**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 when you are evaluated for tenure and promotion. 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 - (XX%)**

The domain of librarianship represents the major emphasis of your role; thus, you will be expected to demonstrate *excellent* performance in this domain in order to be tenured and promoted to Associate Librarian. Because your USU colleagues take very seriously their commitment to librarianship, a record of excellent performance in librarianship is the primary indicator of success for library faculty at Utah State. Within the domain of librarianship your expectations are as follows.

[*Optional:*]

**You are responsible for the Libraries web presence, including managing content, design and guiding the implementation of new technologies to enhance the patron’s experience**. You are to ensure that the web presence follows established standards, contributes to the Mission and Vision of the Library and fosters the continued success and growth of the service. You are expected to continue to develop your expertise in this area and serve as a leader in the profession.

[*Optional:*]

**You are to build and maintain your connections to students, faculty and staff as a liaison librarian.** As such, you will continuously seek out ways to support the needs of academic departments. Your role may include consultation, outreach, instruction, and other activities as detailed in your annual goals and as dictated by the needs of the department you serve. You will continually assess the impact of these activities.

[*Optional:*]

**You are responsible for all aspects of maintaining the Libraries’ electronic resources including the negotiation, procurement, maintenance, and management of the e-resource collections.** This is an ongoing responsibility and includes evaluating new and existing e-resources for content, accessibility, and usability. You are charged with reviewing, signing, tracking and maintaining all e-resource licenses in consultation with vendors, Merrill-Cazier Library personnel, and the USU Purchasing Department. You are to help oversee and maintain the discoverability of e-resources through the maintenance and management of online tools like Serials Solutions, the Electronic Resources Management system (ERM), Encore and EDS, WebPac, the library’s ILS and other databases or systems as needed.

A record of excellent performance in librarianship is the primary indicator of success for library faculty at USU. As you establish your credentials as a librarian, reviewers of your performance will look for a pattern of continuous improvement as well as evidence of your dedication to the practice of librarianship. On an annual basis, it will be your responsibility to collect, assemble and present the most compelling evidence available to document your ability to provide continuous and consistently high-quality library service.

As your USU colleagues review your record of accomplishments in librarianship, they will be looking for evidence of excellence in the performance of the following elements commonly associated with superior library service:

* USU expects you to apply specialized skills and professional knowledge to improve information resources and the efficiency and quality of services offered to students and faculty. To fulfill this expectation, you will be involved in some of the following as specified in your annual work plan:
  + Identifying, evaluating, and selecting library resources, and developing library collections in support of the University’s mission.
  + Providing intellectual, physical and/or virtual access to information through bibliographic control and by organizing materials for effective access and use.
  + Preserving and conserving library resources to enhance their use, longevity, and dissemination.
  + Performing effective reference service that demonstrates understanding of users’ needs and pursuing queries to satisfactory solutions.
  + Initiating new ideas and innovative approaches to library procedures and services.
  + Assessing, developing, and/or implementing new technologies, products, and methods.
  + Teaching and consulting in the use of library resources and promoting information literacy and its integration into the curriculum.
  + Supporting the research efforts of the University community.

In addition, USU expects you to:

* Develop collaborative relationships within the University and professional communities that enhance your contributions to the University’s mission of teaching, research, and service.
* Demonstrate a service-centered attitude through positive, professional interactions with patrons and colleagues.
* Improve your skills as a librarian and demonstrate your continued commitment to high-quality library service in support of teaching, research, and service by maintaining currency with trends and issues impacting the profession and with the standards and protocols relevant to your assigned areas of responsibility.
* Articulate a philosophy of librarianship that communicates your approach to the practice of the profession and describes your primary goals as a library faculty member.
* Engage in evaluations of your library performance and present evidence of your response to these evaluations.

**Expectations for Research and Creative Endeavors – (XX%)**

Research and creative endeavors is 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 scholarship of librarianship is rigorous and thoughtful investigation of academic libraries and their users, with the results made available for public and expert review and use beyond a local setting. It is first and foremost a commitment to the improvement of library services and collections, made possible through individual and collective knowledge-building. It often increases the bibliographic knowledge of academic disciplines; or furthers the academic enterprise by bringing to light the significance of collections and formats; and sometimes it investigates methods and techniques that provide greater efficacy in organizing and managing facilities and personnel.

Academic librarianship applies the theory and knowledge gained through inquiry, integration, and pedagogical experimentation to meet the research and learning needs of the academic community. Academic library scholarship encompasses a wide array of activities in which librarians advance the discipline’s knowledge base and engage in scholarly inquiry in order to apply findings to the challenges of providing library services.  **The following list provides suggestions for scholarship in librarianship, but this list does not include all possibilities and faculty are not expected to complete all items.**

* Conducting citation studies.
* Analyzing how people seek and use information.
* Constructing means for organizing bodies of data and information, and designing methods for precise and efficient information retrieval.
* Establishing standards and best practices for the exchange of data, records, and digital objects with other institutions and collaborative networks.
* Establishing methods for evaluating the effectiveness of library services and processes.
* Researching the effects of environment and library practices on the “life span” of the various information media found in libraries.
* Discovering methods to best ascertain the research needs of users.
* Preparing bibliographies and reference sources.
* Curating of exhibitions.
* Evidence of community engagement in achieving the goals of your research or creative endeavors.
* Investigating the history of the book and recorded knowledge.
* Researching historical resources to write and disseminate information about significant collections and formats.
* Improving library instruction and its assessment.
* Applying the findings of ergonomic studies to the design of space for library users and personnel that will be conducive to work and comfort.
* Protecting for future generations of scholars the library’s collections from environmental and usage-imposed dangers by means of preservation techniques.
* Assisting users by interpreting and analyzing the components of their information needs and helping construct efficient and comprehensive research strategies, which often requires a thorough knowledge of the literature of several disciplines.
* Integrating administrative and management techniques into the operation of a complex service organization.
* Advising users about the constraints of copyright and the allowances for educational fair use of copyrighted materials in print and multimedia formats.
* Developing, assessing and improving pedagogical techniques for meeting library instruction objectives, and communicating to peers the results of testing the techniques.

It is important that your scholarship is disseminated and that its originality and quality is validated by your peers. **This external validation can be accomplished in many ways, which may include but are not limited to the following:**

* Adoption by other librarians or libraries.
* Scholarly endeavors produced within the library for external use – physical and digital exhibitions, digital projects, creation of finding guides, etc.
* Publication in peer reviewed journals or in other peer reviewed outlets.
* Publication of books, book chapters, standards, and other recognized scholarly and/or professional contributions.
* Presentation of webinars and other online colloquia.
* Presentation of library-related materials, posters, or standards to peers at professional meetings.
* Receipt of awards and other forms of recognition from library and other professional associations at the state, regional, national, or international level.
* Outside funding that supports your major programs.
* Review by external evaluators as part of the promotion/tenure process.

**Expectations for Service (XX%)**

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 activities. Possible service activities 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 substantive library, college and university committees such as curriculum, awards, search and tenure advisory committees.
* Service as a member or leader of faculty organizations, including USU Faculty Senate.
* Service to state, 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 of a 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 and land-grant 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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