

Library Contract Faculty

Definition

Library contract faculty are primarily appointed to carry out designated professional librarian responsibilities but may, at the discretion of the Dean, engage in university, library, and professional service that is relevant to their appointment; the incumbent does not have a responsibility to engage in scholarship or teaching.

Position Approval, Search and Hiring

Affirmative Action policies are followed in appointing contract faculty. A regional search is normally conducted, though a national search may be done. Appointment requires a recommendation from the search committee in accordance with the by-laws and concurrence of the Dean.

Contract faculty appointments may be full-time or part-time in the Library. Positions are normally one to three year appointments. Renewal and continuation of appointments are contingent upon funding, performance, and direction and priorities of the Library.

Responsibilities and Privileges

Contract faculty are expected to engage in targeted professional development in their area of responsibility, and effort is made to support such activity with both time away from campus and with appropriate funding support. Library and university service are expected in areas related to the faculty member's unique role, and are included in the faculty member's work schedule if the faculty member, chair, and Dean agree that the service is important. Scholarship, teaching of courses and professional or campus service not related specifically to the contract librarian's role are not part of the contract faculty member's scheduled work time.

The focus of contract faculty time is on the initiatives they were hired to undertake as defined in the position description. The Department Chair assigns duties to contract faculty, with the approval of the Dean. The Department Chair will work with the contract faculty member on routine projects and schedule matters, with major alterations approved by the Dean.

Contract faculty are eligible for service in the Faculty Senate. Contract faculty are not eligible for sabbatical leave or tenure. Voting rights within the Library are determined by the appropriate by-laws and policies. Contract faculty otherwise have ordinary faculty/staff privileges (library, parking, etc.).

Contract faculty appointed at 75% or above are eligible for benefits in keeping with established Board of Trustee policy. Appointments are normally 75-100%. Employment is contingent upon meeting job performance expectations, needs of the Library, and is governed by UNH and USNH policy.

Library contract faculty will prepare an annual activity report. The Dean or his/her designee, with input from the Department Chair, will prepare an annual written performance review based on documentation of activity provided by the contract faculty member and a conversation with the faculty member. The performance review will summarize strengths and accomplishments as well as point out areas for development and recommended goals for the coming year. This review will be completed by June 30.

8/2017