



Career Employee Program

THE UNIVERSITY OF
TENNESSEE LIBRARIES

2004-2006 CEP Board:

Kathleen Bailey
LouAnn Blocker
Brenda Childress
Marie Garrett
Thura Mack

February 1, 2006

Dear Library Employee:

Are you committed to your job? Are you interested in learning more about libraries? In acquiring new skills? Do you want to become more involved in the UT Libraries and in the library profession in general? **WOULD YOU LIKE TO BE REWARDED FOR YOUR EFFORTS WITH A \$2,000 INCREASE TO YOUR SALARY!?! Apply for the CAREER EMPLOYEE PROGRAM.**

We invite you to attend an "interest meeting" about the Career Employee Program on Wednesday, February 22, 2:00-3:00 PM in 150 Hodges Library.

The Career Employee Program board is pleased to announce the next round of the program (July 1, 2006 to June 30, 2008). We will select four employees to participate. The program is open to permanent, full-time, non-exempt staff who have been with the UT Libraries for a minimum of three years (as of April 3, 2006).

Applicants should submit a one-page essay outlining their interest in the program, two letters of recommendation from fellow library employees (including the applicant's supervisor), and the attached Request Selection Form signed by the supervisor and team leader. Applications should be submitted to Elizabeth Greene, Library Personnel and Procurement, 630 Hodges Library, by April 3. The Career Employee Program board will announce the selected participants around May 1.

Please read the attached materials carefully. The program demands a lot of dedication and a significant commitment of time. Participants will be required to take two Information Science classes within the two-year performance period; so, selected staff must attain admission to the University by July 1, 2006. Other requirements are participation in workshops, library conferences, and library committees--and completion of a couple of publications, projects, or presentations. The program can be grueling--but it will be fun!

If you think you're interested, plan to attend the February 22 meeting. Board members will be glad to talk with individual employees or schedule meetings with individual departments to discuss the program.

We want your application! Don't feel that your essay must be eloquent. Just send your application to Elizabeth Greene by April 3.

Best wishes!

The 2004-2006 Career Employee Program Board:

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2006-2008

This is a program developed for the non-exempt employees of the UTK Libraries.

Purpose

The program is designed to identify and develop career library staff. CEP offers a process for recognizing and rewarding career staff for their continuing commitment to the libraries and the university. The result is a more flexible, better-educated workforce whose knowledge and skills enable them to support the Libraries' and the University's goals and strategies.

Eligibility

Permanent full-time staff who have a minimum of three years of library experience are eligible to participate in the program. Participants must obtain supervisory approval; must complete much of the work outside the employee's normal working hours; and must complete the program within two years. If selected, the participant must be admitted to UT by July 1. The minimum amount of released time for CEP is 32 hours per year.

Selection

The Review Board is responsible for the selection of non-exempt participants. Selection will be based on the applicant's one-page essay outlining his/her interest in the program and a minimum of two recommendations from library employees, including the employee's current team leader. Each applicant must also submit a completed CEP Request Selection Form (attached). There will be a maximum of four participants chosen every two years. The deadline for applications will be April 3 with final decisions occurring no later than May 1. Participants may begin the program in July.

Administration

The Libraries will establish a Review Board comprised of six library staff members (two non-supervisory non-exempt staff, one non-exempt supervisor, one faculty member, one prior participant in the program, and one ex officio member representing training). The dean will appoint members who serve for two years on a rotating basis.

The Review Board provides assistance in determining whether a program, course, etc., meets eligibility requirements; counsels participants; and verifies program completion.

Each participant should choose a board member to serve as a mentor.

For more information about the current class and its activities, visit the CEP home page at http://www.lib.utk.edu/~share/committees/cep_html/cep.html

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Basis

Participants are expected to achieve five competencies within two years of starting the program. The CEP Review Board must pre-approve all competencies.

1. Complete two undergraduate SIS classes (101 and 102) or with Review Board approval, two SIS graduate classes. Courses may be taken Pass/Fail or for credit at the option of the employee.
2. Complete two training workshops. One must be library-specific. Each workshop must be a minimum of 4 hours and approved in advance by the Review Board. (Examples: SOLINET or library association pre-conference workshops.) Submit a one-page written report within two weeks following the workshop.
3. Attend two library conferences and submit a one-page written report to the Review Board within two weeks after each conference for verification of participation as a planner/worker.
4. Serve on two standing committees, either library or university, which are active and meet regularly. Submit a one-page written report telling what contributions you made to the work of the committee. The chair of the committee should submit a letter to the Review Board verifying the individual was an active participant of the group.
Time spent on committee work is considered release time.
5. Complete two significant library-related projects approved by the Review Board. For example, prepare papers, articles, displays/exhibits, publish book reviews, make presentations. Any task fulfilling these competencies must demonstrate a sufficient degree of scholarship.

Recognition

The Libraries will recognize and compensate non-exempt staff who complete the formal program with a salary increase of no less than \$2000 added to the base salary. Successful completion does not result in a job upgrade.

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Request Selection Form

I want to be considered for selection in the Career Employee Program. As a participant I understand that I have from _____ July 1, 2006 _____ to _____ June 30, 2008 _____ to complete all competencies as described in the Career Employee Program guidelines. If selected, I understand my participation is contingent upon my admission to UT by July 1.

Signed _____

Date _____

As supervisor, I approve this request for _____ (employee's name) to participate in the Career Employee Program. I agree to adjust his/her work schedule as needed and to allow participation on library committees.

Signed _____

Date _____

As team leader, I approve this request for _____ (employee's name) to participate in the Career Employee Program. I agree to adjust his/her work schedule as needed and to allow participation on library committees.

Signed _____

Date _____