

I. DEPARTMENT: University Libraries – Administration

II. POSITION: Associate Dean III. CLASSIFICATION: Academic Executive
[Internal title: Associate Dean for Innovation and Scholarly Engagement]

IV. NAME OF INCUMBENT: Vacant V. POSITION No.: 002785

VI. JOB PURPOSE:

This is a full-time, exempt position that requires senior faculty rank and assumes responsibilities as an Academic Executive, part of the University Libraries' (UL) administration. The incumbent undertakes tasks assigned by the Dean/Executive Director or the Associate Dean of University Libraries. In the absence of the Executive Director / Dean, represents the UL to the University Administration and external entities. They participate in planning and determining strategic directions for the University Libraries. Provides leadership in the collection, reporting, and assessment of various metrics for University Libraries' activities.

VII. DUTIES AND RESPONSIBILITIES:

The incumbent provides leadership and direction for the management and supervision of several organization-wide functions and activities including, but not limited to, the University Libraries' Institutional Repository; the open data archive; open access journal development and publication; the core collection of open educational resource; and the Digital Commons including its public display. This position is responsible for assuring the maintenance, development, and quality of the underlying databases and works closely with other faculty and staff to achieve those goals.

This position assumes responsibility for the development and implementation of the University Libraries' liaison program.

This position exercises broad oversight for web services and supporting platforms. (e.g. OUCampus, LibGuides, etc.)

This position is responsible for the on-going data gathering and reporting of service and holdings metrics for internal analysis and external reporting requirements.

VIII. OTHER:

As a member of the University Libraries' faculty, may teach credit classes and is eligible for promotion in rank. As a senior faculty member, they participate in the Tenure and Promotion Committee. Combining their practical and theoretical knowledge of library practice and the underlying principles with their professional expertise, they provide advice and consultation to departments or individuals in maximizing the use of appropriate services and resources.

Reports to the Dean / Executive Director & Associate Dean, University Libraries

Performs other duties as assigned.

Participates in or directs libraries-wide projects and activities as needed or assigned.

Undertakes other tasks assigned by the Dean/Executive Director or the Associate Dean of University Libraries.

Serves on Libraries or University committees, working groups, and/or task forces as assigned.

In the absence of the Executive Director / Dean, represents the UL to the University Administration and external entities.

VII. DUTIES AND RESPONSIBILITIES

A. Assumes responsibilities as an Academic Executive, part of the University Libraries' administration with direct responsibility for the Digital Commons, Institutional Repository, and all aspects of Scholarly Engagement.

1. Provides leadership in planning, support, and implementation of all aspects of the Digital Commons and the Institutional Repository
2. Serves as the University Libraries advisor and consultant, in collaboration with the platform vendor(s), Information Technology Services and its various units to monitor, maintain, evaluate, recommend, or otherwise advise on best practices, system enhancements, equipment specification and program development as needed or assigned.
3. Serves as the Chair of the Publications Oversight Board and is the contact for all matters relating to open access publishing, institutional repository (IR) policies and procedures, and the articulation of the Digital Commons
4. Provides advice and counsel on matters of scholarly publication, copyright, content licensing, and open educational resources and open access journal publications.
5. Applies the principles of information storage and retrieval, bibliographic record structures, organization of information to inform their planning for the IR which must support the needs of diverse users exhibiting variant skills and abilities with inquiry and research methodology.
6. Supervises the preparation and execution of file and database uploads using knowledge and skills of data profiling and cataloging requirements for all units in the University Libraries as needed and directed.
7. Develops and directs an array of services, professional involvement, and appropriate resources to provide and enhance scholarly engagement between the University Libraries and university scholars of all levels to support their research and publication needs in the broadest sense.
8. Assumes leadership in the elaboration of the University Libraries Liaison program with the academic departments authorizing subject assignments, facilitating resource access and acquisition processes, and connecting departments with UL services and personnel to improve resource use.

9. Liaises with the University's Office of Sponsored Programs (OSP) to arrange the deposit of research data and other output into the IR.
10. Represents the University Libraries before University faculty, researchers, and local, regional, and national groups addressing matters related to the IR.
11. Prepares appropriate reports related to the IR, its operation, and implementation.
12. Maintains good working relationships with vendors, other libraries, and collaborates with other university technical support personnel as appropriate.
13. Directs the work of the various projects and activities undertaken by and for the IR, the published journals, the archival and special collections on behalf of the University Libraries.
14. Assumes responsibility for the UL license and contract with BePress and others as needed or acquired.
15. Assures functional and content integration between the IR and implemented discovery platforms, supporting the electronic resources available.
16. Supervises troubleshooting users' technical problems.
17. Assumes responsibility for planning, development, and implementation of the services and activities of the UL / IR
18. Directs the work of others to grow and refine the IR, Scholarly Engagement, Digital Commons, Liaison program in a collaborative and collegial manner.
19. Assists the Executive Director / Dean in strategic planning, assessment, and program enhancement.

B. Provides leadership in the collection, reporting, and assessment of various metrics for University Libraries' activities.

1. Collaborates with University Libraries personnel to design and implement quantitative and qualitative library assessments to identify user needs, demonstrate library impact, improve services, and inform decision-making related to the University of Memphis Libraires.
2. Assists University Libraries and University administrators with collecting statistics and preparing reports for various accrediting organizations, such as ASERL, IPEDS, and other internal and external parties.
3. In collaboration with other University Libraries departments, leads the creation of visualizations and strategies intended to communicate University Libraries data, assessment results, and other related information to guide strategic decision making.
4. Develops and maintains ongoing processes and tools for the collection, storage, and analysis of University Libraries data.

C. Participates in faculty governance and provides input into library decision-making.

1. Participates in faculty meetings and works with colleagues to implement the agreements reached through collective decision-making.

2. Stays abreast of current trends and best practices in areas of responsibility and takes steps necessary to integrate these into the University Libraries as appropriate.
 3. Serves on committees and task forces in the Libraries, on campus, and throughout the region.
 4. Participates in the Faculty Senate and other campus-wide faculty activities as opportunities present themselves.
- D. Maintains and documents a program of research and continual learning that promotes their own professional growth and development and contributes toward the achievement of the libraries' organizational mission.
1. Conducts qualitative and/or quantitative research in subjects and disciplines related to one or more aspects of librarianship or the broader field of information sciences.
 2. Seeks grant funding to support research or experimentation in his/her field(s) of interest.
 3. Seeks opportunities to publish research findings in professional publications and to make formal presentations at professional meetings and academic and scholarly conferences.
 4. Participates in formal and informal programs of continual learning that will enhance their professional expertise and contribute to their overall effectiveness as a faculty member.
- E. Performs other duties as assigned.
1. Participates in or directs libraries-wide projects and activities as needed or assigned.
 2. Undertakes other tasks assigned by the Dean/Executive Director or the Associate Dean of University Libraries.
 3. Serves on Libraries or University committees, working groups, and/or task forces as assigned.
 4. In the absence of the Executive Director / Dean, represents the UL to the University Administration, notably the Provost.

VIII. DIRECTION RECEIVED:

Reports to the Dean / Executive Director & Associate Dean

IX. DIRECTION GIVEN:

Supervises the work of the staff involved in IR support, Digital Commons, Scholarly Engagement, and others as needed or assigned.

X. JOB SPECIFICATIONS:

This is a full-time, 12-month, Academic Executive position requiring senior faculty rank. All faculty are required to hold an ALA accredited MLS and appropriate, relevant library work experience. An earned doctorate from an accredited program of study is required. Faculty members are expected to conduct research, provide professional service, and publish their work in appropriate professional publications.

XI. SPECIAL CONDITIONS:

This position requires a varying work schedule and may include some scheduled evening and weekend hours. The specific work schedule may change from week to week depending on the demands of the responsibilities of the position. This position is exempt from wage and hour restrictions. Faculty are expected to work to the fulfillment of their duties and responsibilities as identified in the position description. The expectation is that University faculty will fulfill their work obligations on campus.

To fulfill the mission and purpose of the University of Memphis, the specific tasks and responsibilities of all positions may be modified as the needs of the University Libraries change, and technology evolves.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- A. Knowledge of the principles and practices of integrated library system management.
- B. Experience working with one or more large scale integrated library system, currently Innovative Interfaces' Sierra.
- C. Advanced technical knowledge and expertise as well as theoretical and applied understanding of the roles and functions of an academic research library serving an intellectually and scholastically diverse community.
- D. Knowledge and experience with large scale, networked, integrated, library-specific information systems.
- E. Knowledge of bibliographic record structures that translates into effective planning for optimal functionality of the integrated library system.
- F. Thorough knowledge and understanding of bibliographic database structures and current cataloging practice and supporting utilities.
- G. Familiarity with and/or experience with web design and/or development.
- H. Familiarity with the components of information access equipment and technologies.
- I. Ability to supervise the work of others.
- J. Good and demonstrable oral and written communication skills.
- K. Must have good interpersonal skills and demonstrate a commitment to public service.
- L. Must be a self-starter and able to work independently as well as as a part of a team in a collegial environment.
- M. Must be able to assume responsibility and accomplish goals with little or no supervision.
- N. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that would merit tenure and promotion.
- O. Ability to work effectively with a highly diverse group of university faculty, staff, students, public, and coworkers in a courteous and professional manner.
- P. Must have good problem-solving skills and exercise sound judgment in dealing with a variety of issues.

XIII. WORKING CONDITIONS:

Technologically oriented academic research library where the ILS is the primary gateway to the vast resources available to students, faculty, and the broader community. Position relies on extensive technical expertise but has a public service component requiring regular interaction with the public in person, by telephone, and/or electronically. Position

requires some standing, walking, stooping, crawling, and reaching in order to solve user problems. Responsibilities require handling and manipulation of heavy, yet sensitive, electronic equipment and careful connection of delicate component parts. Individual must be able to lift up to 30 pounds. Position requires travel to other locations to assess and plan for needs of branch libraries and/or partner libraries, as well as provide relevant training as needed.

Updated, December 2022, J. Evans