Appendix H

Contract Length for Librarians
(Revised and adopted by Library faculty, April 2010)

Purpose
The purpose of this document is to provide a systematic procedure to maintain a consistent level of library services while offering library faculty the option of requesting either nine-month or twelve-month contracts.

Criteria
1. Contract length for new hires is determined by the appropriate teams and the Library Administration based on the needs of the library.

2. Faculty members wishing to change their contracts must clearly explain how this will impact their job responsibilities and teams.

3. Nine-month contracts are for the academic year.

4. The same criteria for promotion and tenure will apply to nine-month and twelve-month contracts.

Application Review Process

1. Faculty members (including coordinators) submit requests in writing to change contract length by December 1st to the appropriate team coordinators and the Library Administration.

2. The Library Administration informs the library faculty of any pending requests.

3. The appropriate teams review the requests according to the approved criteria.

4. The team coordinator submits the recommendation of the team to the Library Administration by January 30th.

5. The Library Administration notifies the librarians requesting contract changes if their requests have been granted.

6. The Library Administration informs the library faculty of the final decision for each request.