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**NEW ARTICLE**  
**DEFINITION, CRITERIA, AND TERMS OF SERVICE FOR APPOINTMENT**  
**AND PROMOTION**

**~~IV. Appointment and Promotion – Definition, Criteria, and Terms of Service (Relevant sections of APM 360-4, 360-10, and 360-17 in effect on July 1, 2000)<sup>1</sup>~~**

**A. DEFINITION**

The librarian series is used for academic appointees who provide professional services in the University libraries in support of the University's educational, research, and public service functions. These services include:

1. selection and development of resources;
2. bibliographic control of collections and their organization for use;
3. reference and advisory services;
4. development and application of specialized information systems;
5. library administration and management; and
6. research where necessary or desirable in relation to the foregoing.

**B. CRITERIA**

1. A candidate for appointment shall have a professional background of competence, knowledge, and experience to assure suitability for appointment to this series. Such background will normally include a professional degree from a library school with a program accredited by the American Library Association. However, a person with other appropriate degree(s) or equivalent experience in one or more fields relevant to library services may also be appointed to this series.
2. A candidate for merit increase or promotion in this series shall be judged on the basis of the first of the following criteria, and, to the extent they are

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<sup>1</sup>~~\*\*\*Note: The number "IV," which is in existing Appendix E-IV of the LX MOU, was inadvertently omitted in the March 8, 2008, draft of this new article.\*\*\*]~~

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relevant, on one or more of the last three:

- a. professional competence and quality of service within the library;
- b. professional activity outside the library;
- c. University and public service; and
- d. research and other creative activity.

In the consideration of individual candidates, reasonable flexibility shall be exercised in weighing the comparative relevance of these criteria.

3. Promotion shall be justified by demonstrated superior professional skills and achievement and, in addition, demonstrated professional growth and accomplishment and/or the assumption of increased responsibility. The assumption of administrative responsibility is not a necessary condition for promotion.
4. **An explanation of these criteria is set forth in Article \_\_\_\_\_ - Criteria for Appointment, Merit, Increase, Promotion, Career Status Actions.**<sup>2</sup>

C. TERMS OF SERVICE

1. An appointment in this series may be an explicitly temporary appointment, a potential career appointment, or a career appointment, depending on the circumstances as described below. However, an initial appointment to a title at any rank in this series may only be a temporary appointment or a potential career appointment.
2. A potential career appointment is distinguished from an explicitly temporary appointment by the fact that no definite date of termination of the appointment is specified and by the fact that the appointee is regarded as one who may qualify, after a suitable trial period and careful review, for a continuing career appointment.
3. Potential career appointees in the librarian series are eligible for career status, merit increases, and promotion through the ranks from Assistant Librarian to

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<sup>2</sup>~~[\*\*Note: This language is not currently included in existing Appendix E.IV.B. of the LX MOU. The sentence is identical to APM 360.10.d except it would refer to the article on criteria in the LX MOU instead of the explanation in APM 210.4 on criteria. This change is acceptable.\*\*]~~

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Librarian. Temporary appointees are eligible for merit increases on the same bases as potential career and career status appointees.

4. The status of career appointment is achieved only after a trial period in potential career status. The process by which one achieves career status is described subsequently.
5. The following principles and procedures shall be applied to appointments, promotions, and terminations of potential career or career appointees:
  - a. An individual holding the rank of Assistant Librarian and whose appointment is not explicitly temporary is considered to be in potential career status for the period of the appointment in this rank. During potential career status, the individual shall be subject to periodic reviews of performance, professional competence, achievement, and promise. If, after such reviews, the appointee is promoted from the rank of Assistant Librarian to higher rank in this series, the individual is thereby moved to career status. On the other hand, an Assistant Librarian is subject to termination after due notice if, after thorough review and a reasonable trial period (not more than six years), he or she is not deemed worthy of further advancement.
  - h. An individual whose initial appointment in this series is to the rank of Associate Librarian and whose appointment is not explicitly temporary is considered to be in potential career status for a trial period of not more than four years and not less than two years in the rank, unless promoted sooner to the rank of Librarian. During potential career status, the individual shall be subject to periodic review of performance, professional competence, achievement, and promise. The trial period will be brought to a close with one of three decisions made after appropriate review as specified in campus peer review procedures<sup>3</sup>: place the appointee in career status with the rank of Associate Librarian; promote to the rank of Librarian with career status; or terminate the appointment after due notice.
  - c. An individual who is promoted from career status as an Associate Librarian to the rank of Librarian is thereby continued in career status. However, there is no obligation on the part of the University to promote an Associate Librarian to the rank of Librarian solely on the basis of years

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<sup>3</sup>[\*\*Note: The language in existing Appendix E.IV.C.5.b. parallels existing APM-360-17-b(2), except that the phrase "campus peer review procedures" in the third sentence replaces the cite in APM-360-17-b(2) to APM-210-4, which pertains to peer reviews.\*\*]

of service.

- d. An individual whose initial appointment in this series is to the rank of Librarian and whose appointment is not explicitly temporary is considered to be a potential career appointee for a trial period of not more than three years and not less than two years in rank. During potential career status, the individual shall be subject to periodic reviews of performance, professional competence, achievement, and promise. The trial period will be brought to a close with one of two decisions made after appropriate review as specified in campus peer review procedures<sup>4</sup>: place the appointee in career status with the rank of Librarian; or terminate the appointment after due notice.
- e. An appointee in career status either as an Associate Librarian or as a Librarian, having successfully passed the trial period of service in either one of the ranks or having been promoted to one of these ranks from a lower rank, is expected to continue to perform the duties of the position at a satisfactorily high standard. Reviews of the appointee will be conducted at regular intervals to determine if a merit increase or promotion is indicated. If there is reason to doubt that the career appointee is performing satisfactorily, a review of the appointee to coincide with a regularly scheduled review will be conducted. If such a review does not coincide with a regularly scheduled review, a review not at a regular interval or an off-cycle review will be conducted in accordance with established campus review procedures<sup>5</sup>; and if this review results in an unfavorable evaluation, the appointee may be subject to termination after due notice. Otherwise, the appointment will be continued. The appeals procedures in Appendix E, II, Article , Alternative Dispute Resolution<sup>6</sup> are available as a protection against

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<sup>4</sup>~~[\*\*Note: The language in existing Appendix E.IV.C.5.d. parallels existing APM-360-17 b(4), except that the phrase “campus peer review procedures” in the third sentence replaces the cites in APM-360-17 b(4) to APM-360-80 and 210-4, which pertain to review procedures and criteria for peer reviews, respectively.\*\*]~~

<sup>5</sup>~~[\*\*Note: The language in existing Appendix E.IV.C.5.e. parallels existing APM-360-17 b(5), except that the phrase “campus peer review procedures” in the third sentence replaces the cite in APM-360-17 b(5) to APM-360-80 a, which pertains to the normal periods for academic reviews.\*\*]~~

<sup>6</sup>~~[\*\*Note: The last sentence in existing Appendix E.IV.C.5.e. of the LX MOU refers to “appeals procedures in Appendix E.II.” This language parallels the last sentence~~

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arbitrary, capricious, or unreasonable termination.

- f. In the event of an intercampus transfer, the following provisions shall apply to the status of potential career and career appointees: the normal period of potential career status shall not be lengthened as a result of an intercampus transfer; career status acquired on one campus shall be continued upon transfer to another campus; and promotion in rank at the time of an intercampus transfer shall confer career status.
6. The effective dates of an appointment is the initial date of the change for purposes of payroll and record keeping and indicates the first day on which the payment begins for appointments.<sup>7</sup> The effective date of merit increases and promotions will normally be July 1, although exceptions may be approved by the designated campus official.<sup>8</sup>
7. The following rules of computation will be observed for determining periods of service at ranks and steps in this series.
  - a. A period of service is calculated from the beginning of the first complete calendar month of service.
  - b. A fiscal-year appointee with an effective date of appointment in the period of July 1 through January 1 will receive one year of service credit for that year at rank and step.
  - c. A fiscal-year appointee with an effective date of appointment in the period January 2 through June 30 will not receive service credit for that year.

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~~in APM 360-17 b(5), which refers to the “appeals procedures in APM 140.” This change is acceptable.\*\*]~~

~~<sup>7</sup>[\*\*Note: The first sentence of existing Appendix E.IV.C.6 of the LX MOU is similar to the first sentence of existing APM 360-17 e, which cites APM 200-17 on effective service dates.\*\*]~~

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- d. Completed years of service will be counted regardless of the percentage of time of appointment.<sup>9</sup>
- e. Any break in service because of leave without salary, layoff, or resignation does not invalidate service prior to the interruption.
- f. Service on any campus of the University of California is included, although for statistical purposes an intercampus transfer is considered an appointment at the new campus.<sup>10</sup>
- g. Any leave with salary is included as service, but leave without salary is not included for purposes of determining completed years of service.
- h. For purposes of review, an appointee must have worked at least six (6) months of the period under review. A period under review may be a calendar year or other 12-month period or multiple thereof, in accordance with the review cycles defined in Article 4.<sup>11</sup> [~~e~~ E.g.,<sup>12</sup> an appointee with an effective date of appointment in the period January 2 - June 30 and a period of review based on the calendar year could be reviewed at the next review period, depending on the rank and step of appointment.]
- i. A temporary appointee whose appointment continues into a new fiscal year will be reviewed according to the review cycles defined in Article 4<sup>13</sup> and the guidelines established in Appendix E, 4 this Article.

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<sup>9</sup>~~[\*\*Note: The language in existing Appendix E.IV.C.7.b of the LX MOU parallels existing APM 360-17 d(2), except that the cite in APM 360-17 d(2) to APM 200-19 e is appropriately deleted.\*\*]~~

<sup>10</sup>~~[\*\*Note: The language in existing Appendix E.IV.C.7.f of the LX MOU parallels existing APM 360-17 d(6), except that the cite in APM 360-17 d(6) to APM 360-8 f. is appropriately deleted.\*\*]~~

<sup>11</sup>~~[\*\*Note: The first and second sentences of existing Appendix E.IV.C.7.h. of the LX MOU are identical to the first and second sentences of existing APM 360-17 d(8), except the cite to Article 4 on merit increase, promotion, and career status replaces the cite in APM 360-17 d(8) to APM 360-80 a(1) on review cycles.\*\*]~~

<sup>12</sup>~~[\*\*Note: The language in brackets in existing Appendix E.IV.C.7.h. of the LX MOU is identical to language in brackets in existing APM 360-17 d(8). However, the first letter of “e.g.” should be capitalized as it begins a sentence.]~~

<sup>13</sup>~~[\*\*Note: The language in existing Appendix E.IV.C.7.i of the LX MOU parallels existing APM 360-17 d(9), except that (1) the cite to Article 4 replaces the cite in~~

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~~APM 360 17 d(9) to APM 360 80 a on review cycles, and (2) the cite to  
"Appendix E, 4," which would be changed to "this Article" replaces the cite in APM  
360 17 d(9) to APM 360 17 d(8) on periods of review. This change is  
acceptable\*\*]~~