

 <b>CSN Policy</b>	<b>Lead Librarians Policy</b> <b>Version 1</b>
<b>Category: Faculty</b>	<b>Effective Date: 04/01/2021</b>
<b>MOST RECENT CHANGES</b> Version #1: New policy	

**I. POLICY PURPOSE**

The purpose of this policy is to define the Lead Librarian role and specify the role’s compensation. For the purposes of CSN Libraries, this role is equivalent to a site coordinator.

**II. POLICY STATEMENT**

- A. A Lead Librarian is a current CSN faculty librarian who takes on additional personnel and administrative duties in addition to those of a full-time, full-year (“A” contract) faculty librarian.
- B. The specific duties are defined in the Lead Librarian job duties document created by the Director of Libraries in collaboration with Human Resources. The document will be maintained in Human Resources and will be reviewed by the Subject Matter Experts and the Director of Libraries every two years to ensure accuracy.
- C. The Lead Librarian will receive a list of job duties prior to assuming those duties.
- D. Lead Librarians may be responsible for a campus library or a library unit.
- E. Any tenured or tenure-track librarian is eligible to apply for the Lead Librarian position.
- F. A Lead Librarian will be on an “A” contract while serving as a Lead Librarian.
- G. Librarians serving in the Lead Librarian role shall be compensated with a stipend equivalent to at least 1 IU per semester in addition to regular salary. The amount of the stipend will be determined on an annual basis in collaboration between the Librarian and the Director of Libraries. The Vice President of Academic Affairs, Vice President of Finance, and President will review and approve the stipend.
- H. The Lead Librarians’ list of job duties will be created by Subject Matter Experts and the Director of Libraries in collaboration with Human Resources.

**III. PROCEDURE**

The Lead Librarian shall be chosen by the Director of the Libraries, with input from all librarians, and serve according to CSN Libraries Departmental procedures. The department procedures are created by Subject Matter Experts and the Director of Libraries in collaboration with Human Resources.

**IV. AUTHORITY AND CROSS REFERENCE LINKS**

[CSN-NFA Collective Bargaining Agreement](#)

**V. DISCLAIMER**

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer, Faculty Senate Chair, and the CSN-NFA President of the suspension or rescission.

Questions about this policy should be referred to the CSN Office of General Counsel ([general.counsel@csn.edu](mailto:general.counsel@csn.edu), 702.651.7488) and/or the Recommending Authority.

**VI. SIGNATURES**

Recommended by:

/s/ Maria Schellhase  
Signature

3/23/21  
Date

Faculty Senate Chair  
Recommending Authority Title

Recommended by:

/s/James McCoy  
Signature

3/23/21  
Date

Interim Vice President, Academic Affairs  
Recommending Authority Title

Reviewed for Legal Sufficiency:

/s/ James Martines  
General Counsel

3/23/21  
Date

Approved by:

/s/ Federico Zaragoza  
CSN President

03/23/2021  
Date

**VII. ATTACHMENTS**

- **Version #1: New Policy**
  - 03/23/2021: Approved by CSN President Federico Zaragoza
  - 03/23/2021: Reviewed by General Counsel
  - 02/10/2021: Recommended by Faculty Senate Chair (M. Schellhase)
  - 02/05/2021: Approved by Faculty Senate (with revision submitted by the Librarians)