



## VINCENT C. IMMEL LAW LIBRARY FACULTY WORKLOAD POLICY

**Version:** 1.0

**Responsible University Official:** Director of the Law Library

**Effective Date:** August 31, 2016

### 1.0 PREFACE

The faculty of Saint Louis University School of Law's Vincent C. Immel Law Library 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 School of Law and 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 School of Law faculty and students in their own investigative quests;
- curate the Law School'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 School of Law community requires it, from their own collections and other sources around the world;
- create a dynamic learning environment for the intellectual community of the School of Law 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 the Law Library, the School of Law, 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 law library faculty, including those with administrative responsibilities below the level of Director of the Law Library. All law library faculty hold non-tenure track twelve-month appointments.

### 3.0 DEFINITIONS

**Library:** For the purposes of this policy, refers to Saint Louis University's Vincent C. Immel Law Library. The law library faculty report to the Director of the Law Library. The Director of the Law Library reports to the Dean of the Law School 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 law 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 the law library 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 classifications applied by law library faculty in their annual performance reviews (see Section 9.0 Appendix: Workload Categories).

**Standard Workload:** Librarianship and service are components of all law library faculty workloads. The categories of traditional teaching 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 law 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 a course officially 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, School of Law, or University activities, or to a faculty member's academic community beyond SLU.

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

## 4.0 PRINCIPLES

1. All members of the law library 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 law library, the School of Law, and/or the University as well as the individual's particular strengths and contributions. While SLU's law library faculty are all credentialed as professional librarians, several have also obtained Juris Doctor degrees and possess extensive subject expertise.
3. Department Heads 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 Heads and the Director of the Law Library 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 LAW LIBRARY FACULTY WORKLOAD POLICY

The Director of the Law Library leads the law library faculty in making recommendations to develop, review, and revise this policy. The Director reviews the faculty's recommendations, consults with the faculty regarding changes, and ultimately approves the policy. The Director, via the Dean of the Law School, 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. The Director of the Law Library is responsible for ensuring that the workload allocation among the law library faculty is equitable and achieves departmental and library service obligations. The standard law library faculty workload for a calendar year is 32 units and is assigned according to the classifications incorporated into the law 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. Law library faculty annual activity reports and the Director of the Law Library's 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 Heads and the Director of the Law Library 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 Head whose primary role is supervision of a department and its personnel, but who also performs public service activity and does some service:
      - ✓ Librarianship: Administration, Management, and Planning → 20 workload units
      - ✓ Librarianship: Education, Outreach, and Public Service → 10 workload units
      - ✓ Service → 2 workload units
    - Reference Librarian whose activity includes multiple aspects of librarianship, some teaching, 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
      - ✓ Teaching → 2 workload units
      - ✓ Service → 3 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 Head, the Director of the Law Library, or a faculty member. If initiated by a faculty member with a reporting line to a Department Head, recommended modifications must be discussed with and approved by the Department Chair prior to being brought to the Director of the Law Library 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 Head will, in consultation with the faculty member, determine how to fulfill the workload requirements. This plan must then be approved by the Director of the Law Library.
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 Head. All overload assignments are approved on a case-by-case basis by the Department Head in consultation with the Director of the Law Library.
6. If a faculty member and Department Head are unable to resolve concerns either may have regarding the faculty member's workload, the Director of the Law Library 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 the Vincent C. Immel Law Library and the Director of the Law Library.

## **8.0 APPROVALS AND NOTIFICATIONS**

This policy was approved by the:

1. Faculty of the Vincent C. Immel Law Library: August 16, 2016
2. Director of the Law Library: August 16, 2016
3. Law School Faculty Development Committee (Notification): August 17, 2016
4. Law School Faculty (Notification): August 31, 2016
5. Faculty Senate Faculty Workload Policy Review Committee: August 8, 2017
6. Provost: August 8, 2017

## **9.0 APPENDIX: WORKLOAD CATEGORIES**

These categories reflect the current detailed classifications applied by the law library 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 Director of the Law Library 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 courses officially recognized in Banner.

### 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. School of Law
  - Committee membership or leadership
- 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