
Libraries & Museums Faculty Workload Policy

Academic Unit: University Libraries & Museums

Responsible Official: Dean of University Libraries & Museums

Version: 3.0

**Policy Effective Date: 6/8/26 pending stage II
(research buyout and production policies being
approved)**

1.0 Introduction

This unit-level workload policy was written in accordance with the [University Faculty Workload Policy](#) and the [MCL and Pius Library Criteria and Norms for Advancement in Rank of Library Faculty](#).

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 Governing Principles

In addition to the governing principles stated in the [University Faculty Workload Policy](#):

1. Commitment to Excellence
2. Flexible Distribution
3. Equity and Fairness
4. Support for Diversity
5. Respect for “Faculty Lifecycle” Evolution

This unit-level policy also strives to support and further the mission, values, strategic plans, and goals of the University at large as well as the University Libraries & Museums. These governing principles include, but are not limited to:

- Accessibility and Inclusivity
- Accountability, Integrity, and Responsiveness
- Collaboration and Engagement
- Curiosity, Innovation, and Experimentation
- Professional Growth and Development

3.0 Scope

This policy applies to all full-time and part-time Pius and MCL library faculty, including those with administrative responsibilities, under the Dean’s oversight.

4.0 Definitions

Workload unit: As defined in the [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 corresponding directly to credit hours of teaching, are assigned to reflect the relative weights of their specific position responsibilities under Librarianship in the Workload Categories listed in Section 10.0 Appendix: Workload Categories, as well as service. Depending on the specific position, traditional teaching and/or scholarship/research may also be part of assigned workload of library faculty.

Library Faculty Workload: Workload of Pius and MCL library faculty is defined as the sum of librarianship, traditional teaching, scholarship/research, and service activities performed throughout the year, for the equivalent of 32 workload units for a 12-month contract. See Sections 5.0 and 10.0 Appendix: Workload Categories below.

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 or Oasis) and scholarship/research may be explicitly represented in some individuals’ workloads and not in others.

Minimum Workload: Minimum workload (equaling 32 units) for library faculty is defined as:
27-30 workload units – Librarianship
2 workload units – Service

Associate Dean: A faculty member who has administrative responsibility and reports directly to the Dean of Libraries.

Supervisor: Refers to library faculty members who supervise others, and/or who have administrative responsibilities over a department/unit, regardless of their respective library administrative titles or lack thereof.

Libraries: For the purposes of this policy, refers to Saint Louis University's Pius XII Memorial Library (Pius) and the Medical Center Library (MCL). The faculty of these libraries report to a faculty supervisor or one of the Associate Deans or the Dean of Libraries. The Dean of Libraries reports directly to the Provost.

5.0 Library Faculty Workload Requirements

Library faculty workload is measured in workload units, with a standard of 32 units per academic year for a 12-month contract.

- Workload units encompass all potential library faculty activities (i.e., librarianship (and all sub-categories within), traditional teaching, scholarship/research, service) and can vary by unit/department, specific job description, and other factors.
 - **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 assignment is not required to reflect *all* the categories of librarianship. See Section 10.0 Appendix: Workload Categories.
 - **Traditional Teaching:** Differentiated from the education, outreach, and public service component of librarianship, refers to teaching as a course instructor of record, recognized in Banner or Oasis.
 - **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. Other examples are listed below in Section 10.0 Appendix: Workload Categories. Workload assignments for scholarship/research may produce the following outcomes on a 3-year rolling average. These are neither exhaustive nor prescriptive.

1 Workload Unit = presentation, poster or lightning talk at a regional, national, or international professional association conference per year *averaged over three years*

2 Workload Units = peer-reviewed publication such as an article in a scholarly or association-related journal; editor or co-editor of a book; authorship or co-authorship of a book chapter, PI or co-PI on a grant every year *averaged over three years*

- **Service:** Typically includes contributions to professional and/or community service, as well as contributions to the faculty member's department, library, and/or the University. The level of workload contribution allocated to service should be determined by academic unit leaders as part of

the workload allocation process. **Workload equivalency for Service is 1 Workload Unit = 1.7 hours (on average) per week.** **NOTE: This definition of “Service to the University” explicitly excludes basic faculty obligations such as regular participation in faculty meetings (at multiple levels) and academic ceremonies/convocations (unit- and University-level) that are often casually referred to as “service.” These are general expectations of employment for all faculty (see [University Faculty Workload Policy, 5.1](#)).*

- **Overload:** Any assignment exceeding the required workload units is considered an **overload**, requiring Provost approval and compensation either through additional pay or current or future workload reduction. Temporary workload “overload” situations may arise periodically for a variety of reasons and should be resolved by workload adjustments whenever possible. A true overload occurs when a faculty member is assigned duties that exceed the expectations of their normal position. When an overload situation arises, the faculty member will work with their Supervisor and/or Associate Dean to formulate a plan. Examples of overload situations may include serving in an interim management/leadership role, extreme short staffing, or cases in which a faculty member is the sole staff member in a unit. All overload assignments are reviewed and approved on a case-by-case basis.
- This unit-level faculty workload policy is a) fully consistent with the [University Faculty Workload Policy](#), and (b) articulates the distinctive nature of faculty work and workload within the libraries.
- The workload assigned to each faculty member must be consistent with the faculty member’s contract and employment status, as well as with the governing promotion/advancement requirements ([MCL and Pius Library Criteria and Norms for Advancement in Rank of Library Faculty](#)).
 - Annual library faculty workloads for all full-time library faculty must ensure that the faculty member’s successful fulfillment will keep the faculty member “on pace” with the governing Norms for Advancement.
 - All annual faculty evaluations must be based on each faculty member’s formally assigned workload, in accordance with each faculty contract and the Faculty Manual.

6.0 Library Faculty Workload Processes

Annual Faculty Workload Assignment

Annual library faculty workload assignments are made collaboratively between the faculty member and their supervisor and/or Associate Dean. This should happen in conjunction with the yearly faculty appraisal process. The past year’s assignment will be reviewed and assessed, and any changes for the next year should be discussed and agreed upon at this time. Library faculty are encouraged to use the template included in Section 11.0 Appendix: Library Faculty Workload Template (and also in the LFA SharePoint site).

Individual faculty workload assignments will be recorded in a manner consistent with section 6.0 of the [University Faculty Workload Policy](#). They will be uploaded to the designated folder within the Library Faculty Assembly’s SharePoint site and will be accessible only to members of the LFA.

Appeals Process

If a faculty member and their supervisor or Associate Dean are unable to resolve a conflict of opinion on their workload assignment, a written appeal may be made by the faculty member to the Dean of Libraries and Museums, and the Dean has the final authority on the decision.

Responsibility for Development, Review, and Revision of the Policy

The [University Faculty Workload Policy](#), under Appendix A 2.0 Academic Unit Workload Policy Development and Approval, gives specific guidance on who should be involved at the various levels of development, proposition, and approval/implementation of unit-level workload policies.

Most notably: “Faculty should be substantively involved in the unit policy development, including but not limited to providing written and oral feedback prior to its approval. Faculty should receive acknowledgement that such feedback was considered by those approving of the unit-level policy. Substantive faculty involvement in academic unit workload policy development shall not supersede the responsibilities for approvals and implementation of such policies per the Faculty Manual and Section 2.3 of this Appendix.”

Faculty have an important responsibility for providing input in all stages of the development, implementation, and review of the policy, but the Dean of Libraries & Museums and the Provost have the final authority on approval of the policy.

Review Timeline

The Libraries & Museums Faculty Workload Policy, as with all unit-level faculty workload policies, will be reviewed every three years, with the initial review conducted by the library faculty and Dean of Libraries & Museums.

7.0 Equitable Distribution of Work

This policy emphasizes equitable distributions aiming to avoid biases in workload assignments related to gender, race, and other aspects of identity, as noted in the [University Faculty Workload Policy](#).

8.0 Accountability for Administrative Oversight of Faculty Workload

As noted in [University Faculty Workload Policy](#), the Deans and department chairs (Supervisors and Associate Deans in the Libraries) are responsible for ensuring workloads meet University standards and are equitably distributed across the Libraries and the department. Regular reviews are conducted as needed to adjust assignments based on changing needs, feedback, and staffing.

9.0 Approvals and Version History

9.1 Version 3.0 was approved by the Dean of Libraries & Museums on [DATE] and approved by the provost on [DATE]

9.2 Version 2.0 was approved by the Dean of Libraries: June 21, 2016 and approved by the provost on [DATE]

10.0 Appendix: Workload Categories

These categories include types of work that can encompass a library faculty member's workload, but it is not exhaustive nor prescriptive. These align with our [Criteria & Norms For Advancement](#) guidelines.

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/Oasis where library faculty are teachers of record

[Note: This counts toward workload *unless* the faculty member receives some form of extra 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

Faculty Librarian Workload

Name:

Position and rank:

Supervisor Name:

Date:

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LIBRARIANSHIP

Category	Workload unit(s)	Brief summary
Administration, Management, and Planning		
Collection Development and Management		
Education, Outreach, and Public Service		
Other		

TEACHING

Credit-course	Workload unit(s)	Brief summary

SCHOLARSHIP/RESEARCH

Workload unit(s)	Brief summary

1 Workload Unit = presentation, poster or lightning talk at a regional, national, or international professional association conference per year *averaged over three years*

2 Workload Units = peer-reviewed publication such as an article in a scholarly or association-related journal; editor or co-editor of a book; authorship or co-authorship of a book chapter, PI or co-PI on a grant every year *averaged over three years*

SERVICE

Workload unit(s)	Brief summary

1 workload unit of service = 1.7 hours (on average) per week