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## 3093: APPOINTMENT

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### A. CRITERIA

The candidate will normally hold a professional degree from a library school and have considerable subsequent experience as a professional librarian. Demonstrated superior professional ability and attainment are indispensable qualifications for appointment in this series. Appointees may be assigned authority for management of a section of the Library or of a major functional area of library administration.

An appointee as Assistant University Librarian will have major responsibility for assisting with planning and managing Library operations.

An appointee as Associate University Librarian will have high level responsibility in the planning and management of the operation of the Library. An Associate University Librarian is expected to be capable of functioning as deputy for the University Librarian when needed.

### B. PROCESS

The candidate should provide the following documents:

1. Self-Statement of qualifications and experience
2. Current curriculum vitae
3. Any supporting or supplemental documentation that the candidate deems relevant (i.e., publications, evidence of presentations or other such materials).

The University Librarian has the option to solicit letters of reference for the candidate, in which case he or she should request a list of potential referees from the candidate. The University Librarian may also solicit letters from persons of his or her own choosing, who are qualified to comment on the candidate's credentials and/or past performance.

The University Librarian will prepare a letter of recommendation for or against appointment, including a salary recommendation. This letter, with the complete appointment file, will be forwarded to the Academic Personnel Office. APO will review the file for compliance with policy and procedures and forward to the Provost/EVC, who will provide a final decision regarding the proposed appointment.