

SAINT LOUIS UNIVERSITY

MEDICAL CENTER LIBRARY (MCL) / PIUS XII MEMORIAL LIBRARY

CRITERIA, NORMS, AND PROCESS FOR APPOINTMENT TO OR ADVANCEMENT IN RANK OF LIBRARY FACULTY¹

Reviewed by University Committee on Academic Rank and Tenure, October, 24, 2023

Revised/Recommended by the Medical Center Library and Pius XII Memorial Library Faculties,
October 10, 2025

Approved by Dean, October 17, 2025

Approved by Provost, April 20, 2026

I. General Considerations

A. The [Pius XII Memorial Library/Medical Center Library Faculty Workload Policy](#) provides the foundation on which these criteria and norms were developed.

B. The status of Library Faculty requires the possession of the terminal professional degree (with the exception of initial appointment to the rank of Instructor, see section II.C). The master's degree from a program accredited by the American Library Association or from a program in a country with a formal accreditation process as identified by ALA's Human Resource Development and Recruitment Office is the appropriate terminal professional degree for academic librarians.²

C. Library Faculty with full-time appointments³ in the Medical Center or Pius Libraries are members of the University faculty.⁴ Library Faculty have titles reflecting their

¹ Criteria are specific activities, achievements, endeavors, etc. that may be applied to the fulfillment of a norm at any rank.

Pius XII Memorial Library Criteria and Norms: Recommended by the University Library Board, January 17, 1961; revised by the University Committee on Academic Rank and Tenure, April 6, 1962, and approved by the same on July 9, 1962; revised and approved again by the University Committee on Academic Rank and Tenure on July 6, 1972; revised by the University Library Faculty Assembly, October 13, 1982, and approved by the University Committee on Academic Rank and Tenure, December 14, 1982; revised and recommended by the Pius Library Committee on Academic Rank in March, 1997, and approved by the University Committee on Academic Rank and Tenure, September 22, 1997.

Medical Center Library Criteria and Norms: Approved by the University Committee on Academic Rank and Tenure (n.d./prior to Fall 1993).

Merged Pius/MCL Criteria and Norms: Revised and recommended by the Medical Center Library and Pius XII Memorial Library Faculties on October 16, 2008, approved by the University Committee on Academic Rank and Tenure, December 16, 2008, and approved by the University Provost on April 15, 2009.

Merged MCL/Pius Criteria & Norms and MCL/Pius Advancement Process: Revised and recommended by the Medical Center Library and Pius XII Memorial Library Faculties on October 10, 2025, reviewed by the University Committee on Academic Rank and Tenure, October 24, 2023, and approved by the University Provost on April 20, 2026.

² Approved as policy by the Board of Directors of the Association of College and Research Libraries, a division of the American Library Association, January 23, 1975, and reaffirmed in April 2018
<http://www.ala.org/acrl/standards/statementterminal>.

³ Promotion of Library Faculty with part-time appointments in the University libraries is covered by the [Faculty Manual](#) of Saint Louis University under III.C.

appointments, for example, “Acquisitions Librarian with the rank of Non-Tenure-Track Assistant Professor.”⁵

II. Appointment to Initial Rank and Time Spent in Initial Rank

- A. The librarian's eligibility for appointment to the rank of Assistant Professor or higher is contingent upon their possession of the terminal professional degree.
- B. In general, initial appointments are made to the rank of Assistant Professor. However, an initial appointment to the rank of Associate Professor or Professor is possible, based on the applicant's prior experience, possession of advanced degree(s), and/or professional recognition.
- C. Appointments will be made at the rank of Instructor only if the appointee does not possess the appropriate terminal professional degree for Library Faculty at the time of appointment. Upon completion of the terminal degree, an Instructor is eligible to apply for advancement to the rank of Assistant Professor.
- D. For calculating time spent in one’s initial rank, previous service at institutions comparable to the University may be counted for one, two, or three years of service at Saint Louis University. The amount of previous service to be counted must be agreed to in writing by the incoming librarian, the Dean of Libraries, and the Provost, prior to initial appointment.⁶

III. Criteria for Advancement in Rank

A. General Considerations

- 1. The prerequisite for promotion in academic rank is the ability to perform at a high professional level in areas which contribute to the educational, research, and service mission of the University. Such performance, consistent with the assigned workload distribution, is expected to reflect sustained achievement as well as continued professional growth and development. These areas of contribution include but are not limited to reference and access services, collection development, bibliographic organization and control, digitization, and administration and management.
- 2. Evidence supporting applications for advancement in rank shall be drawn from a combination of the criteria in section III.B. Evaluation of applicants will place emphasis on categories III.B.1 and III.B.2. The relative weight of the pertinent

⁴ Saint Louis University [Faculty Manual](#), Section III.A: Definition of Faculty.

⁵ Saint Louis University [Faculty Manual](#), Section III.B.1: Faculty: Appointments and Titles: Regular Appointments.

⁶ Saint Louis University [Faculty Manual](#), Section III.D.2: Faculty: Types of Faculty: Non-Tenure-Track Faculty.

categories will take into account each individual's own workload. The list of examples given under each category is not intended to be exhaustive.

B. Specific Criteria

1. Contributions to the educational function of the University.

Examples may include, but are not limited to:

- Administration, management, or planning
- Teaching or training, either of groups or individuals
- Individual research assistance
- Public outreach
- Creating library displays
- Collection development
- Instructional design, including development of software, tutorials, and web content
- Creation and organization of metadata: cataloging, database enrichment, development of finding aids, etc.
- Creation and/or management of digital and electronic resources
- Preservation and conservation of materials
- Presentation at University-related conferences, workshops, institutes, or similar meetings

2. University service and contributions to the profession.

Examples may include, but are not limited to:

- Participation in faculty governance
- Participation in University or library committees
- In-house publications
- Archival research in the service of the University
- Grant writing
- Consultantships
- Active participation in professional associations
- Participation in regional or national cooperative programs (for instance: Program for Cooperative Cataloging, WorldCat, Catholic Resources Research Alliance)
- Participation in a team of experts, task force, or similar body
- Professional recognition as evidenced by awards, grants, etc.
- Refereeing for a journal
- Membership on an editorial board
- Organization of University, professional, or community conferences, workshops, institutes, or similar meetings

3. Activities related to inquiry and research.

Examples may include, but are not limited to:

- Publications, including, but not limited to monographs; book chapters; articles or book/media reviews in professional or scholarly journals; contributions to published library standards; exhibit catalogs; social media content with a substantial research component
- Peer-reviewed original or enhanced cataloging and associated research, especially in the context of national and international metadata initiatives
- Curating exhibitions
- Presentation at local, regional, or national conferences, workshops, institutes, or similar meetings
- Research assistance as documented by citation or acknowledgement

4. Evidence of qualitative continuing education in an academic or professional area that enhances the library's fulfillment of its mission.

Examples may include, but are not limited to:

- Progress toward or attainment of an additional subject master's degree, a doctoral degree, or professional certifications
- Participation in workshops, seminars, training sessions, etc.

IV. Norms for Advancement in Rank

A. General Considerations

1. Advancement to the ranks of Assistant Professor, Associate Professor, and Professor requires a record of successful fulfillment of criteria at the previous rank. See sections V and VI for details on the process of submitting a dossier.
2. Normally, Library Faculty complete five years at their current rank before submitting their application for promotion.⁷
3. An early application for promotion is defined as any application submitted prior to the completion of five years in the current rank. An early applicant for promotion must be confident of their ability to demonstrate that they have fully met the criteria for advancement in rank. The fact that this is an early promotion must be explicitly addressed in the dossier (see sections VI.A.2.b and VI.A.3.b).

B. Norms for Specific Ranks

1. Librarian with the rank of Instructor

Appointment to the rank of Instructor shall require:

- a. That the appointment is made only for individuals who do not possess the appropriate terminal professional degree for Library Faculty at the time of appointment.

⁷ Saint Louis University [Faculty Manual](#), Section III.D.2: Faculty: Types of Faculty: Non-Tenure-Track Faculty.

- b. Expectation of successful overall performance and the potential to meet the norms for the rank of Assistant Professor.

2. Librarian with the rank of Assistant Professor

Appointment to this rank or promotion from the rank of Instructor shall require:

- a. Possession of a master's degree in librarianship or the equivalent as defined in section I.B.
- b. Expectation or demonstration of successful overall performance and the potential to meet the norms of Associate Professor.

3. Librarian with the rank of Associate Professor

Promotion from the rank of Assistant Professor shall require:

- a. Normally, completion of five years at the rank of Assistant Professor before applying for promotion (see section IV.A).
- b. Evidence of performance at a high professional level, as outlined above in Section III.
- c. Evidence of continuing and increasing professional contributions to the library, to the University, and/or to the profession.

Refer to section III for examples of criteria to be considered for advancement in rank.

4. Librarian with the rank of Professor

Promotion from the rank of Associate Professor shall require:

- a. Normally, completion of five years at the rank of Associate Professor before applying for promotion (see section IV.A).
- b. Distinguished fulfillment of the requirements of the previous ranks.
- c. Evidence of outstanding contributions to the library and/or to the University.
- d. Evidence of notable professional contributions at the national level.

Refer to Section III for examples of criteria to be considered for advancement in rank.

V. Process and Timeline for Advancement in Rank - by Chronology

It is the responsibility of the Libraries representative to the University Committee on Academic Rank and Tenure to ensure that the timeline is met by all parties. Applicants should ensure that they are following the pertinent norms pursuant to the *Faculty Manual* III.E.1.

- A. By May 1, the Dean of Libraries notifies Medical Center Library and Pius XII Memorial Library faculty via email of the advancement process and procedures with dates relevant to the process.

- B. By June 1

1. The applicant notifies their supervisor of their intention to apply for advancement. If the applicant has completed fewer than five years in rank by the application due date of September 1 (see section IV.A), they notify of their intention to apply early.
2. The applicant declares in writing (on paper, for documentation purposes) to the Dean of Libraries (with cc: to any others in their reporting line) their intention to apply for advancement; if the applicant has completed fewer than five years in rank, they notify the Dean of their intention to apply early.
 - C. Between June 1-15, the Dean of Libraries consults with declared applicants for advancement in writing (on paper, for documentation purposes), and advises them to continue with the process or informs them of potential issues with their candidacy for which consultation is required. However, the decision to apply rests solely with the faculty member.
 - D. By July 1
 1. Following consultation with the Dean, the applicant declares in writing (on paper, for documentation purposes) to the Dean whether they intend to continue with or withdraw from the application process.
 2. The applicant provides written (on paper, for documentation purposes) suggestions to the Dean of Libraries for internal and external evaluators, providing their names, positions/ affiliations, contact information, and a brief description of their relationship to the applicant. (See Section VI.A.2 for details on the number of each type of evaluator.)
 - E. Between July 1-7, if there are no library faculty applicants going forward in the coming year, the Dean of Libraries notifies Medical Center Library and Pius XII Memorial Library faculty via email of that fact, ending the process for the year.
 - F. Between July 1-15
 1. The Dean of Libraries chooses the evaluators and informs the applicant of their identities. The Dean shall select at least one name from each category of references (SLU Library, non-departmental SLU colleagues, External to SLU - see VI.A.2.c.i, VI.A.2.c.ii, and VI.A.2.c.iii) suggested by the applicant.
 - G. Between August 1-31, and before submitting their part of the dossier to the Dean of Libraries, the applicant consults the Libraries representative to the University Committee on Academic Rank and Tenure concerning the dossier (which should be in final draft form at this point).
 - H. By September 1, the applicant submits to the Dean of Libraries a formal written request (on paper) for advancement with all necessary documentation (i.e., CV, cover letter, statement, and, if applicable, documentation of any agreement regarding credit for prior service - see section VI.A).
 - I. By September 10, the Dean of Libraries

1. contacts and distributes requests for letters of evaluation to
 - a. Internal evaluators (library colleagues and either department/division chair/head or director, as applicable)
 - b. Non-departmental SLU colleagues (i.e. from outside the library)
 - c. Evaluators external to SLU
 2. in the solicitation, includes
 - a. applicant's CV
 - b. applicant's personal statement
 - c. applicant's job description
 - d. sections I-IV of this *Criteria, Norms, and Process* document
 - e. any applicable forms (pertinent forms are linked from <https://www.slu.edu/provost/faculty-affairs/promotion-tenure-resources/index.php>)
 - f. A copy of any publications cited in the CV.
 3. maintains communication with all evaluators as needed to ensure that their responses are submitted to the Dean by October 25.
- J. By October 31, the Dean of Libraries' office posts complete applicant dossiers in a dedicated shared folder for review by each member of the MCL/Pius Committee on Academic Rank and shares access with the Committee members.
- K. On or as soon as possible after November 1, the Libraries Committee on Academic Rank meets with the Dean of Libraries to receive its charge and conduct its business.
- L. Between November 1–20, The Committee elects its own chair, reviews applicant dossiers and deliberates as much as needed, and votes. The Committee chair drafts the Committee's letters for each applicant detailing its vote and recommendation with rationale, distributes them to Committee members for feedback, finalizes the letters, and submits them (in both electronic and paper formats) to the Dean of Libraries. If the Committee recommends against advancement, the Committee meets with the Dean of Libraries to discuss its rationale.
- M. Between November 21– November 30, the Dean of Libraries reviews all contents of the completed dossiers and adds their own letter.
- N. Prior to November 30, the Dean of Libraries provides the applicant a written summary of recommendations by the department chair, the Libraries Committee on Academic Rank, and the Dean. If any of the recommendations are adverse, the Dean invites the applicant to meet to discuss them, after which the applicant advises the Dean of Libraries in writing (on paper, for documentation purposes) by November 30 whether they wish to continue the process.

- O. By December 1, the Dean of Libraries submits the complete dossier to the University Committee on Academic Rank and Tenure via the Office of Faculty Affairs.

VI. The Advancement Dossier

A. Applicant's Part of the Dossier

1. *Curriculum vitae* that includes, minimally, the following information:
 - a. Professional and/or academic experience (institution, rank, dates)
 - b. Degrees earned (institutions, dates)
 - c. Professional and/or academic recognition (awards, fellowships, scholarships)
 - d. See sections III.B and IV.A.1 above for more details on what to include in a CV.
 - e. **Note:** Focus on documenting activities that have occurred subsequent to a previous promotion or initial appointment, as applicable.

2. Cover letter to include this general information
 - a. Name, non-tenure-track status, present rank, start date of present rank, department affiliation(s)
 - b. If applicable, justification for early application for advancement
 - c. Names of potential internal and external evaluators, their positions/affiliations, contact information, and a brief description of their relationship to the applicant
 - i. SLU Internal/Library
 1. Two SLU Libraries colleagues (MCL, Law, or Pius faculty), senior in rank
 2. NOTE: Associate deans cannot serve as colleague evaluators of non-administrative library faculty.
 - ii. Non-Departmental SLU Colleagues (OPTIONAL)
 1. For advancement to Associate Professor, two letters maximum
 2. For advancement to Professor, three letters maximum
 3. In both cases, letters from individuals senior in rank are preferable.
 - iii. External to SLU
 1. For advancement to Associate Professor, one letter minimum and two letters maximum
 2. For advancement to Professor, two letters minimum and three letters maximum
 3. To strengthen objectivity in the external evaluation process, the applicant should not contact evaluators external to SLU prior to submitting their names.

3. Applicant's statement -- a five-page maximum narrative
 - a. Focus on discussing activities that have occurred subsequent to a previous promotion or initial appointment, as applicable.
 - b. If applicable, include a brief justification for early application for advancement.
 - c. Provide evidence of and organize the rest of the statement in the following sequence:

- i. Contributions to the educational function of the University
 - ii. University service and contributions to the profession
 - iii. Activities related to inquiry and research
 - iv. Qualitative continuing education in an academic or professional area which enhances the library's fulfillment of its mission
4. Documentation of any agreement regarding credit for prior service at another institution counting towards years in rank, if applicable (see section II.D).

B. Dean of Libraries' Part of the Dossier

The Dean of Libraries is responsible for assembling the library dossier. Pertinent forms are linked from <https://www.slu.edu/provost/faculty-affairs/promotion-tenure-resources/index.php>.

It is important that the dossier be submitted as a native (NOT scanned) PDF file, arranged in six categories in the following order per instructions from the Office of Faculty Affairs (see <https://www.slu.edu/provost/faculty-affairs/promotion-tenure-resources/ucart-dossier-format-9-13-23.pdf> for details)

1. Completed cover sheet provided by the Office of Faculty Affairs
2. Candidate's submission
 - a. Candidate's CV
 - b. Candidate's statement/application letter(s)
3. Libraries-level documents:
 - a. Recommendation, with rationale, of the dean
 - b. Letter from the Libraries Committee on Academic Rank, indicating the Committee's vote and rationale
 - c. Third-year review report
4. Department Level
 - a. Recommendation, with rationale, of the Associate Dean or department head.
 - b. Recommendation(s) of library colleagues
 - c. Recommendation(s), if any, of non-departmental SLU colleagues.
5. External Evaluations
 - a. Recommendation(s), of external evaluations
6. Applicable Criteria
 - a. Full SLU Libraries criteria for advancement.
 - b. Documentation of any agreement regarding credit for prior service, if applicable
7. Department-level documents:
 - a. Recommendation of Associate Dean, Director, or Chair/Head as appropriate
 - b. Recommendation(s) of SLU Libraries colleagues
8. External documents:
 - a. Recommendations of non-departmental SLU colleagues from outside the library (optional)
 - b. Recommendations of evaluators external to SLU

Saint Louis University Medical Center Library/Pius XII Memorial Library Committee on Academic Rank

I. Function

1. The Medical Center Library/Pius XII Memorial Library Committee on Academic Rank is a standing committee responsible for many of the functions involved in applying for advancement in rank.
2. Specific activities include
 - a. evaluating and making recommendations on applications for advancement;
 - b. evaluating and making recommendations on third-year reviews;
 - c. evaluating and making recommendations on applications for emeritus/a status;
 - d. making recommendations on rank for faculty appointments;
 - e. maintaining and updating the criteria and norms for advancement;
 - f. writing and maintaining the third-year review criteria and norms;
 - g. maintaining and updating the faculty workload policy;
 - h. conducting annual workshops on the advancement process;
 - i. maintaining the [Library Faculty Advancement Process Guide Program](#) and developing and maintaining a Third-Year Review Process Guide Program (once the third-year review process is implemented);
 - j. developing and maintaining the “Advancement in Rank” section of the Library Faculty Assembly (LFA) website;
 - k. communicating with the Dean of Libraries & Museums to establish procedures.

II. Members

1. Composition
 - a. The committee is composed of six members.
 - i. Five voting members who have served a minimum of three years as SLU Libraries & Museums faculty.
 1. One faculty member from MCL
 2. Four faculty members from Pius
 3. Alternates can be temporarily added as needed, either from the eligible Library Faculty or from non-departmental SLU colleagues (ie non-Library SLU faculty) to ensure adequate committee representation in cases where individuals must recuse themselves

due to conflicts of interest or when the number of available faculty is limited.

- ii. The Libraries representative to the University Committee on Academic Rank and Tenure (UCART) serves as a non-voting, ex officio member.

2. Term limits

- a. The five voting members
 - i. each serves a two-year term that may be renewed once. Former members are eligible to serve after rotating off for one year;
 - ii. will serve staggered terms to ensure continuity. In the inaugural year of the committee, two members will start with a one-year term, renewable once for a two-year term.
- b. If there are not enough eligible faculty members in any given year, then the term limit rule may be temporarily suspended.
- c. If a regular member is unable to finish their term, the LFA chair initiates a call for volunteers and an election for an individual to complete the term. The remaining time in the term does not count toward that individual's regular term, should they run for and get elected to a regular term.

3. Voting on applications for promotion.

- a. The UCART representative serves on the committee for the entire length of their term(s) as UCART representative. They may participate fully in discussions and other listed committee activities, but when the committee is evaluating applications for advancement the UCART representative will be a non-voting, ex officio member. As such, the UCART representative may provide information on the Criteria and Norms for Advancement or answer procedural questions, but should not vote or contribute to the discussion of an applicant's dossier.
- b. Committee members may only vote on applications to a rank equal to or below their own rank. For example, Assistant Professors who have served at least three years are eligible to serve on the committee, but may not vote on applications to Associate Professor or to full Professor.
- c. Any committee member who is also an applicant for advancement, or the department/division head of an applicant, will not participate in the committee's deliberations on that applicant's dossier. Each will be replaced by an alternate for such deliberations. Alternates will be present only for those deliberations in which they are involved.
- d. Committee members ideally should not write letters of evaluation for candidates. If they do, then that member will recuse themselves from voting on or discussing the applicable dossier.
- e. This is a confidential process; information about the proceedings, deliberations, and voting on candidates is not to be shared by anyone in the process other than the Dean (see Faculty Manual III.E.4., pages 17-18)

4. Election

- a. Voting members are elected by LFA members following an announcement of vacancy and solicitation of volunteers by the LFA chair.
- b. If alternate members are needed for deliberations on applications for advancement, the LFA chair solicits volunteers and runs an election, if necessary.
- c. Membership starts on July 1, so elections should be held annually before that.

5. Officers

a. Chair

- i. The chair will be selected by the committee members. The term limit is two years, renewable once. A member returning after rotating off the committee for at least one year and who previously served as chair is eligible to serve as chair again. In the committee's inaugural year, if the chair is the member with a one-year term, their term as chair is one year, renewable once for an additional two years.
- ii. The chair will conduct meetings, coordinate committee activities, and communicate with library administration on behalf of the committee.

b. Secretary

- i. The secretary will be selected by the committee members. The term limit is two years, renewable once. A member returning after rotating off the committee for at least one year and who previously served as secretary is eligible to serve as secretary again. In the committee's inaugural year, if the secretary is the member with a one-year term, their term as secretary is one year, renewable once for an additional two years.
- ii. The secretary will take minutes and maintain the committee's documents.

6. Library Faculty Advancement Process Guide Program and Third-Year Review Process Guide Program

- a. Members who have gone through the advancement process before (either their own or someone else's) have the experience to serve as a guide on that particular process (advancement or third-year review).

7. Library faculty members not currently serving on the committee may have an opportunity to join an ad-hoc sub-committee to write or update advancement criteria, third-year criteria, or workload policy documents. Sub-committee leadership will be provided by at least one member of the Committee on Academic Rank.

III. Meetings

1. The committee meets as needed to accomplish its functions.

IV. Records

1. The committee has a shared folder where it posts meeting minutes and working documents.
2. Records are archived on a more permanent platform at least once a year.
3. The committee also has a [page on the LFA site](#) where it posts relevant documents.
4. Minutes provide a record of the committee's activities and initiatives. Neither discussion of applicants nor applicant-identifying information is recorded in the minutes.