



Office of the Provost  
 Academic Affairs  
 777 Glades Road, AD10-309  
 Boca Raton, FL 33431  
 tel: 561.297.3061  
 fax: 561.297.3942  
 www.fau.edu

**PROVOST'S MEMORANDUM 2004-07**

**TO:** Deans, Chairs, Directors and Library Department Heads  
**FROM:** Diane E. Alperin, Interim University Provost and Chief Academic Officer  
**DATE:** March 29, 2011  
**SUBJECT:** JOB DESCRIPTION: LIBRARY DEPARTMENT HEADS (Revised)

**Purpose:**

As of January 7, 2003, the Florida Atlantic University Board of Trustees became the public employer for FAU employees. This memorandum articulates the roles and responsibilities of Library Department Heads.

**Appointment:**

Department Heads are appointed and evaluated by the Dean of University Libraries and/or Associate/Assistant Deans and with the concurrence of the Provost. The appointment of a Department Head is not for a fixed term. The length of the appointment will be determined by the Dean and/or Associate/Assistant Deans utilizing the annual evaluation of the performance as Department Head.

**Compensation:**

Department Heads serve on a twelve-month basis. In addition, Department Heads will accrue and use annual leave according to existing university policies. In recognition of the added responsibilities of the Department Head an additional salary stipend may be approved for the period of service in this role. The amount of this stipend may vary depending on the size and complexity of the Department and any special circumstances that may exist.

**Assignment:**

Department Heads are Supervisors appointed by the Dean of University Libraries and are responsible to the Dean for the normal operations of their respective units on all campuses. The assignment given to the Department Head by the Dean and/or Associate/Assistant Deans must include distinctly administrative responsibilities for supervision, management, development and leadership of the personnel and operations of the department; it may also include instructional and research/creative

activity. The details of these responsibilities will be determined by the Dean and may include, but are not limited to, any of the following, depending on the needs of the individual unit.

**Department Management and Development:**

- Manage the department and its operations, ensuring that it is run in a professional, responsible and effective way
- Oversee the maintenance and security of facilities and equipment
- Govern the use of department resources within the framework set by the library and university policy
- Develop and administer library resources and facilities necessary to support the research and creative work of the faculty
- Develop and implement long-range library strategic plans for the acquisition and maintenance of resources necessary to the curricular and scholarly development of the unit
- Represent the department, library and university credibly to external constituencies such as donors, foundations, and accrediting agencies
- Lead the department's planning efforts, develop unit goals within the framework set by the library and university goals
- Propose and manage the department's budget
- Draft and submit the department's annual report as well as other reports requested by the library or university
- Plan, organize and lead effective department meetings

**Faculty and Staff Development and Supervision:**

- Supervise and evaluate faculty and staff in regard to all aspects of their assignments, including evaluation of performance as required for assignments, annual evaluations, merit/salary increases, leave requests, special bonuses and awards, sabbaticals, sustained performance evaluations, non-renewal, non-reappointment, discipline and termination
- Work with faculty and staff to develop plans for their professional development in operational, instructional as well as scholarly and creative work
- Work with faculty and staff to develop professional improvement plans for areas of the assignment where there is unsatisfactory performance

- Lead faculty and staff in the development and implementation of appropriate criteria for annual evaluation, and promotion
- Oversee, mentor, and actively work to enhance the development, work environment, and opportunities for faculty and staff
- Lead the faculty and staff in collection, curricular, technical and operational development, including ongoing review of effectiveness
- Lead the faculty and staff in assessment efforts and be responsible for the department's assessment process
- Maintain appropriate and thorough records of faculty and staff assignments, evaluations, credentials, and other personnel matters, understanding the confidential nature of some of these records
- Prevent and resolve conflict among faculty and staff that may damage the effective functioning of the department
- Implement university personnel policies, as appropriate, and impose discipline when faculty or staff behavior interferes with the effective functioning of the department or violates a policy
- Display and encourage the highest standard of professional and responsible behavior
- Recommend appointments for the election of unit representatives to college and university committees
- Supervise faculty and staff assigned to department activities
- Lead the development and assessment of the operational work of the department
- Provide leadership for the responsible, systematic and effective recruitment of line and adjunct faculty
- Ensure that faculty and staff are aware of and responsive to library and university policies relevant to their operational, instructional, service, and scholarly/creative work

**Operations and Major Management and Development:**

The Libraries' Department Heads recognize that they must coordinate functions interdepartmentally for the optimum utilization of resources, and to achieve the common goals expressed in the Libraries' mission statement. Specific areas of responsibility may include the following:

- Ensure that learning resources and services are adequate to support needs of faculty, students and staff

- Assign and supervise faculty and staff to provide point-of-use instruction, personal assistance in conducting library research, and traditional reference services
- Develop and provide opportunities for faculty, students and staff to learn how to locate, evaluate and use information to become independent life-long learners
- Ensure that library collections are catalogued and organized in an orderly, easily accessible arrangement following national bibliographical standards and conventions in order to support research and the academic programs
- Supervise the acquisition of and payment for information and library materials
- Monitor the collection development of resources, and oversee both selection and retention/preservation of materials
- Supervise the procedures for the preservation of materials in the collection
- Supervise interlibrary loan services to ensure access to print and non-print materials not held by the university
- Supervise and incorporate technology into the library operations to provide access to library services and resources

**Additional Administrative Responsibilities:**

- Represent needs of faculty and staff in the unit to the Dean and others responsible for the supervision of the unit
- Represent the unit at special academic events, such as Commencement and Honors Convocation
- May be designated by the Unit Head as the Step One Representative for a grievance
- Serve on the Advisory Council of the University's Collective Bargaining Team
- Participate in the Chairs Leadership Series and other professional development opportunities for Chairs/Heads/Directors

Contact: Office of the Associate Provost, Academic Personnel & Programs (561) 297-3068