

WIU Libraries Departmental Workload Equivalents: 2017-2021

[as approved by the Provost's Office 4/22/19]

Unless otherwise stated each ACE equals 1.5 hours. Listed activities define primary duties other than credit course instruction and further the mission of WIU Libraries.

Activity	Description	ACEs/sem.
Activity/Service Coordination	Coordinate an ongoing library activity or service (within or across units) not listed or defined separately in this document.	.5 – 4
Application/computer program development	Create applications or computer programs in order to enhance or facilitate access to library services and/or collections.	1 – 3
Cataloging and Catalog Maintenance	Perform original cataloging, editing, assigning call numbers and subject headings, and/or doing authority work for the library catalog.	1 – 5
Class-based instruction	Teach a group to identify, evaluate, and use information resources, when not the teacher of record. One ACE is equivalent to 15 50-minute sessions.	.5 – 2.5
Collection Development	Participate in selection, evaluation, and/or deselection of print and electronic library information resources.	1 – 4
Departmental Independent Study/Readings	Per 18.5, "faculty supervising more than 6 credit hours of independent study readings per academic year shall be compensated at the summer session rate (Article 29.11.c) starting with the 7th SCH."	See description
Departmental Liaison	Liaise with assigned departments or disciplines to inform them about library resources. Develop the collection in those subjects or disciplines.	.5 – 3
Designated Project	Can include coordination, research & development, troubleshooting, implementation, oversight, reporting, and/or assessment for a library project.	.5 – 5
Development of a course (not online)	Develop a traditional or hybrid course to be taught at WIU or a satellite campus, per request & approval by Dean of Libraries.	1 ACE per credit hour
Development of an online course	Per Article 16.4: "a faculty member assigned to develop a Distance Education course, which requires substantial time and effort to learn new technologies and to develop or adapt materials, will be given appropriate ACEs during the semester of development as follows: [see contract for details]."	See description
Digital Content	Create and/or maintain digital object content in order to enhance or facilitate access to library services and/or collections.	.5 – 2

Digital Coordination	Oversee the conversion of materials to a digital format, including selection, digitization, and/or cataloging, with appropriate metadata. Also includes staying current on emerging digitization technologies and relevant staff development.	1 – 4
External liaison/ partnership coordination	Serve as the point of contact with external institutions, organizations, or partners as mandated by agreements (e.g., FDLP, consortia); keep current on program or agreement requirements, produce reports, communicate issues, and seek solutions.	.5 – 4
Information Planning and Implementation Across Units	Assist units across the libraries to develop effective delivery of information and resources to library users. Provide technology project management including R&D and evaluation of information systems.	1 – 5
Institutional Repository	Develop, plan, coordinate, and/or maintain an institutional repository.	1 – 4
Internship mentor	Work one-on-one with a student doing a library internship.	.5
Library Development	Identify, steward, and cultivate relationships with donors for both material and financial gifts.	.5 – 4
Library Marketing	Coordinate and oversee the marketing of library services and programs.	1 – 4
Library System & Database Support	Provide support and reporting for databases, systems, and platforms created, maintained and/or subscribed to by WIU Libraries.	.5 – 5
Library Systems Coordination	Coordinate, implement, maintain, and organize library systems (e.g., Integrated Library Management System, Digital Asset Management System, proxy server, relational databases, etc.) across functional areas and branches. Provide training, reporting, troubleshooting, development, and/or multi-system integration.	2 - 7
Open Access/Scholarly Communication Support	Assist faculty & students to identify and/or provide access to Open Educational Resources; answer questions about Open Access publishing; promote OERs and OA on campus; assist in choosing appropriate venues for disseminating scholarship.	.5 – 2
Outreach	Engage with populations on campus and in the community to enhance the mission of the library, not including programming or activities listed separately in this document.	.5 – 2
Program accreditation efforts	Faculty obtaining data and writing the library portion for more than three accreditation or program evaluation reports in a given semester shall earn .5 ACEs for every additional three reports.	See description

Programming	Identify and coordinate relevant library programs for the university and community.	.5 – 3
Reference-based instruction	Teach library users one-on-one (from a central desk or other service point) to identify, evaluate, and use information resources.	1 – 8
Sabbatical	A sabbatical appointment shall be considered full employment.	See description
Social Networking Coordination	Coordinate and oversee library social networking activities.	.5 – 4
Student Recruitment	Engage in activities that promote recruitment to WIU, such as Discover Western, high school visits, etc.	.5 – 3
Student Retention	Engage in activities that promote retention of WIU students, such as SOAR, student organization events, residence hall activities, etc.	.5 – 3
Supervision	Hold responsibility for hiring, training, management, and evaluation of employees.	.5 – 3
Tutored study	Article 18.6: "In general, the enrollment thresholds shall be under 15 students in a lower division class, under 10 students in an upper division class, and under five students in a graduate class....Faculty members assigned to teach a tutored study course shall receive the pro rata equivalent of one ACE for five students in a 3 sh course."	See description
Unit Coordination	Hold responsibility for coordinating the services and efforts of the personnel in a unit. This may include scheduling, communications, reporting, and other activities not listed or defined separately in this document.	1 – 5
Vendor Relations	Hold responsibility for liaising with library vendors, ensuring contract compliance, and resolving problems. Report vendor contact to the state when required.	.5 – 2
Web Content	Create and/or maintain web content in order to enhance or facilitate access to library services and/or collections.	.5 – 2
Website Coordination	Coordinate the development, design, and maintenance of the Libraries' online presence (e.g., database development, scripting), in accordance with applicable accessibility requirements and technology standards, to promote the use of appropriate information resources.	2 – 5