

**POLICY ON  
LECTURERS ON THE LAW LIBRARY FACULTY  
APPOINTMENT, REVIEW & PROMOTION  
Adopted September 12, 2017**

- I. Background. On November 26, 2013, the University Faculty Senate approved Faculty Handbook amendment C190: Lecturer Annual and Promotion Reviews. This policy implements C190 and provides procedures for the appointment, review, and promotion of law library faculty who are appointed as Lecturers III.
- II. Appointment & Pre-Promotion Contracts.
  - a. Appointment.
    - i. Law library faculty shall ordinarily be appointed to tenure-stream positions, as defined by the University of New Mexico, but may be appointed to the position of Lecturer III when judged appropriate by the Dean in consultation with the Library Director, and taking into account the recommendation of the faculty.
    - ii. The appointment committee for Law library faculty who are appointed as Lecturers III shall include, if available, at least one law library faculty member, and preferably at least one lecturer on the law faculty or law library faculty who holds the rank of Senior or Principal Lecturer.
    - iii. As appropriate, the hiring criteria will take into account the demands of academic law librarianship and the qualities of a successful law librarian as outlined in the evaluative criteria listed below at Subsection III.b.
    - iv. The Dean is the hiring officer and shall make final hiring decisions. In accordance with ABA standards,<sup>1</sup> the Dean will consider the written recommendation and report of the Library Director. The Dean will also take into account the recommendations of the appointment committee and library staff, any faculty vote, and any other relevant information.
    - v. If the Dean, in his or her discretion, determines that an applicant for lecturer has the qualifications and experience defined below at Subsection IV.a, that applicant may be appointed at the rank of Senior or Principal Lecturer.
  - b. Pre-Promotion Contracts.
    - i. Initial Contracts. The law library faculty member's first year of appointment is a probationary year, and the contract for that year is for one year. During the probationary year, the Library Director will provide instruction and guidance, as appropriate,

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<sup>1</sup> ABA Standard 602(c) states that the "director of the law library and the dean are responsible for the selection and retention of personnel."

and will review the faculty member's work. The Library Director will regularly consult with the Dean about the performance of the new law library faculty member.

- ii. Subsequent Contracts. Newly-appointed law library faculty who were appointed at the rank of Senior or Principal Lecturer and who earn positive evaluations in their first year will receive the benefits of their rank, including a contract of appropriate length, after their probationary year. Otherwise, upon positive performance in the first year, renewal contracts will be for one year, except as provided below at Subsection III.c.

III. Annual Reviews of Lecturers on the Law Library Faculty.

- a. The Law Library Director shall provide annual reviews of the effectiveness of lecturers on the law library faculty with regard to librarianship. The Dean shall provide annual reviews of their effectiveness with regard to classroom teaching and service and will encourage the lecturer's growth in scholarship. Subject to the discretion of the Dean, positive annual reviews should lead to renewal.
- b. Lecturers on the law library faculty will be evaluated according to the following criteria.
  - i. Librarianship, including both the core competencies of law librarianship and the specialized competencies relevant to the law library faculty member's duties (see Appendix A);
  - ii. Classroom teaching if this among the individual's assigned duties, including both preparation and delivery of class material;
  - iii. Service to the Law School, to the University, to the legal community, to law library or other professional organizations, or any other equivalent service activity; and
  - iv. Professionalism and collegiality.
- c. Year Three Review of Pre-Promotion Lecturers.
  - i. This subsection applies to a lecturer who does not hold the rank of Senior or Principal Lecturer.
  - ii. In the third year of service at the Law School, a lecturer's annual review will include an assessment of his or her progress towards promotion. If the review is positive, the lecturer can expect an assurance that promotion expectations are being met, and the prospects for promotion are favorable. He or she will receive a two-year contract, beginning the following academic year. No formal evaluative process, other than the regular annual review conducted by the Dean and Library Director, will be required prior to the lecturer becoming eligible for a two-year contract under this provision.
- d. Negative Evaluations, Non-Renewal & Remedial Plans. In the Dean's discretion, a negative evaluation may result in a remedial plan, or, if

the lecturer is in the final year of his or her contract, either a remedial plan or non-renewal. The decision not to renew the lecturer's contract shall comply with the University's policies for non-renewal of lecturers.

- i. Notice of Non-Renewal.
  1. For lecturers in their probationary year, the non-renewal decision shall be communicated in writing to the lecturer no later than March 31 of his or her first academic year.
  2. For lecturers past their probationary year, the non-renewal decision shall be communicated in writing to the lecturer no later than December 15 of the final year of the existing contract.
- ii. Remedial Plan. If the Dean determines that a remedial plan is appropriate, the Dean, in consultation with the Library Director, shall provide the lecturer a written description of the areas in which the lecturer must improve to continue as a member of the faculty.
  1. The remedial plan will indicate the time by which the lecturer is expected to improve.
  2. The remedial plan may indicate that if concerns are not adequately addressed, the lecturer will not be renewed.
  3. Both the lecturer and the Dean must sign this document.

#### IV. Promotion.

- a. Standards & Criteria. Promotion to Senior or Principal Lecturer should be made after a careful review of the lecturer. The promotion is based on experience in law librarianship and professional and leadership accomplishments and promise.
  - i. Experience in Law Librarianship. A lecturer seeking promotion must have sufficient experience in law librarianship.
    1. Time.
      - a. A Senior Lecturer must have at least five years of continuous experience as a law librarian at the Law School at 0.5 FTE or greater. At the discretion of the Dean, years of service at another institution of higher learning may be used to meet the years needed for promotion.
      - b. A Principal Lecturer must have at least eleven years of continuous experience as a law librarian at the Law School at 0.5 FTE or greater. At the discretion of the Dean, years of service at another institution of higher learning may be used to meet the years needed for promotion.
      - c. For purposes of this subsection, "continuous experience teaching" shall be interpreted in the

same manner as it is interpreted for tenure-track faculty at the University of New Mexico.

2. A lecturer's probationary year at the Law School is included in the calculation of experience as a law librarian.
- ii. Professional & Leadership Accomplishments & Promise.
  1. A lecturer seeking promotion must show professional and leadership accomplishments and promise. In particular, he or she must show that he or she:
    - a. Has demonstrated professional excellence and has made and will continue to make sound and valuable contributions in his or her professional areas;
    - b. Has consistently demonstrated wider service to the Law School community and its mission; and
    - c. Has shown a conscientious interest in improving his or her professional skills.
  2. A law library faculty member's professional and leadership accomplishments and promise will be measured by evaluating the criteria listed above at Subsection III.b.
- b. Promotion Timeline & Process.
  - i. For purposes of this subsection, "peer faculty" are all faculty members who may vote on the promotion of lecturers under Article III of the UNM School of Law Voting Policy.
  - ii. Deadlines. In the year after a lecturer has completed the required time in service for the promotion for which he or she would be eligible, he or she may apply for promotion to Senior or Principal Lecturer. The Dean, the Faculty Retention, Promotion & Tenure Committee, Library Director, and the lecturer shall observe the following process and approximate deadlines. The Dean may adjust these deadlines as necessary to ensure a fair and adequate process, or to accommodate University of New Mexico timeline changes.
    1. Early August:
      - a. The Dean or the Chair of the Retention, Promotion & Tenure Committee shall notify the lecturer that he or she may be eligible for promotion. The lecturer may also submit notice to the Dean or the Chair of the Faculty Retention, Promotion & Tenure Committee of his or her intention to seek promotion.
      - b. Failure to meet this deadline shall not disqualify a lecturer from seeking promotion in that academic year.

2. Early September: the Dean shall appoint eligible tenured faculty and qualified lecturers to the Faculty Retention, Promotion & Tenure Committee to evaluate the lecturer.
  - a. The Chair of the Faculty Retention, Promotion & Tenure Committee shall appoint an appropriate subcommittee consisting of at least two tenured faculty members and a lecturer who has achieved the sought-after promotion, if available. At least one of the tenured faculty members of the subcommittee shall be a law librarian, if available.
  - b. In selecting the subcommittee, the Dean or the Chair of the Faculty Retention, Promotion & Tenure Committee shall consult with the lecturer who will be under consideration for promotion.
  - c. Any member of the subcommittee may serve as chair of the subcommittee.
3. Early October:
  - a. The chair of the subcommittee or the Chair of the Faculty Retention, Promotion & Tenure Committee shall advise the lecturer as to the evaluation materials that will be required for the relevant time period. In general, the lecturer should expect to provide the following materials to the Faculty Retention, Promotion & Tenure Committee before the end of the fall semester:
    - i. Curriculum vitae;
    - ii. Librarianship statement and portfolio, including:
      1. Evidence of acquisition of all core competencies of law librarianship;
      2. Evidence of proficiency in the specialized competencies relevant to the lecturer's assigned duties;
      3. Where the law library faculty member's assigned duties include classroom teaching, teaching materials, including:
        - a. Teaching statement or portfolio;
        - b. Summary of student evaluations;
        - c. Peer teaching evaluations, including general peer teaching evaluations not

- related to a specific course;  
and
      - d. Course materials;
      - e. Course syllabi;
      - f. Peer teaching evaluations  
specific to the particular  
course; and
      - g. Original teaching materials;
    - iii. Service record statement; and
    - iv. Supplemental materials. These materials,  
such as letters of recommendation,  
awards, books, articles, or research grants  
received, are not required but they may  
be submitted by the lecturer for  
consideration. These materials must be  
accompanied by a comprehensive content  
list.
  - b. Relevant Time Period. The evaluation of a  
lecturer for promotion to Senior or Principal  
Lecturer shall be based on materials that date  
from the most recent of:
    - i. The lecturer's appointment to the Law  
School faculty;
    - ii. The first year in which the lecturer  
received a two-year appointment as  
described above at Subsection III.b; or
    - iii. The lecturer's promotion to Senior  
Lecturer.
- 4. Mid-January to early February: The subcommittee will  
conduct classroom visits and seek confidential feedback  
from current law library faculty.
- 5. Mid-February:
  - a. The subcommittee will review the materials  
submitted by the lecturer, its own reports of  
classroom observations and feedback from  
current law library faculty, any available annual  
reviews by the Dean and Law Library Director,  
and student evaluations obtained from the  
Registrar's office for the relevant time period.  
Based on these materials, the subcommittee shall  
prepare an initial report and recommendation.  
The Chair of the Faculty Retention, Promotion &  
Tenure Committee shall then submit the initial  
report and recommendation to the lecturer for  
review.

- b. The lecturer may review the initial report and recommendation and may submit a written statement. If the lecturer submits a written statement, the Faculty Retention, Promotion & Tenure Committee may make changes to the report and recommendation, as it deems necessary.
  6. Late February: The Faculty Retention, Promotion & Tenure Committee shall provide its recommendation and report on lecturer promotion to the peer faculty.
  7. March 15: The Dean shall call a meeting of the peer faculty to consider the promotion application. The peer faculty will review the recommendation and report, and may take a vote on the recommendation and report.
  8. March 18: The Library Director shall provide his or her recommendation and report on lecturer promotion.
  9. March 25: The Dean shall review the recommendations and reports of the Library Director; Faculty Retention, Promotion & Tenure Committee; any statement by the lecturer; and the results of any peer faculty vote, and shall make a determination on the suitability of the promotion.
  10. April 1: The Dean shall direct that all necessary documents be submitted to the Provost using the appropriate forms and process.
- c. Effect of Promotion.
  - i. Senior Lecturers will receive:
    1. Promotion to the rank of Senior Lecturer;
    2. A salary increase that is consistent with the practices of the Law School; and
    3. A two-year contract. Subject to the discretion of the Dean. Senior Lecturers whose annual evaluations demonstrate continued development and maturity with regard to their professional activities and leadership within the University can expect to maintain this rank and its benefits.
  - ii. Principal Lecturers will receive:
    1. Promotion to the rank of Principal Lecturer;
    2. A salary increase that is consistent with the practices of the Law School;
    3. Eligibility for one semester of sabbatical after at least six years of service at the Law School and after every six years of additional service thereafter; and
    4. A three-year contract. Subject to the discretion of the Dean, Principal Lecturers whose annual evaluations demonstrate continued development and maturity with

regard to their professional activities and leadership within the University can expect to maintain this rank and its benefits.

- d. Denial of Promotion: If the promotion is denied, the lecturer will retain his or her former title and benefits, including eligibility for a two-year term appointment as described above at Subsection III.c. The lecturer will be eligible to reapply for promotion after a two-year period.



## APPENDIX A



# Competencies of Law Librarianship

*Approved by the Executive Board March 2001, Tab34A*

*Revised by the Executive Board April 2010, Tab 17*

The American Association of Law Libraries seeks to define the profession of law librarianship and its value to the legal field, today and in the future, by identifying, verifying, and actively promoting competencies of law librarianship. Competencies are the knowledge, skills, abilities, and personal characteristics that help distinguish superior performance. [1] These competencies may be acquired through higher education such as library and information science graduate programs [2], through continuing education, and through experience.

The first section, "Core Competencies", includes those that apply to all law librarians, and will be acquired early in one's career. The subsequent sections are related to specific areas of practice. Some law librarians (for example, solo librarians or librarians in smaller institutions) may have multiple responsibilities and need to be proficient in more than one of the "Specialized Competencies." Other law librarians may specialize in just one area or in a subset of one area.

Individual librarians may use the AALL Competencies for coordinating their continuing education as they identify areas for professional growth. Employers may use the Competencies to make hiring, evaluation and promotion decisions, and to make recommendations for professional development. The American Association of Law Libraries uses the Competencies as a framework within which to structure professional development programs. This framework provides guidance to ensure that the programs offered will assist law librarians in attaining and maintaining the skills or knowledge necessary for their current and future work.

## 1 Core Competencies

Core Competencies apply to all law librarians.

1.1 Demonstrates excellent service to users and evidences a strong commitment to continual service improvement by participating in regular training and by collecting, evaluating, and responding to user satisfaction data.

1.2 Recognizes and addresses the diverse nature of the library's users and community.

1.3 Understands, supports, and contributes positively to the evolution of the culture and context of the library and its parent institutions.

1.4 Demonstrates knowledge of the legal system and the legal profession.

1.5 Understands the social, political, economic, and technological context in which the legal system exists.

1.6 Demonstrates knowledge of library and information science theory and the creation, organization, and delivery of information within its technological context.

1.7 Adheres to the Ethical Principles of the American Association of Law Libraries and supports the shared values of librarianship. [\[3\]](#)

1.8 Exhibits leadership skills including critical thinking, risk taking, creativity, negotiation, collaboration, and change management.

1.9 Demonstrates commitment to working with others to achieve common goals.

1.10 Acts within the organization to implement the principles of information management.

1.11 Exhibits an understanding of the importance of a multidisciplinary and cross-functional approach to programs and projects within the organization.

1.12 Shares knowledge and expertise with users and colleagues.

1.13 Displays excellent communication skills and is able to promote the library and advocate for its needs.

1.14 Communicates effectively with publishers and other information providers to advance the interests of the library.

1.15 Recognizes the value of professional networking and actively participates in professional associations and online communities.

1.16 Actively pursues personal and professional growth through continuing education.

## **Specialized Competencies**

Specialized Competencies relate to specific areas of practice.

## **2 Library Management**

- 2.1 Engages in a continual process of long-range planning.
- 2.2 Manages all financial resources, including planning and implementing budgets.
- 2.3 Selects, supervises, and evaluates library personnel, and provides for their training and development.
- 2.4 Understands the principles of project management and organizes people and resources to accomplish complex tasks.
- 2.5 Determines and articulates the applicable criteria for delivery of library services, and measures and evaluates the quality of those services.
- 2.6 Ensures the optimal use of library facilities to accommodate the evolving needs of users and staff.
- 2.7 Provides leadership, including negotiation and collaboration with relevant members of the organization, to ensure that the library is vital to the parent organization.
- 2.8 Maintains an understanding of trends, developments, new tools, and emerging technologies in publishing and the information industry.
- 2.9 Tracks, anticipates, and influences changes in policy and legislation that impact the library and the profession.
- 2.10 Promotes and markets the library's services and collections in ways consistent with the needs and mission of the organization.

## **3 Reference, Research, and Client Services**

- 3.1 Provides skilled and customized reference services, including specialized subject services on legal and non-legal topics.
- 3.2 Evaluates the quality, authenticity, accuracy, and cost of information resources in a variety of formats best suited to the user's needs, and conveys the importance of these to the user.
- 3.3 Assists users with legal research using information resources in a variety of formats best suited to the user's needs.
- 3.4 Consistent with applicable codes assists non-lawyers in accessing the law.
- 3.5 Aggregates content from a variety of sources and synthesizes information to create customized products for users.

3.6 Creates research and bibliographic tools on legal and related topics in a variety of media.

3.7 Monitors trends in specific areas of the law.

3.8 Monitors and participates in trends in library resource sharing.

## **4 Information Technology**

4.1 Understands the practical application of creating, accessing, and managing information including databases, integrated library systems, client-server applications, hardware, software, web applications, mobile applications, networks, and electronic information resources.

4.2 Evaluates the need for new and emerging technologies and implements required changes.

4.3 Conducts long-range planning and policy formulation for technology services and training needs.

4.4 Evaluates, purchases, implements, and tests software and hardware necessary for accessing electronic information.

4.5 Assists and educates users and colleagues in the use of the library's information systems, both internal and external.

4.6 Diagnoses and resolves library hardware, software, local area network, website and Internet connectivity problems.

4.7 Develops, creates, and maintains the library's online presence.

4.8 Determines technology training needs of users through observation, discussion, and the use of needs assessment tools, and provides training to meet those needs.

4.9 Understands the importance of information technology standards and prefers standards-compliant information technologies

## **5 Collection Development**

5.1 Creates collection development policies intended to meet the needs of users and to the overall mission of the parent organization.

5.2 Makes selection decisions in consideration of all relevant factors, including the library's collection development policy, differences among formats, costs of purchase, upkeep, licensing, and copyright.

5.3 Evaluates information resources in all formats, integrates them to meet the needs of users, and discards or archives them as appropriate.

5.4 Understands the acquisition and management of a diverse collection of legal and non-legal resources. Understands the principles of copyright, licensing, purchasing, and accounting, and creates procedures respecting these issues consistent with the procedures of the parent organization.

5.5 Applies appropriate preservation practices to the library's collection.

## **6 Cataloging**

6.1 Ensures the optimal arrangement of and access to the library's resources to meet the needs of users.

6.2 Improves the power and scope of library services through resource sharing.

6.3 Selects and implements an appropriate level of descriptive cataloging, classification, and subject analysis to meet the needs of the institution and the nature of its legal materials.

6.4 Creates, selects, and manages catalog records according to national standards and accepted practices.

6.5 Selects, implements, and continually improves an integrated library system appropriate to the needs of the institution's users.

## **7 Teaching**

7.1 Determines the educational needs of users through observation, discussion, and needs assessment tools.

7.2 Effectively teaches library users and colleagues with differing needs and technological skill levels.

7.3 Knows and applies the principles of adult learning.

7.4 Designs curricula and teaches to meet the educational needs of users, and evaluates the educational process for effectiveness.

7.5 Educates users in cost-effective and efficient methods of legal research.

7.6 Provides training and guidance on the organization and use of legal resources in various formats.

7.7 Trains users in commercial research databases, coordinating with vendors where appropriate.

7.8 Promotes the effective use of new resources and technologies for the retrieval of information.

7.9 Prepares and packages materials such as bibliographies, pathfinders, training scripts, podcasts, webinars and handouts.

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[1] Kenneth H. Pritchard, CCP. Society for Human Resource Management White Paper, August 1997, reviewed April 1999.

[2] See " AALL Guidelines for Graduate Programs", November 1988; AALL Professional Development Policy, July 1996

[3] American Association of Law Libraries Ethical Principles, 1999