**JOB DESCRIPTION**

**Library Faculty**

Faculty Member: ­­­­­ Rank:

Tenure Status: Non-Tenure [ ]  Tenure-Track [ ]  Tenured [ ]

Division: Division Chair: ­­

Effective From: ­­­­­ To: ­

*This document describes the general job duties that have been mutually determined by the faculty member and the Division Chair. If a particular category of job duty does not apply, the category should be marked N/A.* ***If any portion of workload is reassigned as other duties, it should be noted in the table below.***

 **LIBRARY DUTIES**

**Primary Area of Responsibility:** List primary areas of responsibility, areas for which this faculty member will receive cross training, the information to be maintained for review, and the activities to be reviewed by peers.

**REFERENCE/ CIRCULATION**

Faculty member will be assigned Reference/Circulation Supervision, which will include:

* Management and facilitate successful training of student workers, with oversight from the Public Services Librarian.
* Faculty member will be responsible for reviewing Libstaffer and updating their Outlook calendar to reflect assigned Reference/Circulation Supervision Schedule.
	+ When scheduled for Circulation/Reference Supervision, faculty member will be required to be at desk 10 minutes early, prior to scheduled supervision schedule.
	+ Faculty member will be required to be at the Library 15 minutes early, if they are scheduled for Reference/Circulation Supervision, and are scheduled for the first shift of the day. They will need to plan time to open the Library.
	+ The Reference/Circulation Supervisor will manage all aspects of Circulation duties including:
		- Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
		- Assist patron with ready-reference questions, database searching and directional questions.
		- Assists patrons with mechanical operations of library equipment.
		- Library opening/closing.
		- Other duties as assigned.

Faculty member will be assigned as a “back-up” support for the main faculty member, scheduled for Reference/Circulation Supervision. Duties include:

* Assisting with “walk-in” research questions that require extensive assistance from a faculty member.
* Assist at desk if:
	+ Faculty member assigned is unable to complete their assigned duties.
	+ If a student worker is unavailable to work their assigned shift and replacement is not located.
	+ When Reference/Circulation Desk is busy.
	+ Be prepared during the “back-up” shift to come to desk when the scheduled Reference/Circulation faculty member should contact you for assistance.
	+ Duties as assigned.

Faculty member will be scheduled as a “on-call” support the scheduled faculty member/student worker(s), scheduled for Reference/Circulation Supervision evenings and weekends.

* If a faculty member/student worker is unable to fulfill their evening/weekend scheduled duties, the “on-call” faculty member will adjust their schedule to perform Reference/Circulation Supervision for that time period.

Meet one-on-one with students in scheduled Research Appointments to assist them in finding research resources.

Research Appointments will be observed by peers or supervisor at least once during the year.

**COLLECTION DEVELOPMENT**

The faculty member will review, select, and weed materials in the following areas:

Collection Development and weeding activities will be under oversight of the Library Director. The Director will review, prepare, and outline due dates for completion of assigned Collection Development and weeding duties.

**BIBLIOGRAPHIC INSTRUCTION**

The faculty member will perform bibliographic instruction sessions for their assigned subject areas:

Session evaluation forms will be maintained for by the reviewer(s).

Instruction activity will be observed by peer or supervisor at least once per year.

**SCHOLARLY/CREATIVE ACTIVITY/PROFESSIONAL DEVELOPMENT**

List the activities considered to be scholarly for this instructor, arranged in order of relative value.

**SERVICE**

List the activities in each area identified as service for this instructor.

**Division:**

**College:**

**Community and/or Profession:**

**COLLEGIALITY**

A fundamental responsibility of a faculty member is to maintain constructive and civil interactions with other members of the campus community. This aspect of faculty performance will be reviewed each year.

**VITAE**

The instructor will file an updated Curriculum Vitae in the unit office as noted in the Important Dates calendar.

**REASSIGNED DUTIES**

*If any portion of workload was reassigned as other duties, enter objectives/ primary areas of responsibility.*

**Reassigned Title:**

**Total credits reassigned per semester:**

|  |
| --- |
| **Reassigned duty** |
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 **ANNUAL PERFORMANCE REVIEW TIMELINES**

|  |  |  |
| --- | --- | --- |
|  |  | Check one |
| First (1st) Year Faculty | January 25 |[ ]
| Second (2nd) Year Faculty | November 8 |[ ]
| Third (3rd) Year Faculty | March 1 |[ ]
| Adjunct (more than 6 cr/sem) | June 1 |[ ]

**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty Member: |  | Date: |  |
| Division Chair: |  | Date: |  |
| Dean: |  | Date: |  |