

Library Faculty Workload Guidelines
Approved by the Office of the Provost 05/02/22

WVU Librarians are expected to be active in librarianship, professional development or research, and service. Expectations at each rank are outlined in the *Criteria for Library Faculty Appointment, Retention, Promotion, and Merit*. The balance of an individual librarian's activities among these areas should, and will, vary within and across departments to provide the highest quality experience for our students, faculty, staff, fellow library workers, and external users/partners. These activities should support departmental, Library, and University strategic initiatives, mission, and values.

Although department heads are given broad flexibility when assigning workloads, workloads should be equitable across the Libraries and policies for approving workload should be transparent. These recommendations are intended to provide guidelines to department heads and librarians in approving librarianship workloads to librarian-track faculty members. The expectation is that all librarian workloads are normally allocated as:

Librarianship 70%-90%
Professional Development or Research 5%-20%
Service 5%-20%

Each librarian's designated effort should total 100%. Each librarian works with their department head annually to set their particular percentages in a workload assignment document that is uploaded into Digital Measures.

Librarianship is defined generally as the individual and collaborative professional activities of librarians, including strategic planning and management. This work aligns with the Libraries' mission and vision as well as the mission and values of the University and of the profession.

Unlike colleges in which faculty workload is centered on the classroom, librarians have a variety of functional specialties that may or may not include instruction. The diversity of effort makes outlining equivalencies among and between librarians nearly impossible; however, the Libraries draw heavily on practices within the profession to determine and develop equitable position descriptions. While all elements of librarianship require independent and collaborative work, specific positions require particular abilities and responsibilities as laid out in position descriptions.

Librarians may take on **Service or Professional Development or Research** projects that would require more than the normal maximum of 20%. Such projects must be aligned with the librarian's position description, serve to further the mission and values of the University and of the Libraries, and represent a substantial impact for the Libraries, the University, the community, or the profession. Examples of such projects include, but are not limited to, completing additional graduate degrees, managing large grants, conducting research and publishing articles in peer reviewed journals, public scholarship, publishing a book, or serving in the leadership position of a regional or national professional organization. Librarians can investigate other avenues for allocating time for Service or Professional Development or Research projects, such as the Libraries' Flexible Assignment for Scholarly Projects program or University sabbatical.

The success of the Libraries depends on both the innovative and creative contributions by librarians to advance the educational mission of the Libraries as well as their ability to work within the Libraries'

operational requirements; therefore, annual conversations between librarians and their supervisors regarding allocation of workload are essential.

[Below is a change we are making to our criteria document to better define the diverse functions of librarianship – but it seems more appropriate for the criteria document than here]

Suggestion to better define the category of librarianship for the Criteria Document. This enhances the understanding of how varied librarianship is, while also distinguishing how some tasks are categorized differently than teaching faculty.

Librarianship can include, but is not limited to the following:

- Teaching, developing curriculum for credit-bearing courses* or workshops
- Preserving and organizing materials for patron discovery and access
- Maintaining and improving electronic access to resources
- Working with library consortia, vendors or donors for increased access to materials through purchase, lending or donation
- Serving as a department head
- Supervising librarians, staff, GAs or undergraduate student workers
- Consulting with faculty, students and other researchers regarding research or other scholarly needs
- Active participation on graduate committees of other colleges
- Supporting donor relations and fundraising as needed

*Recommended percentage of effort for teaching ULIB courses are 6% for a 1 credit hour class; 11% for 2 credit hour class; 17% for 3 credit hour class. Sometimes librarians teach courses that are listed in other colleges or departments, such as an Honor's course. Such teaching assignments are considered overload and are normally compensated through a salary supplement.