

School of Law  
Faculty Meeting  
April 27, 1981  
Conference Room  
4:00 p.m.

MINUTES

Present: Anderson, Desiderio, DuMars, Ellis, Fink, Flickinger, Goldberg, Gonzales, Hermann, Julius, Kovnat, MacPherson, Martinez, Minzner, Muir, Norwood, Occhialino, Ruiz, Scales, Simson, Stelzner, Winograd; Student Representatives Cline, Cohen, Gover; Camp

The meeting was called to order by Dean Desiderio; minutes of the meeting of April 13, 1981, were approved.

Dean announced:

1. Mercer University (Walter F. George School of Law) is looking for a dean.
2. A faculty retreat is scheduled for September 11 and 12 this fall at Sagebrush Inn.
3. Karl Johnson has agreed to be with us next year as a visitor.
4. Next Monday, at noon, there will be a faculty meeting to discuss next year's curriculum.

He reminded the faculty that Incomplete grades must be removed by the last day of the examination period and that examination questions are to be submitted for processing at least five days prior to first scheduling.

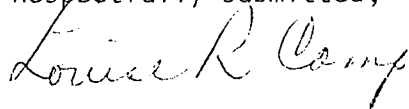
Professor Martinez, Chairman of the Student Affairs Committee, spoke regarding the new speakers bureau and requested suggestions as to speakers.

The proposed curriculum for next academic year was presented by Chairman of the Curriculum Committee Goldberg. Discussion centered, for the most part, on first year courses, such as Programmed Studies, Advocacy, and electives.

Amendments to Guidelines of the Law Library Faculty were distributed. A motion to accept the fourteen amendments (attached) carried.

Meeting adjourned.

Respectfully submitted,



Louise R. Camp  
Sec'y

UNIVERSITY OF NEW MEXICO  
SCHOOL OF LAW LIBRARY FACULTY

Guidelines

Accepted as amended  
April 7, 1975 - Law Faculty  
July 25, 1975 - Academic Vice-  
President

Amended March 6, 1981

The UNM School of Law Faculty approves the following policies for the School of Law Library:

I. General.

The primary function of the School of Law Library is to serve the study, reference and research needs of the Law School Faculty and the student body. All policies and powers made and exercised by the chief librarian or by members of the library staff are to be made with the express or implied approval of the Law School Faculty.

II. Law Library.

There shall be established in the UNM School of Law a Law Library. All employees and staff in the Law Library shall be considered part of the Law Library.

III. Governance of the Law Library.

The Law Library shall be administered by a chief librarian appointed by the Law School Faculty and responsible to the Dean of the School of Law. The Chief Librarian shall have the authority to make final decisions with respect to all matters involving the operation of the Library and shall serve as the chairperson of the Law Library Faculty.

IV. Faculty Status and Faculty Titles.

All professional Librarians and Lecturers employed in the School of Law Library shall have faculty status within the University and shall be governed by the Faculty Handbook of the University subject to special rules adopted in this statement of policy.

A. Full-time professional librarians in the School of Law Library shall have teaching faculty status within the University. Such persons shall be given one of the following titles upon appointment in addition to other titles they may be given:

Instructor, Law Librarianship  
Assistant Professor, Law Librarianship  
Associate Professor, Law Librarianship  
Professor, Law Librarianship

B. Permanent full-time professionals (i.e., J.D. and no M.L.S.), and permanent part-time, visiting or temporary professional librarians in the School of Law Library shall have non-teaching faculty status within the University. Such persons shall be given the title "Lecturer in Law Librarianship." Ordinarily, all Lecturers will be given one year renewable contracts. Although tenure rights and sabbaticals will not be available to persons receiving this title, all Lecturers will be eligible for merit increases, and will be expected to meet performance criteria as defined in section VII.

C. Recommendations for appointment, promotion and tenure will be made in accordance with the procedures of the Law Library by the Chief Librarian to the Dean of the School of Law.

## V. Appointment to the Law Library Faculty.

### A. Definition of ranks.

Lecturer: See IV. B. above.

Instructor: M.L.S. with no experience.

Assistant Professor: M.L.S. with three years professional library experience, or M.L.S. and J.D. degree with less than three years professional library experience.

Associate Professor: M.L.S., additional subject masters degree or J.D., and seven years professional library experience.

Professor: Satisfaction of degree requirements for Associate Professor, ten years professional library experience, five of which must be law library experience, and significant demonstrated knowledge of the content of the law. Ordinarily, such knowledge will be established by receipt of the J.D. degree; however, successful completion of a significant course of legal study or experience may also constitute sufficient evidence of knowledge.

Demonstrated superior professional ability is an indispensable qualification for appointment to the ranks of Associate Professor or Professor.

## VI. Promotion.

Each professional librarian is eligible for merit increases and promotion through the ranks from instructor to professor if professional growth and ability is demonstrated. Change in position need not be involved.

Criteria for promotion in order of importance:

A. Fulfill appointment requirements of the next higher rank.

- B. Professional growth and job performance as defined in Section VII.
- C. Effectiveness in scholarship, research or other creative work.
- D. Activity outside the library in professional organizations; particularly in American Association of Law Libraries, Special Libraries Association and other organizations supporting the development of law librarianship.
- E. Personal characteristics as defined by the University of New Mexico Faculty Handbook.

## VII. Tenure.

All library faculty eligible for tenure are retained and promoted in light of their continuing professional growth and value to the School of Law, the Library, and the University. It is recognized that tenure is a long-range commitment of University resources and deserves the most careful scrutiny.

### Criteria to consider:

- A. Job performance
- B. Professional growth
- C. Scholarship, research or other creative work
- D. Service
- E. Personal characteristics

Not all faculty members excel in each of these areas, but demonstrated excellence or promise in any of the first three will constitute the chief basis for tenure.

### Criteria for job performance:

1. Measured by annual written evaluations by the Chief Librarian, professional peers, and the library staff.
2. Measured also by law faculty evaluations (where appropriate) at the time of tenure decision.

### Criteria for professional growth:

1. Highly motivated toward fulfilling job responsibilities and developing the profession of librarianship.
2. Contributions to profession of librarianship including participation in professional library organizations.
3. Academic work in law-related areas of study.
4. Evidence of personal commitment to the development of the School of Law Library.
5. Potential for continual growth in law librarianship.
6. Evidence of creative scholarship contributing to law librarianship.

Scholarship, research, and other creative work; service, and personal characteristics are defined in the University of New Mexico Faculty Handbook.

VIII. Appointment to the School of Law Faculty.

The Chief Librarian will be a member of the School of Law Faculty, and will have a law degree and be a professional librarian. He or she will have one of the titles normally used by the School of Law in appointment faculty members. The Dean and Faculty of the School of Law will consult with the Law Library Faculty on matters of appointment and tenure for the Chief Librarian.

Other professionals in the library will not be members of the School of Law Faculty unless specifically given such status by action of the Law Faculty and appropriate university officials.

Amendments to Guidelines of University of New Mexico School of Law  
Library Faculty accepted April 7, 1975 by Law Faculty

1. p.1, Section IV, first paragraph, first sentence, line 1:  
Between the words "librarians employed" insert "and Lecturers."
2. p.2, Section IV, B., first sentence, line 1:  
Before the word "Permanent," insert the words: "Permanent full-time professionals (i.e., J.D. and no M.L.S.),"
3. p.2, Section IV, B., third Sentence (line 4):  
Substitute for the words: "permanent part-time professionals" the words: "all Lecturers."
4. p.2, Section IV, B., fourth sentence, (lines 6,7,8,9):  
After the word: "title," replace the remainder of the sentence with:  
"all Lecturers will be eligible for merit increases, and will be expected to meet performance criteria as defined in Section VII."
5. p.2, Section V, A., line between "Definition of ranks" and Instructor:"  
Insert the line: "Lecturer: See IV. B. above."
6. p.2, Section V, A., in line that begins "Instructor:": Delete "or J.D."
7. p.2, Section V, A. in lines that begin "Assistant Professor:":  
Delete "or J.D." and add after the word "experience.":  
", or M.L.S. and J.D. degree with less than three years professional library experience."
8. p.2, Section VI, first paragraph, line 1:  
Add the word "professional" between the words "each" and "librarian."
9. p.2, Section VI, B.:  
Move to p.3 and change "Professional competence and quality of service with the library" to "Professional growth and job performance as defined in Section VII." Omit the remainder of VI B.
10. p.3, Section VI, C.:  
Reletter Section C to become D, and insert as C.:  
"Effectiveness in scholarship, research or other creative work."
11. p.3, Section VI.:  
Omit the former D.
12. p.3, Section VII, first section, under "Criteria to Consider":  
Reletter C and D to become D. and E., and insert as C.:  
"Scholarship, research or other creative work."
13. p.3, Section VII., paragraph beginning: "Not all faculty members," line 2:  
Replace the phrase: "in either of the first two" with the phrase:  
"in any of the first three."
14. p.3, Section VII, last sentence:  
Move to p.4, and insert before "service and personal characteristics":  
"Scholarship, research and other creative work;".

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Criteria for promotion in order of importance:

A. Fulfill appointment requirements of the next higher rank.

B. Professional competence and quality of service within the Library and to the School of Law as measured by annual written evaluations by the chief librarian, professional peers and the library staff.



C. Activity outside the library in professional organizations; particularly in American Association of Law Libraries, Special Libraries Association and other organizations supporting the development of law librarianship.

D. Evidence of creative scholarship contributing to law librarianship, including relevant additional educational achievement, involvement in programs of advanced study or courses taken toward improvement of subject knowledge, attendance at related workshops, seminars, etc.

E. Personal characteristics as defined by the University of New Mexico Faculty Handbook.

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