

UNIVERSITY OF MINNESOTA DULUTH LIBRARY

PERSONNEL POLICES AND PROCEDURES

ACADEMIC PROFESSIONAL AND
ADMINISTRATIVE STAFF

Revised April 2003

PERSONNEL POLICIES AND PROCEDURES

UMD LIBRARY ACADEMIC PROFESSIONAL & ADMINISTRATIVE STAFF

INTRODUCTION

The Academic Professional and Administrative (P & A) class was established by the Board of Regents in 1981 in recognition of the growing need for individuals with skills, educational backgrounds, and values comparable to faculty to carry out the diverse mission and expanding roles of the University. Since the inception of the class, P & A staff have been vital participants in the teaching, research, and outreach functions of the University. All academic staff must demonstrate preparation in and knowledge of a discipline or field on which practice is based as well as the exercise of independent judgment. Academic P & A staff is a complex grouping consisting of two subgroups:

- “**Academic staff professional personnel** generally parallel disciplinary faculty in having the requisite preparation and specialized knowledge in an academic discipline or field on which practice is based and in exercising independent professional judgment. These individuals often are not engaged in full-time teaching and scholarly work as are faculty, but rather are assigned to duties enhancing the research, teaching, and service functions of the University.” (Board of Regents, December 12, 1980) This group includes senior research associates, counselors, academic advisors, lecturers, librarians, physicians, dentists, psychologists, teaching specialists, coaches, and county extension educators.
- “**Academic staff administrative personnel** are involved in policy development or execution, or in directing, coordinating, or supervising activities in the University. They are expected to have a thorough working knowledge of academic administration and exercise independent judgment.” (Board of Regents, December 12, 1980) Examples of staff in this group include the president, chancellor, vice-chancellors, deans, directors, coordinators, and department heads.

P & A staff and faculty participate in peer relationships that characterize the academic community and are covered equally by academic freedom safeguards.

This document augments University-wide, UMD campus-specific, and Regents policies regarding academic professional and administrative staff. University-wide, UMD campus-specific, and Regents policies should always be consulted for the current status of policies. See the **Related Information** section for links to related policy and procedure documents.

RELATED INFORMATION

These are the policy and procedure documents referred to in this document. Links to the documents are also included throughout the text.

[Academic Professional and Administrative \(P&A\) Staff Policy and Procedures Manual](#)

[Performance Appraisals for Academic Professional and Administrative Staff](#)

[Academic Staff Non-Renewal of Appointment](#)

[Academic Staff Non-Renewal Program](#)

[Compensation](#)

Professional & Administrative Staff Developmental Leave Policies

[Regents Policy](#)

[Human Resources Administrative Guidelines](#)

UMD Administrative Procedures (available in [Word](#) and [PDF](#) format)

UMD Application for P&A Staff Developmental Leaves (available in [Word](#) and [PDF](#) Format)

[Template Letters Library](#)

UMD LIBRARY PROFESSIONAL STAFF – LIBRARIAN SERIES

SERIES DEFINITION

The Librarian Series is utilized for positions that require the application of knowledge and education in the field of librarianship. Each appointee in this series must have earned a Masters' degree from an American Library Association accredited library school or a foreign equivalent.

RANK DEFINITIONS

Appointees in the Librarian Series hold one of three ranks:

1) Assistant Librarian – 9715

An Assistant Librarian performs professional duties, initially under guidance, which require knowledge of library development and management, systems for providing access to resources, organization and acquisition of collections, and specialized information systems. Assistant Librarians are expected to perform their workload responsibilities well and participate in professional activities, particularly those directly related to the achievement of the work team and library action items. Such expectations are specifically identified in the appointment letter and in annual written performance goals. Evidence of such contribution may include work in relevant professional organizations, relevant professional publication, and/or other appropriate activities.

2) Associate Librarian – 9714

An Associate Librarian performs professional duties utilizing knowledge of library development and management, systems for providing access to resources, organization and acquisition of collections, and specialized information systems.

Associate Librarians are expected to perform their workload responsibilities well and contribute actively to the accomplishment of the library's action items. They are also expected to contribute to the advancement of librarianship through visible participation in professional activities, particularly those that related directly to the achievement of the work team and other library teams' actions items. Such expectations are specifically identified in the appointment letter and in annual written performance goals. Evidence of such contribution may include work in relevant professional organizations, relevant professional publication, and/or other appropriate activities.

3) Librarian –9713

A Librarian has functioned at a high level of professional competence over a period of years. The Librarian performs professional duties at a high level of responsibility, focused on one or more areas of professional activity, actively contributing to the area(s) of focus, utilizing knowledge and education in library development, management, access to, organization and acquisition of collections, and specialized information systems. The Librarian has made significant contributions that have a recognizable impact on either the services or operations of her or his work team and the library. The Librarian is expected to continue to make significant contributions with recognizable impact on library services and operations, and to continue relevant contributions to the advancement of librarianship through professional organizations, publication, and/or other appropriate activities.

POSITION TITLES

In addition to the ranks specified above, appointees in the Librarian series may also have position or descriptive working titles that indicated their specific roles in the operation of the UMD Library and its services, such as Online Resources Librarian, Government Documents Librarian, or Humanities Librarian.

PROFESSIONAL APPOINTMENT TYPES

Appointees in the Librarian Series are appointed to one of these appointment types: annual, fixed term, probationary, or continuous.

- Annual Appointment (K). Annual (K) appointments are date specific and are for one year or a portion thereof. Annual appointments are renewable at the discretion of the appointing authority. Non-renewal is not grievable. Written notice of non-renewal is required according to the length of notice requirement [schedule](#) in the **Academic Professional and Administrative Staff Policy and Procedures Manual**.
- Fixed Term Appointment (J). Fixed-term (J) appointments are date specific and made for a stipulated period of more than one year. Fixed-term appointments shall not exceed five years. Fixed-term appointments are renewable at the discretion of the responsible appointing authority and, if renewed, need not be renewed for the same period of years. Non-renewal is not grievable. Written notice of non-renewal is required according to the length of notice requirement [schedule](#) in the **Academic Professional and Administrative Staff Policy and Procedures Manual**.
- Probationary Appointment (H). Probationary (H) appointments are those that lead to review and decision concerning a continuous appointment. The probationary period requires a decision to grant continuous appointment or give official notice of terminal appointment in the sixth year of full-time service or the ninth year of part-time service. A continuous appointment is not acquired solely because of years of probationary service.
- Continuous Appointment (G). Continuous (G) appointments are granted for indefinite terms by the senior vice president for academic affairs to professional staff who are on probationary (H) appointment. Professional staff on annual (K) or fixed-term (J) date-specific appointments are not eligible for consideration of continuous (G) appointment.

The basis for awarding continuous appointment is the determination that the achievements of an individual have demonstrated the individual's potential to continue to contribute significantly to the mission of the University and to enhance its programs of teaching, research, and service over the course of the professional staff member's academic career.

A continuous appointment can be terminated only for just cause, a state of fiscal emergency declared by the Board of Regents, or program curtailment.

PROMOTIONAL SERIES

The Librarian series is a promotional series. The promotion sequence is:

- Assistant Librarian – 9715
- Associate Librarian – 9714
- Librarian – 9713

A librarian may apply for her or his first promotion from Assistant Librarian to Associate Librarian after he or she has completed six years of full-time service or the ninth year of part-time service.

The second promotion may be applied for after the librarian has been in his or her current classification for a minimum of three years.

For those individuals on probationary appointment (H), promotion to Associate Librarian always includes granting of continuous appointment, if the librarian demonstrates quality performance at the level of responsibility throughout the probationary period, and meets other criteria set by the appointing unit.

LETTER OF OFFER

The draft letter of offer should include information about the terms and conditions of the appointment. It must be prepared by the appointing authority.

The terms of the offer should be specified in a letter. The information that must be included in the letter is detailed in the [Extending the Offer section](#) of the *Building a Positive Relationship with a Future Colleague* document. A letter of offer template may be available at the UM Office of Human Resources' [Template Letters Library](#).

The following information is not required in the letter of offer, but its inclusion is recommended.

- Position description
- General position responsibilities and performance expectations as related to the rank criteria
- Notification of performance assessment procedures
- Enclosure of relevant Academic Staff and other University policies and procedures

After the position has been accepted and the hiring process is complete, the new employee will be provided a Notice of Appointment (NOA).

ANNUAL PERFORMANC REVIEW

POLICY

All librarians are reviewed annually. The purpose of the review is to assess the performance and contribution of the librarian during the previous year and to establish performance goals for the coming year. The review should be based on the job description and on other written expectations (such as those included in the appointment letter) or annual objectives that have been previously determined and agreed upon. Contributions to the UMD Library are of high importance. Professional contributions should fall within the context of the librarian's assigned library and work team responsibilities. Other considerations such as professional contributions to the University, to the profession, and the public may be considered.

The annual performance review is the first step in the decision process regarding merit based salary increases, promotion, or continuous appointment. In all such instances, the librarian's performance is reviewed in relation to the appropriate rank along with the written expectations specified in the appointment letter and annual performance goals.

In regard to promotion, attention must be given to growth and development within the scope of the individual's responsibilities.

PROCEDURES

[Performance Appraisals for Academic Professional and Administrative Staff](#) includes University policy statements and general procedures and criteria for annual performance evaluations of P& A staff.

The UMD Library's annual staff performance review process follows the steps detailed in the table below:

| ACTIVITY/TASK | PERFORMED BY |
|--|-----------------------------|
| Review position description. Suggest changes to position description. | Each staff member |
| Review status of past year's goals. | Each staff member |
| Review final Action Item Report for items to include in review. | Each staff member |
| Review new Action Items for items to include in goals. | Each staff member |
| Complete the Library Staff Performance Appraisal Form Section A (Option 1 or 2). | Each staff member |
| Submit suggested changes in the position description and completed appraisal form to immediate supervisor. | Each staff member |
| Review staff performance documentation, suggested changes to position description, and complete Section B, including evaluation of goals and objectives. | Each supervisor |
| Hold a performance review conference. Discuss suggested changes to the position description. | Supervisor and staff member |
| Submit finalized appraisal documents to Library Administration Office. | Supervisor |
| Review all appraisal documents and add comments. Sign. | Director |
| Distribute signed copies of annual performance reviews to staff and UMD HR Department or VCAA office. | Administration Staff |

REAPPOINTMENT

NON-RENEWAL OR TERMINATION OF APPOINTMENT

Academic professional and administrative staff on an appointment type of annual renewable contract (K) or multiple year contract (J) may have their employment terminated through a written notice of non-renewal. A professional appointee may not be terminated prior to the end of the contract except for just cause, a state of fiscal emergency declared by the Board of Regents, or program curtailment.

As per the [Academic Staff Non-Renewal of Appointment](#) policy the appointing authority must send the notice of non-renewal. The Director is the appointing authority in the UMD Library. If notice is not given according to the [Length of Notice Requirement](#) the appointment end date shall be extended to provide for the required non-renewal notice period, but no longer than the notice period.

The required non-renewal notice periods are:

| LENGTH OF EMPLOYMENT | NON-RENEWAL NOTICE PERIOD |
|--|--|
| 1 st year | One month |
| 2 nd through 5 th years | Three months |
| 6 th through 10 th years | Six months |
| 11 th year on | Twelve months (one paid contract year) |

There is no provision for grievance when fixed-term (J) or annual (K) appointments are not renewed and the appoint term is complete and the required notice is given.

[The Non-Renewal Program](#) is an elected benefit program provided to academic professional and administrative (P&A) staff who receive a non-renewal of appointment notice and who meet the eligibility requirements as described. Benefits are based on years of continuous service with the University in designated types of appointments.

PROMOTION

Either the supervisor or the librarian may initiate a promotion review.

A librarian must satisfy the performance requirements of the rank to which he or she is being promoted.

The Library Director makes promotion recommendations after the Librarian Review Committee completes a comprehensive review of each librarian presented for promotion. The recommendation is transmitted to the UMD Office of the Vice-Chancellor for Academic Administration. The UMD Office of the Vice-Chancellor for Academic Administration identifies the schedule for the promotion of probationary (G) appointments each year. The Library Director determines the promotion schedule for all other appointment types.

PROCEDURES AND GUIDELINES

RECOMMENDED REVIEW CALENDAR

The Library Director will determine the overall time frame for the review process in accordance with the UMD campus and University calendar for academic personnel actions. The following schedule is typical:

| DATE | PROMOTION REVIEW ACTION |
|--------------------------------------|--|
| October | Calendar for P&A staff actions issued by the Assistant Library Director to all Assistant Librarians, Associate Librarians, supervisors, and the Director. |
| October/November | Assistant Librarians and Associate Librarians who intend to seek promotion shall notify their supervisor and the Assistant Library Director in writing (e-mail is acceptable) of this intent. |
| October/November | Assistant Librarians and Associate Librarians in the continuous appointment track who intend to seek promotion in a year other than the decision year shall notify their supervisor and the Assistant Library Director in writing (e-mail is acceptable) of this intent. |
| October – November | The supervisor meets with the librarian to discuss preparation of the dossier; they meet again to discuss the completed dossier. |
| November | The Assistant Library Director sends a letter to the Library Director listing the names of all candidates seeking promotion. |
| November | The Library Director creates a three member Librarian Review Committee consisting of the Assistant Library Director, and at least one librarian from the UMD Library staff and possibly a third member from the Library's professional staff or an appropriate faculty member or a professional staff member from outside the Library. |
| December (first working day) | The supervisor submits dossiers to the Assistant Library Director. |
| December | The Assistant Library Director reviews dossiers for completeness and attaches appraisal forms from previous years. |
| January (first working day) | The Assistant Library Director forwards the dossiers to the Librarian Review Committee members. |
| January – February | The Librarian Review Committee reviews individual dossiers and prepares written reports and memo of transmittal. |
| February (last working day of month) | The Librarian Review Committee sends memo of transmittal and report to the Assistant Library Director. |
| March | The Assistant Library Director sends a copy of each librarian's report to the individual and the individual's supervisor. The Assistant Library Director sends the original of these documents to the Library Director. |
| March | The librarian and the supervisor discuss the report and sign the appraisal form. The supervisor forwards the appraisal form, dossier, and reports to the Library Director. |
| March | The appointee writes a response to the Librarian Review Committee report, if desired, and submits it to the Library Director within one week of receipt of the report. |
| March (last working day of month) | The Library Director signs all required appraisal forms. He or she submits dossiers, reports, appraisal forms, and his or her recommendations to the Vice-Chancellor for Academic Affairs. The Assistant Library Director receives copies. |

DOSSIERS

The dossier will usually consist of three parts: 1) the vita, 2) job description, and 3) supporting documents. Supporting documents always include a supervisor's letter. The dossier should also include solicited or unsolicited letters from professional colleagues, the librarian's written comments on the dossier's contents, and examples of the librarian's work. The Assistant Library Director will append previous review committee reports for librarians on probationary appointment only to the dossier before forwarding documentation to the Librarian Review Committee. The vita and supporting documents are a critical part of the review.

Vita: Suggested Outline

In general, reduce or eliminate inappropriate entries, e.g., irrelevant course work or community activities. Include:

- 1) Name and present position
- 2) Education
- 3) Professional library positions
- 4) Contributions. List contribution and date(s). Expand on your role, the results of the activity, and impact on the Library, but only if the contribution is significant.
- 5) Professional and related services
 - Services/consulting
 - Workshops
 - Presentations
 - Professional writings. NOTE: Teaching aids, reference handouts, internal reports, etc., should not be included as professional writings unless very substantial, for example, a textbook.
 - Professional associations, memberships and activities. NOTE: it is important to be specific when citing the librarian's role in professional activities. Expand only if the service is unclear or significant.
- 6) Continuing education and/or training. Give particular attention to the way continuing education and training experience is listed. Be specific, i.e., name the sponsoring group, city, dates, topic, etc.
- 7) Awards, honors, and grants

Supporting Documents

- 1) Performance goals and objectives
- 2) Supervisor's letter. Specific appraisal of the librarian's work performance is critical. This letter must specifically address aspects of the librarian's work that contributes to effective job performance as well as highlight contributions to the team, library, and the profession. The weight of the supervisor's letter should rest, however, on the work assignment. It is very important that the supervisor be explicit about any known or perceived areas of weakness. The following general outline is recommended:
 - General personal information
 - Current position
 - Working title
 - Rank
 - Years in the appointment
 - Job performance
 - Work assignments (Job description should accompany dossier.)
 - Goals achieved
 - Growth in the position
 - Highlights of projects completed
 - Statistics (if appropriate)
 - Contributions to the work team, the library, and the University
 - Contributions to the profession
- 3) Solicited letters. The supervisor should solicit supporting letters. When letters are solicited, the request should indicate in which areas a specific response is needed. In the case of solicited letters for promotion or continuous appointment, it is very important that there are letters to support the full breadth and depth of assigned professional responsibilities. Similarly, there must be letters to support contributions to librarianship at the levels expected for the particular position. An approximate number of letters for the librarian seeking promotion or continuous appointment is eight to ten.
- 4) Example products. Example products include published articles; other products such as slideshows, recorded oral presentation, multimedia presentations, documentation of created products including websites or databases, etc.

- 5) Previous President's Form 26 (appraisal form) and all previous review committee reports will be appended to the dossiers for librarians being reviewed for continuous appointment (probationary appointment staff only) by the Assistant Library Director and forwarded to the review committee.

LIBRARIAN REVIEW COMMITTEE PROCEDURES AND GUIDELINES

RECOMMENDED LIBRARIAN REVIEW COMMITTEE SCHEDULE

- 1) The Library Director creates a three member Librarian Review Committee consisting of the Assistant Library Director, and at least one librarian from the UMD Library staff and possibly a third member from the Library's professional staff or an appropriate faculty member or a professional staff member from outside the Library.
- 2) The Library Director calls a meeting of the Librarian Review Committee (LRC) and notifies them of the appointment actions to be taken along with a time frame for completion.
- 3) Copies of the criteria and the written policies and procedures are distributed to members of the LRC.
- 4) Committee members review procedures and guidelines and the outline for the final report and recommendations.
- 5) Dates for the individual review sessions are established. Members of the LRC should examine all dossiers as soon as possible in order to determine if additional documentation is needed or problem areas exist.
- 6) Librarians to be reviewed are notified of the composition of their review committee as well as the initial date for the review session and deadlines for subsequent actions.
- 7) The LRC conducts evaluation sessions. Librarians being reviewed do not attend.
- 8) If necessary, review conferences with the librarian being reviewed are conducted or additional written evidence is requested.
- 9) Additional committee meetings are held to complete the evaluations.
- 10) Drafts of reports and recommendations are written and revised.
- 11) Final reports are signed and sent to the Assistant Library Director, who sends copies to the librarian and his or her supervisor. The Assistant Library Director sends the original documents to the Library Director.
- 12) The librarian under review has a maximum of five working days in which to submit a written response to the review committee recommendations, if he or she chooses to do so. This response should be sent to the Library Director.
- 13) After the five days has elapsed, the Library Director sends a copy of the review to the Vice-Chancellor for Academic Affairs.

REVIEW OF THE WRITTEN EVIDENCE

Each member of the Librarian Review Committee examines the dossier prior to the review session. All dossiers should be reviewed as soon as possible so that possible problem areas (for example, no job description) can be identified and dealt with before the review session.

Evidence included in the dossier is evaluated to determine the extent it supports the librarian's performance as related to the established criteria.

If important additional evidence is introduced during the review, it must be determined by the committee whether a review conference is necessary or if a request should be made for additional written evidence. Letters or other documents missing from the dossier should be obtained by the Assistant Library Director.

EVALUATING THE DOSSIER

All evidence in the dossier should be evaluated critically. Supporting documents consist of two types: 1) opinion (letters, librarian's comments on the contents of the dossier, and written summaries of the presentations at the review conferences), and 2) fact (example products). Distinctions between fact and opinion need to be taken into consideration.

Vita

This usually includes elements of both fact and opinion. For example, membership in a committee is a fact, while the appraisal of the impact of the librarian's role in the committee is opinion.

Supporting documents

- 1) What is the position of the person giving or writing the opinion in the library profession?
- 2) Is it informed?
- 3) Is it disinterested?
- 4) What is the relationship between the person giving the opinion and the person being reviewed?
- 5) Is it specific?
- 6) Is it balanced?
- 7) Is it clearly given or written?

Example Products

- 1) What role did the librarian being reviewed have in its production?
- 2) Is it appropriate for the intended audience?

- 3) Is the level of quality adequate for the intended audience?
- 4) What is the impact on the department, library, or profession?

In general, more weight should be given to opinion that is informed, specific, balanced and clear from highly credible members of the staff or profession; and documents that are produced primarily by the librarian being reviewed, clearly aimed at the intended audience, produced at a high level of quality, and make easily recognizable contributions.

REVIEW CONFERENCES

Generally, review conferences will be needed only when there is conflicting evidence or major disagreement among the review committee members concerning the written evidence. Review conference may be needed in cases for which the non-appointment or denial of promotion seems likely.

The LRC will prepare specific, written questions for anyone asked to appear at a review conference. The questions will be sent to the person asked to appear prior to holding the interview. Verbal follow-up questions will be limited to subjects covered by the initial written questions.

A LRC member will summarize, in writing, the responses to the questions asked during the review conference. Participants in review conferences are asked to sign and date the written summary as an acknowledgement that they have been quoted correctly. The written summary will become part of the librarian's dossier to be reviewed and forwarded with the committee's report to the Assistant Library Director.

COMMITTEE REPORT AND RECOMMENDATION

A LRC member sharing the majority opinion shall write the majority recommendation. If a member of the LRC disagrees with the majority they may write a minority recommendation.

COMMITTEE REPORT AND RECOMMENDATION: SUGGESTED OUTLINE

The following is a suggested outline for the committee report and recommendation. The committee's report and recommendation should be addressed to the Library Director. The report may include both a majority and a minority opinion. In some cases, it may be necessary to submit two reports if there are major differences of opinion regarding the evaluation sections as well as the final recommendation.

Introduction

- 1) Name of the librarian being reviewed
- 2) Rank
- 3) Working title
- 4) Work Team
- 5) Appointment date

- 6) Number of years in position
- 7) Purpose of review
- 8) Review conference date (if applicable)
- 9) Contents in dossier with dates of document

Report

This section highlights contents of the dossier regarding the established criteria. If a review conference is held, a summary of the session should also appear in this section.

Evaluation

This section contains the Librarian Review Committee's assessment of the librarian being reviewed related by the established criteria. The evaluation should summarize the evidence that supports the recommendation. This section should also contain suggestions for future growth, areas in which additional progress is needed, and/or areas where present performance levels should be maintained. It is very important that the review committee be explicit about any perceived areas of weakness. Early identification of areas of weakness will give probationary appointment candidates greater opportunities for strengthening the dossier.

Summary

This section summarizes the Librarian Review Committee's evaluation. It may not be necessary to include this section if the evaluation section is brief.

Recommendation

This section should be a clear, simple statement for or against promotion or continuous appointment.

Majority/Minority Reports

There can be one report with separate evaluations and recommendations or, if necessary, committee members holding opposing views may submit a separate report.

Signatures

Each committee member agreeing to the recommendation must sign the document. The committee member's rank and department is included along with the signature. If a committee member has attached an addendum to the document, this should be noted along with their signature.

MERIT INCREASES

The purpose of merit increases is to reward quality performance as well as to maintain equitable salary relationships within the UMD Library. Merit increases are awarded annually, if funds are available for this purpose, following a calendar identified by the UMD Office of the Vice-Chancellor for Academic Affairs.

All Library P & A staff members are reviewed annually. The annual performance review includes a discussion between the librarian and his or her immediate supervisor about the librarian's success in carrying out their individual responsibilities within the work team and the UMD Library, as well as contributions that the individual has made to the advancement of the profession during the review period.

The Library Director and the librarian's Work Team Coordinator discuss the performance of each librarian. The Library Director's recommendations are based on these discussions. If merit reviews cannot be carried out as part of the annual performance review, these two reviews must be closely and substantively related to each other as part of the total annual performance review process.

The Library Director alone reviews the performance of all academic staff administrative personnel (coordinator, assistant library director, etc.)

The criteria for merit pay are based on two categories: 1) professional effectiveness of the individual's overall job performance (80-100%), and 2) professional development and contributions (up to 20%).

Examples of professional effectiveness in overall job performance include, but are not limited to:

- Anticipating and responding to needs of library users.
- Demonstrating exceptional knowledge of areas of responsibility and resources.
- Being innovative in services or work product.
- Contributing to projects and activities of the work team and other work teams.
- Being productive and having a positive attitude in completing assigned responsibilities.
- Using professional judgment consistently.
- Having productive and positive interactions with individuals and/or groups in the course of performing job responsibilities.
- Examples of professional development and contributions include, but are not limited to:
 - Completing an additional work-related degree.
 - Participating in work-related courses or workshops as either a participant or presenter.
 - Participating in professional organizations.
 - Publishing.
 - Serving as a consultant in an area related to professional duties.

DEVELOPMENTAL LEAVE POLICY

PURPOSE

As stated in the UM Office of Human Resources [Administrative Guidelines and Procedures for the Regents Policy on Professional and Administrative Staff Development Leaves](#) “professional development leaves are to provide opportunities for academic professional and administrative staff to develop or enhance performance of the employee and contribute to the unit granting the leave and its mission.” This academic benefit is important for attracting, hiring, and retaining highly competent staff for the academic professional and administrative category.

PROFESSIONAL DEVELOPMENT ACTIVITIES

Activities undertaken during a leave must be demonstrably related to the betterment of the UMD Library, the applicant’s work team, or professional position. Development activities may include:

- 1) Studies substantially related to the position
- 2) Internships
 - Exchange and/or loan programs
 - Unpaid internships
- 3) Research
 - Research leading to or resulting in publishing or another appropriate objective
 - Contributions to the field of the applicant’s current employment
- 4) Other
 - Special studies, investigations, research, or scholarly writing
 - Project
 - Curriculum development related to the field of applicant’s current employment

Involvement in professional organizations, such as attending and presenting at local, regional, or national meetings is an expectation of academic professional and administrative staff and does not qualify for professional development leave.

TERMS AND CONDITIONS

Professional development leaves are awards that are dependent upon the merit of the proposal and the availability of funds; they are not a benefit to which individuals are entitled based only upon length of service. All leave requests are evaluated to assess both individual and relative merit.

Professional development leave may be granted to professional and administrative staff members with a notice of appointment covering a minimum of nine months at 100 percent time (100% B-base appointments), or twelve months at 75 percent time (75% A-base appointments.)

UMD GUIDELINES AND PROCEDURES

The guidelines, criteria, and schedule related to the administration of this policy on the UMD campus are detailed in the [University of Minnesota Duluth Administrative Procedures for Professional and Administrative Developmental Leaves](#) document.

APPLICATION AND REVIEW PROCESS

APPLICATION FORM

The appropriate application form to use is the UMD Application for P&A Staff Developmental Leaves (available in [Word](#) and [PDF](#)).

LIBRARY P& A LEAVE REVIEW COMMITTEE

A Library P&A Leave Review Committee shall be appointed by the Library Director and shall consist of at least two members of the academic professional and administrative staff and the Assistant Library Director as an ex-officio member.

The committee shall review all applications for leave longer than six weeks. These leaves are subject to recommendation by the Library P&A Leave Review Committee and to approval by the Library Director. As per policy, the final approval is the responsibility of the Vice-Chancellor for Academic Affairs. The Library and applicant will be notified by the Vice-Chancellor of Academic Affairs of the final decision.

ADDITIONAL INFORMATION

The Library Administration will work with the supervisor to determine how replacement costs will be covered. The supervisor will be asked to provide a statement addressing the financial and workload implications for the work team related to the proposed leave.

Persons granted a leave are required to return to the Library for a period to be equivalent to the time of the leave. In the event that an applicant does not fulfill this obligation, the individual will be responsible for reimbursing the University the prorated amount of salary, retirement contributions, and all other fringe benefits that were paid out during the leave.

Receiving non-service grants for research and study or to augment leave activities is acceptable, assuming the contribution does not interfere with the purpose of the development leave.