



## 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

##### The Dean:

Provides overall leadership, direction, communication, coordination, and assessment of the library as a whole, and of the sub-units within it, especially in the areas of collection development, public services, technical services, facilities planning, 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 unit that is consistent with the campus mission and vision, in collaboration with faculty and staff.

Effectively communicates campus-wide priorities to the unit.

Communicates the unit's mission and vision to the unit's faculty and staff, to the administration, and to other relevant constituencies in order to create a shared vision for the unit's future.

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

Assists in the accreditation process for the campus and its respective units and departments.

Serves on academic, technological, and administrative councils, both at IPFW and within the IU system, that support and enhance the mission and goals of the library.

Coordinates Library services with the Allen County Public Library and other libraries to assure the best possible services 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 unit's mission and programs.

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

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

Makes sound decisions and acts with integrity and fairness.

## 2. Administration and Management

### The Dean:

Facilitates the implementation of 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, secretarial, and technical staffs and library patrons

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.

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.

Assures 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 publications, brochures, pamphlets and other 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.

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**

#### The Dean:

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 and implements a systematic librarian and staff development plan which enhances performance, accommodates diversity, and responds to change.

Creates a working environment that maintains morale, rewards and fosters competence and effort, and deals effectively with problems and issues that decrease 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

##### The Dean:

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

Oversees and monitors the promotion and tenure process, ensuring that faculty 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 appropriate procedures related to presentation and review of promotion and tenure cases are followed.

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.

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Susan B. Hannah  
Vice Chancellor for Academic Affairs