**Petitioning for a ranked professional librarian position [as a current member of library staff]:**

* The candidate shall submit a statement of interest and a current resume to the VP and UL.
* The candidate shall request a letter of support from his/her supervisor, to be submitted directly to the VP and UL.
* The VP and UL, following consultation with appropriate staff (including the candidate’s supervisor) will decide if the candidate meets the criteria for ranking as a professional librarian, and, by extension, for membership in the Librarians’ Assembly.
* If the decision is in favor of updating the candidate’s position to ranked professional librarian then the VP and UL will ask the liaison to convene the CAP Review Committee for the purpose of recommending an initial ranking.
* The VP and UL will forward the candidate’s resume to the liaison; this is the documentation to be consulted by the CAP Review Committee during their deliberations on initial ranking.
* For purposes of future CAP reviews the candidate’s date of appointment as a ranked professional librarian will be the equivalent of “anniversary of employment” (the phrase used in the CAP document to denote date of hire for new employees).

Criteria for appointment to a ranked professional librarian position [based on section II, paragraph A. of RU General Policy No. 817-99]:

* The candidate’s current position must be ranked no lower than a grade 14 with exempt status.
* The candidate must have either a master’s degree in library science from a library school accredited by the American Library Association, or an advanced degree in a subject field related to his/her assignment plus appropriate library experience.

Librarians’ Assembly, Fondren Library

22 October 2012