



PIUS XII MEMORIAL LIBRARY/MEDICAL CENTER LIBRARY FACULTY WORKLOAD POLICY

Version: 1.0

Responsible University Official: Dean of Libraries

Effective Date: July 1, 2017

1.0 PREFACE

The faculty of Saint Louis University's Pius XII Memorial Library (Pius) and Medical Center Library (MCL) provide essential services in support of the larger mission of Saint Louis University and its corporate purposes of teaching, research, health care, and service to the community. To accomplish this, they

- build collections in all media formats to inspire discovery and investigation into ideas and issues, past and present, that catalyze the innovative teaching and research that characterize the Jesuit tradition of free inquiry;
- process and catalog materials to speed and enhance information discovery and retrieval in order to maximize scholarly productivity;
- apply subject expertise to instruct students and other members of the University community to recognize information needs, and to locate, evaluate, and effectively use the information in legally appropriate and socially responsible ways;
- perform activities related to inquiry and research, to advance the field of librarianship and to assist University faculty and students in their own investigative quests;
- curate the University's information assets, in all media formats, and manage their physical and technological infrastructures;
- implement effective technologies to gather, preserve, and deliver information, whenever and wherever the University community requires it, from their own collections and other sources around the world;
- create a dynamic learning environment for the intellectual community of the University to discover and develop new ideas by providing both virtual and physical spaces where access to information and the resources for scholarship are readily available; and
- contribute to their department, library, the University, and the profession of librarianship through active participation in a wide range of service activities.

2.0 SCOPE

This policy applies to all full-time and part-time Pius and MCL faculty, including those with administrative responsibilities below the level of Dean of Libraries. All library faculty hold non-tenure track twelve-month appointments.

3.0 DEFINITIONS

Libraries: For the purposes of this policy, refers to Saint Louis University's Pius XII Memorial Library and the Medical Center Library. The faculty of these libraries report to the Dean of Libraries who, in turn, reports directly to the Provost.

Workload Unit: As defined in the Saint Louis University *Faculty Workload Policy*, a workload unit is approximately equivalent to one credit hour spent in scheduled classroom teaching. Workload units for library faculty, whose job descriptions do not lend themselves to credit hours of teaching, are assigned to reflect the relative weights of their position responsibilities.

Library Faculty Workload: Workload of Pius and MCL faculty is defined as the sum of librarianship, traditional teaching, scholarship/research, and service activities performed throughout the calendar year, for the equivalent of 32 workload units. These categories reflect the current detailed Activity Insight classification determined and applied by these faculty in their annual performance reviews (see Section 9.0 Appendix: Workload Categories).

Standard Workload: Librarianship and service are components of all Pius and MCL faculty workloads. The categories of traditional teaching (as instructor of record/recognized in Banner) and scholarship/research may be explicitly represented in some individuals' workloads and not in others.

Librarianship: Consists of (1) administration, management, and planning; (2) collection development and management; (3) education, outreach, and public service; and (4) other (i.e., research projects with other faculty that do not fit other Librarianship categories and are not encompassed in the scholarship/research category as intellectual contributions). A library faculty member's workload need not reflect all the categories of librarianship.

Traditional Teaching: Differentiated from the education, outreach, and public service component of librarianship, refers to teaching as a course instructor of record, so recognized in Banner.

Scholarship/Research: For the purposes of this policy, refers to intellectual contributions (publications), conference presentations, artistic and professional performances and exhibits, funded research projects, and non-funded research projects.

Service: Encompasses a faculty member's contributions to departmental, library, or University activities, or to a faculty member's academic community beyond SLU.

Department Chair: Refers to all library faculty members with administrative responsibilities over a department, regardless of their respective library administrative titles.

4.0 PRINCIPLES

1. All members of the Pius and MCL faculty subject to this policy have opportunities to participate in its development and revision.
2. Factors determining a faculty member's workload include the operational needs of their department, the library/ies, and/or the University as well as the individual's particular strengths and contributions. SLU's library faculty, while all credentialed as professional librarians, possess extensive subject expertise as well; many have earned advanced degrees in the disciplines with which they directly work.
3. Department Chairs will ensure that all faculty members in their departments are made aware of specific individual faculty workload situations or modifications that may impact their colleagues and, as appropriate, consult about ways in which to address that impact.
4. The functions comprising the profession of librarianship translate to different emphases from one department to another, and even within a particular department. Given the diversity and range of position functions and responsibilities, there is no standard workload composition or distribution except that librarianship and service are components, to varying degrees, of all library faculty workloads.

5. Department Chairs and the Dean of Libraries are responsible for ensuring that
 - A. the workload allocation among a department's faculty is equitable and achieves the department's and the library's service obligations;
 - B. faculty are evaluated based upon the agreed workload distribution; and
 - C. faculty members' workloads are supportive of paths to promotion and are accommodated by relevant University leave policies.

5.0 ESTABLISHING THE LIBRARY FACULTY WORKLOAD POLICY

The Dean of Libraries appoints members of the Pius and MCL faculty to lead the full library faculty in making recommendations to develop, review, and revise this policy. The Dean reviews the faculty's recommendations, consults with the faculty regarding changes, and ultimately approves the policy. The Dean then submits the policy to the Faculty Senate Faculty Workload Policy Review Committee and the Provost for their review and action.

6.0 POLICY IMPLEMENTATION

1. Department Chairs and the Dean of Libraries are responsible for ensuring that the workload allocation among a department's faculty is equitable and achieves departmental and library service obligations. The standard library faculty workload for a calendar year is 32 units and is assigned according to the Activity Insight classification incorporated into the library faculty's annual review procedure (see Section 9.0: Appendix).
2. Review of faculty workload is an essential component of the annual review process:
 - A. Library faculty annual activity reports, and the Department Chair's and Dean of Libraries' subsequent evaluations, should address the successful compliance or issues with that year's workload plan.
 - B. Based upon both departmental and library service obligations as well as faculty expertise and interests, Department Chairs and the Dean of Libraries consult with faculty members reporting to them to develop a written workload plan for the next calendar year. Examples:
 - Cataloger who does some service but most of whose time is spent on cataloging:
 - ✓ Librarianship: Collection Development and Management → 29 workload units
 - ✓ Service → 3 workload units
 - Department chair whose primary role is supervision of a department and its personnel, but who also performs limited public service activity and does some service:
 - ✓ Librarianship: Administration, Management, and Planning → 25 workload units
 - ✓ Librarianship: Education, Outreach, and Public Service → 5 workload units
 - ✓ Service → 2 workload units
 - Subject librarian whose activity includes multiple aspects of librarianship (including the supervision of staff), some scholarship/research, and service:
 - ✓ Librarianship: Administration, Management, and Planning → 2 workload units
 - ✓ Librarianship: Collection Development and Management → 10 workload units
 - ✓ Librarianship: Education, Outreach, and Public Service → 15 workload units
 - ✓ Research/Scholarship → 3 workload units
 - ✓ Service → 2 workload units
3. Modifications to a faculty member's workload may be made as part of the annual review process or at other times as personal, departmental, or library circumstances require. Modifications may be initiated by the Department Chair, Dean of Libraries, or a faculty member. If initiated by a faculty

member with a reporting line to a Department Chair, recommended modifications must be discussed with and approved by the Department Chair prior to being brought to the Dean of Libraries for consideration and approval.

4. Should a faculty member be unable, for any reason, to perform work expected of him/her during a given calendar year, the Department Chair will, in consultation with the faculty member, determine how to fulfill the workload requirements. This plan must then be approved by the Dean of Libraries.
5. Temporary workload “overload” situations may arise periodically for a variety of reasons. A faculty member’s plan for prioritizing their responsibilities in overload situations, if such a plan is needed, must be established in consultation with their Department Chair. All overload assignments are approved on a case-by-case basis by the Department Chair in consultation with the Dean of Libraries.
6. A faculty member invited to do traditional teaching, e.g., teach a content course for an academic department, or University 1010), and receive some form of compensation for that effort from the unit offering the course, may accept that invitation and receive the associated remuneration but the effort associated with the course is not counted toward library workload. Department Chairs and the Dean of Libraries should be informed of such invitations at the time they are extended. The faculty member is responsible for reconciling any potential conflict of commitment issues with their Department Chair prior to acceptance of such invitations.
7. If a faculty member and Department Chair are unable to resolve concerns either may have regarding the faculty member’s workload, the Dean of Libraries has the authority to make all necessary determinations.

7.0 REVIEW SCHEDULE

This policy will be reviewed every two years, beginning in 2018, by the faculty of Pius XII Memorial Library and the Medical Center Library, and the Dean of Libraries.

8.0 APPROVALS

This policy was approved by the:

1. Faculty of Pius XII Memorial Library and the Medical Center Library: June 21, 2016
2. Dean of Libraries: June 21, 2016
3. Faculty Senate Faculty Workload Policy Review Committee: DATE
4. Provost: DATE

9.0 APPENDIX: WORKLOAD CATEGORIES

These categories reflect the current detailed Activity Insight classification determined and applied by these faculty in their annual performance review.

Librarianship:

1. Administration, Management, and Planning
 - a. Assessment and analysis (general)
 - b. Facilities and space planning
 - c. Strategic planning (aspects not encompassed by other areas of librarianship)
 - d. Supervision of department
 - e. Supervision of personnel
2. Collection Development and Management
 - a. Assessment and analysis of collection development and management
 - b. Cataloging
 - c. Collection development
 - d. Digitization
 - e. Preservation and conservation
 - f. Research projects related to collection development and management
 - g. Web and internet resource management
3. Education, Outreach, and Public Service
 - a. Assessment and analysis of education, outreach, and public service
 - b. Instructional research consultations
 - c. Library displays
 - d. Library instruction
 - e. Public appearances for library outreach
 - f. Public service (e.g., tours, orientations, interactions with the public)
 - g. Publicity and promotion (in-house)
 - h. Reference interactions
 - i. Research projects related to education, outreach, and public service
 - j. Web and internet resource management
4. Other
Work-related research projects assigned by the Dean of Libraries and collaborative research projects with other faculty that don't fit other Librarianship categories and are not encompassed in the Scholarship/Research category as Intellectual Contributions

Teaching:

Teaching of official courses recognized in Banner where library faculty are teachers of record
[Note: These count toward workload unless the faculty member receives some form of compensation.]

Scholarship/Research:

1. Intellectual contributions (publications)
 - a. Articles in peer-reviewed or professional journals
 - b. Books or book chapters
 - c. Blogs
 - d. Book or media reviews
 - e. Electronic articles
 - f. Exhibit catalogs
 - g. Instructional design (software development, tutorials, web content)
 - h. Library research guides
 - i. Newsletters
 - j. Other publications
 - k. Pamphlets
 - l. Papers published in conference proceedings
 - m. Presentations unrelated to library instruction or outreach

2. Presentations
Conference presentations or posters
3. Artistic and Professional Performances and Exhibits
Exhibitions (scholarly)
4. Funded Research Projects
Grants
5. Non-Funded Research Projects (any research project for which grant money was not sought via eRs)

Service:

1. Profession
 - a. Committee membership or leadership
 - b. Editorial board membership
 - c. Journal editorship
 - d. Professional societies – active participation
2. Public
Committee membership or leadership – Community
3. Department
Committee membership or leadership – Department within library
4. College
Committee membership – Library or Libraries
5. University
Committee membership or leadership
6. University/Professional/Public
 - a. Conference organizer
 - b. Workshop organizer (in which teaching of some type is a significant part)
 - c. Session chair, conference
 - d. Task force or membership on a team of experts