



## **Senior Librarian Emeritus/Emerita Policy and Benefits**

### **I. Eligibility**

Librarian Emeritus or Librarian Emerita is a rank conferred by the President of the University upon a full-time librarian who retires having held the rank of Senior Librarian for a minimum of five years, has been a University employee for a minimum of fifteen years, and meets the following eligibility criteria.

### **II. Criteria**

A Librarian Emeritus or Emerita represents the highest ideal of the University. To merit this rank, the librarian must have provided distinguished citizenship to the University community through the delivery of public or technical library services, teaching/mentoring, scholarship, service, and support of the Jesuit/Mercy mission of the institution.

Delivery of Public or Technical Library Services: The librarian should be recognized for outstanding and accurate delivery of information and research services or cataloging and catalog record management, development of online portal information, and balanced collection development.

Teaching/Mentoring: The librarian should be recognized for his/her ability to teach and mentor students in developing research skills and junior librarians by promoting analytic approaches to librarianship.

Scholarship: The librarian should have consistently made contributions to the field of librarianship in such areas as scholarly publications, conference presentations, online forums and other recognized avenues of communication. For the university libraries, the librarian should be recognized for development and maintenance of comprehensive department manuals which have led to effective operations. In the time since the rank of Senior Librarian was achieved, the librarian's scholarly productivity should have remained at least comparable to the University Libraries' minimum threshold for granting the rank of Senior Librarian.

Service: The librarian should have established a record of distinguished and sustained service to the institution, the profession, and the local community. This should include leadership roles, either in committees, departments, professional organizations, or community organizations.

Missions: The librarian should have demonstrated collegiality and ongoing support of the Jesuit and Mercy principles embodied in the institutional mission statement. Evidence of such support could include, but is not limited to, promotion of respect for the individual and

acceptance of diversity, participation in university service opportunities, and active support of University Ministry activities such as Alternative Spring Break, community outreach, or similar events and activities.

### **III. Process**

Candidates for the rank of Librarian Emeritus or Emerita may be nominated by others or may nominate themselves. Nominations may be made no sooner than the semester before retirement. The Department Chair or Dental Library Director assembles a dossier containing the individual's curriculum vitae, a brief summary of how the candidate's credentials meet the criteria outlined above, and any other supporting documentation that would assist in evaluation. The dossier should be forwarded to the Dean of University Libraries/Instructional Design Studio by February 1. After evaluating the dossier, the Dean should prepare a recommendation regarding the librarian's candidacy. By March 1, the dossier and Dean's letter should be forwarded to the Provost and Vice President for Academic Affairs who will confer with the Academic Leadership Team before taking a recommendation to the President. The President's decision will be made by May 15 of the year in which the application is made. Candidates will be notified of the decision by June 1. Emeritus or Emerita status will be conferred at the next Convocation.

### **IV. Benefits of Emeritus/Emerita Status**

Librarian Emeriti/ae will be granted the following benefits at UDM, subject to the same fees and restrictions that apply to full-time faculty.

- ✚ Tuition remission for the Senior Librarian Emeritus/Emerita and eligible dependents
- ✚ Library privileges
- ✚ UDM Retiree email address
- ✚ Faculty discounts at the University bookstore
- ✚ Parking privileges
- ✚ University activities discounted
- ✚ Invitation to the Faculty-Staff Holiday Party
- ✚ Invitation to the Faculty Recognition Awards
- ✚ Publications included in the UDM Authors database or other publications such as newsletters
- ✚ Scholarly works included in the Celebration of Scholarly Achievement documentation

A Librarian Emeritus or Emerita may be granted office space, work space, telephone, and/or computer use by arrangement with the Dean of University Libraries/Instructional Design Studio on a year-to-year basis, subject to the overall space needs and budget constraints of the Libraries. Emeritus or Emerita status also allows the possibility of a continued relationship with the University in some capacity upon mutual agreement with the Dean of University Libraries/Instructional Design Studio and the Provost and Vice President for Academic Affairs.

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