

### **3344-62-01 University librarians' personnel policies**

The librarians' personnel policies apply to all librarians as defined in paragraph (a) of this policy.

#### **(A) Definitions**

The following are definitions of key words and phrases used in this document.

##### **(1) Librarians**

All persons who have been granted full-time appointments in the university library by the board of trustees to any librarian rank as described in rule 3344-62-03(B)(4).

##### **(2) Bargaining unit librarians**

Librarians who are represented by the SEIU, district 1199. As indicated in this policy in the relevant sections, the bargaining unit librarians are covered by the provisions of the union contracts for those areas included in the SEIU labor agreements.

##### **(3) Administrative librarians**

Librarians who hold management or confidential positions and are not represented by the SEIU, district 1199.

##### **(4) Director of the university library**

The director of the university library is the administrative officer of the university library and reports to the provost.

##### **(5) Appointment**

The original admission to librarian rank and status at Cleveland state university achieved by appropriate action of the board of trustees. An appointment is in effect throughout a librarian's continuous service in the university.

## (6) Librarians' meetings

One of the mechanisms through which the librarians as a professional group discuss academic and professional matters relating to librarianship and the university library, maintain currency on university library affairs, and participate in the decision making processes of the library.

## (7) Personnel action

Any decision or recommendation made by a person or persons with authority under the rules of the university and the SEIU district 1199 union in respect to librarian appointment, dismissal or continuance of appointment, evaluation, or promotion.

## (8) Personnel action committees (PACS)

The mechanism through which the librarians participate in personnel actions by making recommendations to the director of the university library. The various types of personnel actions may be performed by one or several standing or ad hoc committees as the librarians shall determine.

## (9) Librarian review committee (LRC)

A committee elected by faculty senate to consist of two administrative librarians from the two highest librarian ranks and three tenured faculty members from three different colleges, not including the college of law. The LRC deals with appeals by administrative librarians concerning denial of promotion pursuant to rule 3344-62-03(B)(2)(e) and dismissal proceedings pursuant to rule 3344-62-08.

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