AUTHORITY AND RESPONSIBILITIES OF THE DEAN
OF THE WALTER E. HELMKE LIBRARY

Overview

Authority

The Dean of the Walter E. Helmke Library reports to the Vice Chancellor for Academic Affairs and is the designated leader and administrative officer responsible for the effective and efficient operation of the Helmke Library.

1. Leadership, Vision, and Planning

Possesses a deep understanding of librarianship and the role of the library in enhancing the core missions of the university.

Provides overall leadership, direction, communication, coordination, consultation and assessment of the library as a whole, and of the sub-units within it, especially in the areas of print and digital collection development, information literacy instruction, research and information services, public services, technical services, facilities planning, University Digital Archives management, scholarly communication, and personnel policies.

Provides proactive leadership in the development and implementation of new information technologies and digital library capabilities.

Develops and articulates a mission and vision for the Library in collaboration with librarians and staff that is consistent with the campus mission and vision.

Communicates the Library’s mission and vision to librarians and staff, to the IPFW faculty, students, administration, and to other relevant constituencies in order to create a shared vision for the Library’s future.

Develops and articulates a coherent, realistic strategic plan and measures in consultation with librarians and staff that advance the mission of the Library and of IPFW and provides an annual assessment of library performance.

Effectively communicates campus-wide priorities to the librarians and staff.
Assists in the accreditation process for the campus and its respective units and departments.

Serves on academic, technological, and administrative councils, at IPFW, within the IU and Purdue systems, and other relevant professional boards, committees, etc. that support and enhance the mission and goals of the library.

Coordinates Library services with other academic libraries and the Allen County Public Library to assure the best possible services and resources for IPFW faculty and students.

Provides leadership and consultation to the Senate Library Sub-committee in its understanding and review of library issues.

Establishes diversity goals and measures appropriate to the Library's mission and programs.

Generates innovations and initiatives on behalf of the Library's mission and supports appropriate initiatives generated by others.

Effectively advocates for the Library, communicating needs to the administration and to other stakeholders as appropriate.

Makes sound decisions and acts with integrity and fairness.

2. Administration and Management

Facilitates the implementation of library strategic plan priorities, supporting those with delegated authority to act independently.

Establishes and maintains a cooperative, collegial work climate that enhances communication, trust, and productivity of and among librarians, and administrative, clerical, and technical staffs and library student workers.

Forges strong, collaborative relationships with academic deans and leaders of administrative support units to increase the integration of library resources and services into campus activities and broader campus strategy.

Establishes a mechanism for feedback on significant issues and problems in the Library and ensures that complaints/grievances are addressed in a timely and appropriate manner.

Encourages, supports and facilitates innovative research and pedagogical endeavors.
Establishes and monitors a budget and a funding strategy which enhances and supports the mission and goals of the Library and the campus.

Manages human, financial, and space resources responsibly and in accordance with university, state and federal policies.

Coordinates grant applications submitted by the Library, ensuring that they are congruent with the Library's goals and that they are presented to the appropriate campus offices for approval in a timely fashion.

Participates actively in Library development activities, identifying and pursuing sources of support.

Works to assure an attractive, comfortable, healthful, secure, and state-of-the-art work and study environment to improve staff efficiency and student and faculty access to resources and services.

Serves as the library public relations officer and provides oversight for all Library information products/services, both print and electronic.

Establishes procedures and standards that will ensure access to information resources that meet the current and anticipated information needs of the faculty, undergraduate and graduate students, both on campus and at a distance.

 Integrates the library's academic program of information literacy into the campus community, both in and out of the classroom.

Demonstrates respect for shared governance, soliciting input from faculty and staff when appropriate and communicating decisions to them through appropriate channels.

Accepts and responds to constructive criticism.

3. Personnel Duties

Coordinates all personnel searches for the Library, ensuring that diversity goals are pursued diligently and campus procedures are followed.

Establishes, implements and communicates an equitable approach to compensation for librarians, staff, and student employees.

Ensures that all faculty and staff receive written annual performance reviews with both summative and formative feedback.
Creates a working environment that maintains morale, rewards and fosters competence and effort, and deals effectively with problems and issues that affect librarian and staff job performance.

Oversees the personnel files regarding the employment and performance of all persons within the Library.

Makes timely recommendations regarding all personnel actions (such as appointment, reappointment, promotion, tenure, leave, involuntary dismissal, transfer, and sabbaticals) to the Vice Chancellor for Academic Affairs.

4. Promotion and Tenure

Works with and supports librarians in their roles as teachers and scholars.

Oversees and monitors the promotion and tenure process, ensuring that librarians receive timely and useful feedback on their progress toward tenure and/or promotion, and that established procedures are followed.

Uses the promotion and tenure process to create an atmosphere of growth.

Ensures that relevant criteria are met and that standards are consistently upheld in recommending personnel actions (reappointment, promotion, and tenure) to the VCAA.

Other

Performs such other duties as may be delegated by the VCAA or other appropriate campus officers.

Carl N. Drummond
Vice Chancellor for Academic Affairs and Enrollment Management