



**3344-62-03 Procedures for searches, appointment to all librarian ranks, and promotion in rank for all positions except director of the university library.**

- (a) When there is a vacancy to be filled in a librarian position it is the responsibility of the Director of the University Library and the Librarians to work together to consider how the vacancy might best be used to advance the mission of the Library. They will also

(b) Membership:

(i) The PAC-

meeting on the appropriateness of the position description.

- (ii) The PAC-S shall conduct searches in accordance with the applicable librarian personnel policies, university policies, the SEIU district 1199 contract, and affirmative action guidelines.
- (iii) The PAC-S shall invite comments and evaluations of the candidates from all interested parties before determining its recommendation.
- (iv) The Librarian members of PAC-S shall constitute a personnel action committee for the purpose of recommending a librarian rank and salary for each candidate that the PAC-S recommends to fill the vacant position.
- (v) The PAC-S shall present its recommendations for the vacancy, including rank and salary, to the librarians for approval. A special meeting may be scheduled for this purpose. This meeting is an occasion for the librarians and the director of the university library to discuss the recommendation. Possible actions by the librarians might include stating reservations or objections, offering amendments, accepting, rejecting or returning the recommendation to the PAC-S.
- (vi) The recommendation(s) as approved by the librarians, shall be submitted to the director of the university library.
- (vii) Searches for temporary librarians do not require a PAC-S. The director of the university library appoints search committees for such positions.



ensure recognition of merit and to provide advancement when warranted. The Personnel Action Committee for Promotion (PAC-P) shall be responsible for making recommendations on candidates applying for promotion.

(a) Membership:

- (i) There shall be a separate PAC-P for each candidate applying for promotion.
- (ii) Each PAC-P shall consist of three librarians.
- (iii) ~~Only librarians~~ shall serve on a PAC-P.
- (iv) A majority of members of each PAC-P must be of the same or higher rank as the rank requested by the candidate.
- (v) Each PAC-P shall include both administrative and bargaining unit librarians.
- (vi) Each universit





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- (ix) By April 15: Appropriate administrative officials will notify the candidates of the final decision with respect to promotion.
  - (x) Should any of the above dates in a given year fall on a university holiday, emergency closure, or a weekend, the due date will be the next immediate business day.
- (e) Grievance and Disagreements:
- (i) For bargaining unit librarians:  

Within ten working days of receipt of the final decision, the candidate for promotion may initiate at Step 3 the CSU/SEIU District 1199 grievance procedure (Article VIII) on the basis that the denial of promotion was demonstrably arbitrary, discriminatory, capricious or in violation of procedures established in the CSU/SEIU District 1199 agreement.
  - (ii) For administrative librarians:  

Within ten working days of receipt of the final decision, the candidate for promotion may request a hearing from the librarians review committee on the basis that the denial of promotion was demonstrably arbitrary, discriminatory, capricious, or in violation of established standards for promotion, or in violation of his/her academic freedom.
- (3) Qualifications for librarian ranks

Appointment to or promotion within librarian ranks shall be on the basis of merit and without regard to race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, employee organization, veteran status or political organization. Librarians are expected to perform

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- (ix) Liaison activities with individual faculty or assigned departments
- (b) Scholarly, professional, and service activities may include:
  - (i) Academic coursework and degrees
  - (ii) Awards/ Honors

librarian, and potential for achievement in scholarly, professional, or service activities.

(b) Senior





