**Statement of the Position**

The position of Law Library Director/Associate Professor of Law (Law Library Director) is a full-time faculty position within the School of Law, with comparable rights to those on the “tenure track.”

The Law Library Director is primarily responsible for managing all aspects of the Law Library, including determining and administering library policies and programs to accomplish the Law Library's mission of educating students, supporting faculty in their teaching, scholarship, and service, and providing assistance to the legal profession and the wider community.

**Essential Functions**

**Administrative Responsibilities:**

* The Law Library Director is responsible for providing strategic vision, fiscal stewardship, and operational management of the Law Library to ensure the Law Library is an active and responsive force in the educational life of the School of Law. The management of the Law Library-the principal responsibility of the Law Library Director-includes budgeting, expenditures, hiring and supervision of all library staff, collection and database development, research and reference services, strategic long-term and short-term planning, initiating, and monitoring all library programs and services, including service to faculty, students, and the public, technology application, and other aspects of library operations as determined by the Dean. The Law Library Director is responsible for ensuring that library services are highly effective, innovative, flexible, and tailored to the needs of the Law Library's constituents and the School of Law.
* The Law Library Director is responsible for advising the Dean on the development of Law Library policies and planning for patron services and the Law Library as a whole.

**Teaching:**

* The Law Library Director is responsible for working with the legal writing faculty in teaching legal research to first-year law students, providing students with appropriate guidance and constructive feedback. The Law Library Director also is responsible for assisting the faculty in the training and supervision of graduate teaching and research assistants and in the development of legal research teaching resources, materials, and agendas.
* The Law Library Director may be expected, where appropriate, to teach upper-level courses in legal research and fulfill other teaching responsibilities in the School of Law, such as serving as advisor for Independent Studies and Independent Writing Projects. The Law Library Director may, with the approval of the Associate Dean for Academic Affairs, teach non-research courses within the School of Law if such teaching does not interfere with his or her other responsibilities.
* Additional instructional responsibilities of the Law Library Director include, but are not limited to, collaborating with faculty to offer in-class and workshop style training sessions, maintaining current awareness of services to Library users, conducting informal training on the use of library techniques, and providing specific information as needed by students and faculty.

**Professional Development:**

The Law Library Director, who must have a J.D. from an ABA accredited law school and a master’s degree in library science or information Science from an ALA accredited program, will attend and participate in appropriate conferences, workshops, and seminars in the field of legal research and remain current on developments, trends, and scholarship in such field. The Law Library Director is not expected or required to make contributions to the scholarship in the field of legal research, or any other field, but may do so at his or her option, consistent with his or her other responsibilities.

**Service to the Law School and Community:**

* The Law Library Director is expected to engage in service to the School of Law, the University of Maine System, the profession, and the local and national communities. Service activities include, without limitation, contributions to and within the School of Law, as a law librarian and faculty member, collaboration with other libraries within and outside the University of Maine System including the University of Southern Maine Library, participation in the University of Maine System’s Library Director’s group, service on the State Court Library Committee, participation in national library and law library associations.
* The Law Library Director may serve on any faculty committee, except for the Faculty Personnel Committee, and may vote on all matters coming before the faculty, except for appointment, promotion, and tenure of faculty.

**Components of the Position**

**Appointment and Promotion:**

* Initial Appointment is for a two-year probationary term as Law Library Director. Such contract may be renewed for a maximum of two subsequent two-year terms. While in the final year of the third probationary appointment, the Law Library Director will be considered for a six-year presumptively renewable appointment. Individuals with prior experience in the field of academic library administration may be considered for initial appointment to the position of Law Library Director/Professor of Law with one or more of the probationary terms waived, depending on prior experience.
  + - At each stage of review, promotion and re-appointment, such decisions are to be considered by the Faculty Governance & Personnel Committee, who vote upon all reappointment decisions, and shall recommend appropriate actions to the Dean.

**Compensation:**

The compensation level of the Law Library Director will be set by the Dean, subject to the approval at the University and University System levels. While the position does not follow the traditional “tenure track,” the Law Library Director will be eligible for all the perquisites that are available to tenured (for Professor of Law) and tenure-track (for Associate Professor of Law) faculty.

**Reports to:** President/Dean of the Law School.