

POLICY ON ACADEMIC LIBRARIANS

**Le Moyne College
Syracuse, New York
May 5, 2000**

I. ACADEMIC LIBRARIANS: DEFINITION

The academic librarians of Le Moyne College shall consist of those persons appointed at the ranks of Probationary Librarian, Assistant Librarian, Associate Librarian, or Librarian.

II. NORMS FOR APPOINTMENT AND PROMOTION

A. Probationary Librarian.

Le Moyne College will appoint academic librarians at this rank only when a search for an experienced academic librarian is not feasible. Appointment at this rank requires:

1. A Master of Library Sciences (M.L.S.) degree from an American Library Association (A.L.A.) accredited program and an undergraduate major or equivalent in one of the disciplines assigned to that librarian for collection development and bibliographic instruction.
2. Good character and an ability to relate to the community within and outside Le Moyne.
3. The degree of competence normally expected in an academic librarian.

B. Assistant Librarian.

Appointment at this rank or promotion from the rank of Probationary Librarian requires:

1. A Master of Library Sciences (M.L.S.) degree from an American Library Association (A.L.A.) accredited program and an undergraduate major or equivalent in one of the disciplines assigned to that librarian for collection development and bibliographic instruction.
2. A minimum of three years' experience as an academic librarian or the equivalent.
3. Evidence of participation in the activities of professional organizations or other professional activities.
4. Good character and an ability to relate to the community within and outside Le Moyne.
5. The degree of competence normally expected in an academic librarian.

C. Associate Librarian.

Appointment at this rank or promotion from the rank of Assistant Librarian requires:

1. A Master of Library Sciences (M.L.S.) degree from an American Library Association (A.L.A.) accredited program and an undergraduate major or equivalent in one of the disciplines assigned to that librarian for collection development and bibliographic instruction.
2. A minimum of four years' experience as an Assistant Librarian or the equivalent
3. Service on college and/or faculty senate committees.
4. Participation in the activities of professional organizations or other professional activities since acceding to the rank of Assistant Librarian.
5. Good character and an ability to relate to the community within and outside Le Moyne.
6. Demonstration of a high degree of competence in academic librarianship.
7. Academic advancement since acceding to the rank of Assistant Librarian through one of the following:
 - a. progress toward a second graduate degree, that is, successful completion of one-half the required courses, in one of the subject disciplines assigned to that librarian for collection development and bibliographic instruction, or
 - b. progress toward an additional advanced degree (including an advanced certificate), that is, successful completion of one half the required courses, in library science or information science, or
 - c. other professional development activities appropriate to the academic librarian's subject specialization and agreed upon with the librarian's immediate supervisor.

D. Librarian.

Appointment to this rank or promotion from the rank of Associate Librarian requires:

1. A Master of Library Sciences (M.L.S.) degree from an American Library Association (A.L.A.) accredited program. Academic achievement through one of the following:
 - a. a second graduate degree in one of the subject disciplines assigned to that librarian for collection development and bibliographic instruction, or
 - b. an additional advanced degree (including an advanced certificate) in library science or information science.
2. A minimum of four years' experience as an Associate Librarian or the equivalent.
3. Service on college and/or faculty senate committees

4. Contributions to the advancement of academic librarianship through leadership roles in professional organizations, mentoring of other academic librarians, or similar professional activities such as research, publications, conference presentations, etc., since acceding to the rank of Associate Librarian.
5. Good character and an ability to relate to the community within and outside Le Moyne.
6. Demonstration of an outstanding degree of competence in academic librarianship.

E. Librarian Emeritus.

The rank of Librarian Emeritus is a signal honor for long and distinguished service to the College. A librarian of any rank who is about to retire or a former librarian who has retired may be given a special life-time appointment at this rank by the President of the College upon recommendation by the Director of the Library and the Academic Vice President.

III. RESPONSIBILITIES OF ACADEMIC LIBRARIANS

The academic librarian makes unique contributions to the college/university and to higher education itself. These contributions range from developing collections in collaboration with faculty to providing bibliographic access to all library materials and interpreting these materials to all members of the college and university community. Specific services include instruction in the use of print and on-line library resources and the creation of new tools to enhance access to information available locally, regionally, nationally, or internationally. Academic librarians add to the sum of knowledge through their research into the information process and other areas of study. Service improvements and other advances in the field result from their participation in library and other scholarly organizations.

The intellectual contribution of the academic librarian who has completed formal graduate training enhances the quality of teaching, research, and public service in our colleges and universities. College and university librarians are partners with faculty in the academic experience.

It is the intention of Le Moyne College to encourage academic librarians to develop the highest possible professional standards of academic librarianship. Accordingly, academic librarians will be encouraged to achieve high levels of professional development through academic training and other professional development activities.

An academic librarian at Le Moyne College should regard him/herself not only as responsible to the College, but in a true sense responsible for the well being of the College and of her/his profession. He/she should actively promote and defend the academic and human values for which the College stands.

More specifically, the responsibilities of academic librarians include:

1. Satisfactory fulfillment of assigned duties, such as reference service, collection development, and bibliographic organization, control, and instruction.
2. Protection of each library user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
3. Resistance to all efforts by groups or individuals to censor library materials.
4. Adherence to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Clear differentiation in one's actions and statements between one's personal philosophies and attitudes and those of the College.
6. Avoidance of situations in which personal interests might be served or

financial benefits gained at the expense of library users, colleagues, or the College.

7. Participation in official College and library functions.
8. Service on library, Faculty Senate, and College committees.
9. Cooperation with administrative officers in the execution of pertinent College regulations.
10. Participation in professional organizations or other professional activities.

Specific assignments within the library are determined by the supervisor of the academic librarians.

IV. APPOINTMENT: PROCEDURES AND POLICY

A. Forward.

Recruitment of an academic librarian begins only after an opening has been approved by the Academic Vice President and, if it is a new position, by the President. A candidate may be secured from any source.

B. Committee.

A search committee, composed of at least all full-time academic librarians, one library staff person, one library student assistant, and one member of the faculty, shall be constituted and operate in accordance with Le Moyne College Equal Employment Opportunity and Affirmative Action Policies. If the opening is a replacement for an academic librarian who is currently employed, that academic librarian shall not serve on the search committee.

The library staff person shall be selected by the academic librarians on the committee, the faculty member by the President of the Faculty Senate, and the library student assistant by the President of the Student Senate; all appointments are subject to approval by the Academic Vice President. The faculty member on the committee will normally come from one of the departments for whose collection it is anticipated the new librarian will be responsible. The Director of the Library shall serve as chair of the committee.

In the event the Director is being replaced, the Academic Vice President shall appoint a committee consisting of at least three academic librarians, one library staff member, two faculty members, and one student; the Academic Vice President shall designate one of these committee members to serve as chair.

C. Appointment Process.

Three candidates will normally be brought to campus for interviews. The committee will make its recommendation to the Academic Vice President and will have an opportunity to discuss its recommendation with the Academic Vice President before a decision is made on the appointment.

D. Contracts.

1. The terms and conditions of every appointment for academic librarians shall be stated or confirmed in a written contract of employment, and a copy of that document shall be supplied to the academic librarian. Any subsequent extensions or modifications of an appointment, and any special understandings, or any notices incumbent upon either party to provide, shall be stated or confirmed in writing, and a copy shall be given to the academic librarian.
2. All employment contracts shall ordinarily become effective on July 1 and continue through June 30 of the terminal year of the contract.

3. Initial appointments, even if they begin at a date later than July 1, shall be for the period ending on the subsequent June 30. For renewal purposes, if the effective date of the original employment is prior to October 1, the academic librarian shall be considered to have completed a full employment year on the following June 30. If the effective date of original employment is October 1 or later, the librarian's first full employment year shall be considered to begin on the following July 1.
4. If a renewal contract is offered, it shall be for a one-year appointment. Notification of renewal shall ordinarily be on March 1.
5. After six full years of employment, contracts, when renewed, shall be for three-year terms. Subsequent renewals shall be based upon continuing satisfactory performance as determined by evaluations, together with the overall staffing requirements of the College.
6. In the years between contracts, academic librarians with three-year contracts shall receive a letter from the Academic Vice President concerning their salary and other benefits.
7. Notwithstanding any other provisions contained herein, academic librarians hired for projects funded in whole or in part by grants shall continue employment only if funding of programs is assured. In the event that continued funding for the project is not available, the College reserves the right to terminate the appointment.

V. REGULATIONS ON ACADEMIC FREEDOM AND JOB SECURITY

A. Academic Freedom.

Le Moyne College assures to its academic librarians the exercise of academic freedom. Academic freedom is essential to them because they are responsible for overseeing the development, organization, and use of the College's library collections. They are responsible for insuring that these collections present, as far as practicable, the widest diversity of artistic expressions and views on the problems and issues of the times, international, national, and local, including those which are unorthodox or unpopular with the majority, and that no books or other materials are removed from library collections because of partisan or doctrinal disapproval. In this way, they help to insure that faculty have access to the information and ideas they need to teach freely and that students have access to the information and ideas they need to learn freely. No academic librarian will be terminated, fail to have a contract of employment renewed, be suspended, or in any other way be disciplined or disadvantaged for the exercise of such academic freedom.

B. Performance Evaluation.

1. Job performance of academic librarians with annual contracts shall be formally evaluated in writing, at least annually. Job performance of academic librarians with three-year contracts shall be formally evaluated in writing, at least once every three years. If the academic librarian applies for promotion, the promotion review substitutes for the evaluation.
2. The evaluation usually takes the form of self-evaluation with review by the immediate supervisor. The academic librarian is afforded an opportunity to respond to this review in an informal manner and, if appropriate, in written form. Copies of the evaluation and any written response, signed by the academic librarian's immediate supervisor and the Academic Vice President, are provided to the academic librarian and become part of the permanent personnel record.
3. The academic librarian and her/his immediate supervisor shall make their judgments in accordance with the criteria in Section II for the librarian's rank and in accordance with the responsibilities listed in Section III.
4. Appropriate observations of an academic librarian's work may also be performed by the academic librarian's immediate supervisor or another academic librarian, designated by that supervisor or by the Academic Vice President. The results of this observation are summarized in writing, and the academic librarian is afforded an opportunity to respond to this observation in an informal manner and, if appropriate, in written form. Copies of the observation and any written response, signed by the academic librarian's immediate supervisor and by the Academic Vice President, are provided to the academic librarian and become part of the permanent personnel record.

C. Termination of Employment.

1. Termination by a Librarian.

An academic librarian may terminate a contract effective on June 30 of any year, provided written notice is given at the earliest opportunity, at least ninety (90) days prior to June 30. The academic librarian may request a waiver of these requirements in case of hardship or in a situation where substantial professional advancement or other opportunity would be denied.

2. Non-renewal of a Contract.

If the College elects not to renew a contract, the Academic Vice President shall notify the academic librarian in writing in accord with the following dates:

- a. During the first year of employment, not later than three months prior to the terminal date of the contract then in effect;
- b. After the first full year of employment, not later than six months prior to the terminal date of the contract then in effect.
- c. After the first six years of employment, a decision not to renew employment must be based on adequate cause. Adequate cause includes, but is not limited to:
 - i. A decision based on financial exigency to reduce the total number of academic librarians.
 - ii. A decision that involves either a reduction in the total number of academic librarians or creates the need for one or more academic librarians with skills and qualifications substantially different from those possessed by the current academic librarians.
 - iii. Documented failure to perform the duties expected of academic librarians as enumerated in Section III above.
 - iv. A decision to restructure the library.
- d. If the College determines not to renew the contract of an academic librarian based on §V.C.2.i or §V.C.2.ii above, the determination of which academic librarian is to be affected is made by the Academic Vice President acting in consultation with the librarian's immediate supervisor.
- e. Before a determination is made, under §V.C.2.i or §V.C.2.ii above, not to renew the contract of an academic librarian, the College will make every reasonable effort to place the affected academic librarian in another suitable position. If the non-renewal occurs due to financial exigency or reduction of the overall size of the library staff, the released academic librarian's position will not be filled within a period of two years unless the released academic librarian has been offered reappointment and a

reasonable time within which to accept or decline it.

- f. A decision not to renew employment may be appealed to the President, whose decision is final and binding. If the academic librarian believes termination is in violation of his/her rights to academic freedom, or, if the academic librarian has worked as an academic librarian at the college for more than six years and believes the termination is not for adequate cause, she/he may request review by a hearing committee before appealing to the President. (See §V.C.6.).

3. Suspensions.

Suspension by the President is appropriate only for serious and sufficient reasons. Salary may be continued, at the discretion of the President, during the period of suspension.

4. Termination within a Contract Period.

Termination by layoff or reduction in force within a contract period may occur when the College has decided to restructure the library so that there is either a reduction in the total number of academic librarians or the need for one or more academic librarians with skills and qualifications substantially different from the skills and qualifications of the current academic librarians. Such termination may also occur when the College has declared itself to be in a condition of financial exigency.

- a. In every case of financial exigency, the academic librarian concerned shall be given notice as soon as possible, and never less than one year's notice before the end of a contract, or, in lieu thereof, he/she shall be given severance salary for each day the notice is reduced.
- b. Before terminating a contract because of financial exigency, the College shall make every reasonable effort to place the affected academic librarian in another suitable position. The released academic librarian's place shall not be filled by a replacement within a period of two years, unless the released academic librarian has been offered reappointment and a reasonable time within which to accept or decline it.
- c. If the academic librarian has worked as an academic librarian at the college for more than six years and believes the termination is not for adequate cause, she/he may request review by a hearing committee before appealing to the President. (See §V.C.6.).

5. Dismissal within a Contract Period.

Dismissal of an academic librarian within a contract period may be effected by the College only for adequate cause and must be related, directly or substantially, to the fitness of the academic librarian in her/his professional capacity (see Section III). The procedure to be followed shall be as follows:

- a. Prior to the formal notification of dismissal, the academic librarian shall have the

opportunity for informal discussion with the immediate supervisor, looking toward mutual settlement.

- b. If informal discussion fails to resolve the issue, a formal written notice of dismissal citing specific reasons shall be issued to the academic librarian by the Academic Vice President.
- c. Any such termination may be appealed to the President, whose decision shall be final and binding.
- d. If the academic librarian believes termination is in violation of his/her rights to academic freedom or otherwise not for adequate cause, she/he may request review by a hearing committee before appealing to the President (See §V.C.6).

6. Hearing Committee and Procedure.

- a. The hearing committee will consist of four members: one member appointed by the academic librarian, one member appointed by the President of the Faculty Senate, and two members appointed by the Academic Vice President. Once established, the four members shall select a fifth member to serve as chair. Formal hearings held by the committee will be electronically recorded; a typewritten copy will be made available, without cost, to the academic librarian. If she/he so requests, the academic librarian will be given access to an electronically recorded version.
- b. The committee shall evaluate all available evidence and make its determination regarding the violation of an academic librarian's academic freedom rights and/or the adequate cause of the termination upon that evidence. It shall not be bound by strict rules of legal evidence, shall admit any evidence which is of probative value in determining the issue involved, and shall make every possible effort to obtain the most reliable evidence available. The committee must be given the opportunity to question witnesses. The academic librarian and the administration have the right to confront and cross-examine witnesses.
- c. The academic librarian shall be afforded an opportunity to obtain and present necessary witnesses and documentary or other evidence. The administration of the College shall, insofar as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control. All evidence presented to the committee must be made available to the academic librarian
- d. The President of the College, the Academic Vice President, and the academic librarian shall be notified of the committee's decision in writing and shall be given copies of the hearing record. If the committee decides that academic freedom or the "adequate cause requirement" has been violated, the Academic Vice President will review the decision to terminate. If the Academic Vice President refuses to reverse the decision, the academic librarian may appeal the decision to the President, whose decision is final.

VI. PROMOTION: POLICY AND PROCEDURES

A. Promotion Committee.

1. A promotion committee for each academic librarian seeking promotion shall be composed of the academic librarian's immediate supervisor and four other members. Those eligible to serve shall be academic librarians with three-year contracts, tenured faculty members, and non-Le Moyne members of the library profession, including teachers and practitioners. At least three members of the committee shall be from Le Moyne.
2. As needed, the academic librarians elect an academic librarian, at the beginning of the academic year, to serve a one-year term on the promotion committee. As needed, the President of the Faculty Senate appoints a member of the faculty, at the beginning of the academic year, to serve on the promotion committee. As needed, the Academic Vice President appoints two members to the committee, at the beginning of the academic year. One of them must be an academic librarian from an institution other than Le Moyne College.
3. The committee shall elect from its members a chair who shall not be a Le Moyne College academic librarian.

B. Application Process.

1. Initiation of Application.

An academic librarian whose credentials warrant consideration for promotion in rank may initiate an application by writing to the Academic Vice President and the Director of the Library by September 1 of the academic year in which the application would be considered and indicating an intent to apply.

2. Application.

The academic librarian seeking promotion shall submit an application to his/her immediate supervisor by October 15. It must contain information relative to and indicative of achievement and promise, appropriate to the rank being sought (see Section II.), and include previous performance evaluations. It may also include written evaluations from colleagues, as requested by the applicant.

The committee may solicit evaluations from any full-time Le Moyne academic librarian or professional of comparable status and should request evaluations from the departments assigned to that academic librarian for collection development and bibliographic instruction. The committee will also solicit a formal written recommendation from the Academic Vice President and a current letter from the academic librarian's immediate supervisor.

Academic librarians seeking promotion are entitled to examine the contents of their

application file. They may waive that right to the file as a whole by informing the promotion committee in writing at the beginning of the application process. Academic librarians seeking promotion will be required to inform anyone required to write letters or from whom letters are solicited whether he/she has waived the right to see the contents of the file.

2. Procedures of the Committee.

- a. The committee shall base its judgment on the qualifications of the academic librarian according to the norms for appointment and promotion for the appropriate rank in Section II and on the responsibilities listed in Section III.
- b. After evaluating all materials submitted, the committee may choose to meet with the applicant. It shall then formally vote on the application.
- c. The chair shall submit by December 15 the following documentation: the committee's recommendation, whether unanimous or by majority; a record of the number of votes; a summary of the reasons supporting them, together with the application file. The documentation shall be submitted to the President through the Academic Vice President, who makes his/her own recommendation.
- d. When there is disagreement between the committee and the President, the President shall inform the committee in writing of the reasons for disagreement. The President shall later call the committee to a meeting in an effort to arrive at a unified judgment on the committee's recommendation. The committee subsequently shall submit to the President a further written recommendation. If the President is still at variance with the committee, the President shall make the final determination.
- e. The President shall inform the academic librarian of her/his decision by March 1. In the event promotion is denied, the applicant shall also be given written reasons by the President for this denial.
- f. The effective date of the promotion shall be the following July 1.

VII. OTHER EMPLOYMENT

A. Teaching Courses at Le Moyne.

If an academic librarian holds the appropriate academic credentials, arrangements may be made with the Academic Vice President, the Academic Dean, and the appropriate academic department chair to teach a course at Le Moyne, subject to the approval of her/his supervisor.

B. Outside Employment.

An academic librarian may not engage in continuing employment for another employer without the express written permission of the Academic Vice President. He/she may, however, pursue such temporary professional activities as are compatible with the responsibilities of her/his position, after notifying the Academic Vice President.

VIII. EMPLOYMENT CONDITIONS AND BENEFITS

A. Salaries.

Academic librarians shall be paid on a scale developed by the Director of the Library and approved by the Academic Vice President. That scale will be developed with the goal of providing pay comparable to that received by academic librarians at institutions similar to Le Moyne College. Promotion to a higher rank will involve higher salaries in accordance with this scale. The Director of the Library will develop a process, subject to the approval of the Academic Vice President, by which academic librarians can move up within a given pay range of the scale:

1. on an annual basis until they reach the mid-point of that range;
2. on a regular basis until they reach the top of that range.

B. General Benefits.

In addition to the benefits listed below, the College also makes available, to full-time employees, group retirement plans; health, life, total disability, and dental insurance; and tuition remission benefits. Information pamphlets describing these plans are available in the Office of Human Resources. Any questions regarding the provisions of these benefits should be directed to that office. The College reserves the right to modify, enhance, or delete specific benefits or coverage as described herein.

1. Vacations.

The immediate supervisor of academic librarians is responsible for approving all vacation requests and maintaining accurate records on vacation accrual.

- a. Full-time academic librarians shall receive vacations as follows:
 - i. If less than 11 full employment years will be reached during the benefit year, 4 weeks (20 days).
 - ii. If 11 or more full employment years will be reached during the benefit year, 5 weeks (25 days)
- b. An academic librarian with less than one full employment year shall receive 1-½ days per month during the first year. These vacation days may be taken as earned or accumulated up to, but not beyond, the end of the benefit year.
- c. Vacation time cannot be carried from one benefit year to the next. Exceptions may be made in case of unusual circumstances, but approval for such exceptions can be given by the Academic Vice President, only if requested in advance and supported by proper justification.
- d. When a Le Moyne College employee not covered by this policy moves to a position covered by this policy, vacation eligibility will be determined by total years of employment at the College. An academic librarian who is re-employed by the College in any full-time capacity will be credited with prior full-time service in determining vacation allowance.
- e. Request for vacation must be submitted to the supervisor at least two weeks in advance. Once approved, these dates are sent to the Academic Vice President. Library staffing needs must be considered in the scheduling of vacation time.
- f. Academic librarians terminating in accordance with notification policies during a benefit year shall be paid for unused vacation time to which they would have been entitled during that single benefit year as follows:
 - i. For employees with less than one full employment year prior to termination, vacation time to which they would have been entitled will be determined by the number of days earned up to the point of termination.
 - ii. For employees with more than one full employment year prior to termination, vacation time to which they would have been entitled will be that for the full benefit year.
 - iii. Academic librarians whose employment terminates during a benefit year will be paid for accrued but unused vacation time on a prorated basis according to the terms stipulated in §B.1.f.i-ii above.

2. Leaves of Absence.

- a. **Paid Leaves for Professional Purposes.** In addition to annual vacations, academic librarians are eligible for paid leave for the purpose of study, research, which is deemed beneficial to the college, and other activities, which promote professional

growth. Paid leaves require the President's approval upon recommendation of the Academic Vice President.

The academic librarian must apply for this leave in writing to the Academic Vice President at least six months before the leave becomes effective. The request must indicate the academic librarian's plans for this leave and what arrangements have been made the librarian's immediate supervisor to cover her/his responsibilities during this leave.

The academic librarian, upon return, shall submit to the Academic Vice President a report on the outcome of the leave. Leave time shall be considered as service for purposes of advancement in rank, salary, and vacation.

- b. **Professional Leave.** Unpaid leaves of absence may be granted to academic librarians by the President upon recommendation of the Academic Vice President to further professional development, e.g., to complete educational studies or to accept professional grants, awards or fellowships. Such leaves shall be considered as service for purposes of advancement in rank, salary, and vacation.
- c. **Personal Leave.** The College may allow an unpaid leave of absence for personal reasons, during which the College shall make no contribution toward salary or benefits. Although this leave shall not be considered as service for purposes of advancement in rank, salary, and vacation, the individual may pay the total cost of medical insurance. Life, total disability insurance, retirement coverage, cannot be continued during leaves for personal reasons.
- d. **Short-term Leave.** When an academic librarian is absent due to short-term illness, medical appointments, bereavement, or other approved personal leave, the librarian will receive his/her regular pay. The academic librarian must immediately inform her/his supervisor of the absence and possible duration. The supervisor is responsible for recording and monitoring all absences. The Academic Vice President should be notified of absences of more than three days. A leave of absence of more than 5 days requires approval of the Academic Vice President. Excessive use of this benefit will be addressed by the supervisor and the Academic Vice President.
- e. **Medical Leave.** The College may grant a paid medical leave of absence for temporary disability upon application by an individual or the individual's physician. A physician's certificate citing the need for and expected duration of such leave must accompany the leave request. The College reserves the right to require an examination and/or consultation with its physician; the cost of such examination and/or consultation shall be paid by the College. The determination of the College's physician shall be final and binding.

An individual on approved medical leave of absence shall receive full salary for the first six months of disability. The College shall continue contributions to retirement, medical insurance premiums, total disability, and life insurance during this period.

After six consecutive months of disability, TIAA Total Disability Insurance provides benefits during the term of disability or until age 65 if disability does not cease. This benefit is equal to approximately 60% of monthly salary prior to disability when combined with Social Security benefits payable to the individual or the individual's dependents. (For details, refer to TIAA Total Disability Insurance.)

Following the initial six months of disability, the College shall continue paying for an additional six months at 40% of salary prior to disability. Medical insurance will remain in effect through this period with the College contribution continuing. Life, total disability, and retirement contributions shall continue under TIAA-CREF's waiver of premium benefit. Membership in the College's group health insurance may be continued at the individual's expense for an additional one-year period following the first twelve months of disability in order to provide the family an opportunity to obtain other coverage.

Medical leave for the delivery of a child and subsequent recovery shall be regarded in the same manner as a temporary disability and shall be so treated insofar as applicable insurance coverage and other benefits are concerned.

3. Graduate Tuition.

After making formal request, providing adequate justification, and obtaining approval from the Academic Vice President, academic librarians may receive tuition reimbursement for professional study in appropriate graduate programs beyond the M.L.S. This reimbursement is normally one-half of tuition expenses.

IX. REVISIONS AND AMMENDMENTS

A. Committee on Revisions.

The immediate supervisor of the librarians, in consultation with the Academic Vice President, will appoint a committee of academic librarians and faculty to consider and propose revisions to these policies and benefits at least every third year.

B. Approval by the Executive Board of the Faculty Senate.

Any such proposed revision must be submitted to the Faculty Senate Executive Board for consideration and approval.

C. Approval by the President of the College and the Board of Trustees.

Revisions of these policies and benefits require approval of President of the College and the Board of Trustees.

D. Revision and Amendments by the Board of Trustees.

In recognition of the responsibilities vested in the Board of Trustees by the Charter of the College, this policy can also be changed, altered, modified, or revoked by resolution of the Board of Trustees.