovery, and engagement with resources and tools that

contribute to the development of knowledge and embraces practices centered around access and inclusion. Librarianship at USU engages with students, faculty, and staff throughout the USU system, and local communities. The domain of librarianship represents the major emphasis of your role; thus, you will be expected to demonstrate excellence in this domain in order to be tenured and promoted to Associate Librarian. Your specific responsibilities and assignments will be outlined and agreed upon each year in your role assignment as articulated in your workplan.

To meet with success in this domain, you are expected to collect, assemble and present a steady and consistent record of the following:

* **Implementing, directing and/or contributing to the improvement of programs, services or initiatives to which you are assigned as a [name of library position] librarian.** These programs, services or initiatives respond to university, library and/or community needs. You are expected to reflect and adjust practices as appropriate, drawing on innovative approaches and new knowledge in the field. You are expected to document and be able to communicate your impact.
* **Developing meaningful partnerships and collaborations to meet patron needs and further the Libraries’ mission.** You are expected to demonstrate how your partnerships/collaborations support the Libraries’ mission and further any programs, services, or initiatives to which you are assigned. You are expected to develop positive and productive relationships with stakeholders within the library, university, community, and/or professional peers. Indicate your role in the partnership/collaboration by describing and documenting how your work contributes to activities and outcomes.
* **Assessing librarianship.** Active engagement with assessment methodologies is required. In order to document the impacts of your librarianship, conduct regular assessments to monitor progress and demonstrate your responsiveness. The impact may be described as results, actions, or changes that occurred because of your work.
* **Continuing to develop professional skills.** USU expects you to improve your expertise and demonstrate your continued commitment to librarianship by maintaining currency with trends and issues impacting the profession and with the standards and protocols relevant to your assigned areas of responsibility. Examples of evidence of continuing professional development include such things as continuing education, professional activities, training programs, or improved job performance.

**Expectations for Research or Creative Endeavors (15%)**

Research or creative activities encompass a wide variety of scholarly activities that lead to the advancement of knowledge. Research or creative activities are part of your role at USU; therefore, you are expected to perform with effectiveness in this domain in order to be tenured and promoted to Associate Librarian.

The following elements are commonly associated with success in research and creative endeavors:

* **Steady and consistent record of research or creative endeavors supporting your scholarly activity**. Commonly recognized documentation includes authorship of peer-reviewed materials (books, book chapters, journal articles), conference presentations, participation in creative activities (exhibitions, gallery representation, and professional engagement), invited authorship or presentations, participation in symposia, or evidence of community engagement in achieving the goals of your research or creative endeavors. Any periods of time without significant record of scholarly activity will require explanation. Documentation supporting scholarly activity is described in USU Faculty Code 405.2.2(2), and is generally outlined within the template for presenting promotion and tenure documentation.
* **Continued development of your scholarly activity.** Development includes sustained research and creative output, systematic accumulation of a body of research or creative works such that later work builds upon earlier work, and leadership for your research or creative endeavors.
* **Positive professional reputation based on your scholarly activity.** There should be a focused and coherent theme in the body of your research or creative works that establishes your professional reputation and expertise. You should be able to clearly articulate this theme, and it should be echoed by your peers when describing your works and expertise.

**Expectations for Service (10%)**

Service activities are vital to the mission of the University; therefore, tenure-eligible faculty must participate in service. These activities include effective participation in the operation and shared governance of the University (as per 401.8.1(4)), and in the outreach mission of the University. Service activities also include effective participation in organizations relating to your academic profession. Service represents an important component of your role. Service is not expected in all of these areas but, rather, some combination that represents the relative weight that is equivalent to the percent that you have been assigned in this domain.

In judging your efforts in the service domain, your Utah State University colleagues will look for evidence of your contributions to a variety of significant and meaningful service. Examples of service activities are described in Faculty Code 405.2.2(4) and may include:

* Service that supports the academic mission of the university such as a member, advisor or leader of service and student clubs, international student experiences and undergraduate Honors projects.

* Service as a member or leader of departmental, college and university committees such as curriculum, awards, search and tenure and promotion advisory committees.

* Service as a member or leader of faculty organizations, including USU Faculty Senate.

* Service to regional or national professional societies and organizations in your field of expertise as evidenced by committee membership and/or holding elected or appointed office.

* Service as a reviewer of manuscripts or editor to a scientific or professional publication.

* Service as a reviewer of grant proposals for an agency or professional organization.

* Service as a consultant to local, regional, national or international organizations and agencies.

* Service on behalf of the outreach mission of Utah State University through public speaking and/or information dissemination involving your professional expertise.

* Service on local, regional, national or international advisory or governing boards that reflect your professional expertise.

**Signatures and Approvals**

The undersigned have reviewed and accepted the conditions that are stated or implied in this role statement.

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Dean of Libraries Date

**Annual Review of Role Statement:**

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