

Version: 1.0

Responsible University Official: Director of the Law Library

Effective Date: August 31, 2016

1.0 PREFACE

The faculty of Saint Louis University School of Law Vincent C. Immel Law Library provide essential services in support of the larger mission of Saint Louis University and its corporate purposes of teaching, research, health care, and service to the community. To accomplish this, they

- build collections in all media formats to inspire discovery and investigation into ideas and issues, past and present, that catalyze the innovative teaching and research that characterize the Jesuit tradition of free inquiry;
- process and catalog materials to speed and enhance information discovery and retrieval in order to maximize scholarly productivity;
- apply subject expertise to instruct students and other members of the School of Law and University

5. Department Heads and the Director of the Law Library are responsible for ensuring that
 - A. the workload allocation among a department's faculty is equitable and achieves the department's and the library's service obligations;
 - B. faculty are evaluated based upon the agreed workload distribution; and
 - C. o promotion and are accommodated by relevant University leave policies.

5.0 ESTABLISHING THE LAW LIBRARY FACULTY WORKLOAD POLICY

The Director of the Law Library leads the law library faculty in making recommendations to develop, review, and revise this policy. The Director consults with the faculty regarding changes, and ultimately approves the policy. The Director, via the Dean of the Law School, submits the policy to the Faculty Senate Faculty Workload Policy Review Committee and the

3.



- Conference presentations or posters
- 3. Artistic and Professional Performances and Exhibits
Exhibitions (scholarly)
- 4. Funded Research Projects
Grants
- 5. Non-Funded Research Projects (any research project for which grant money was not sought via eRs)

Service:

- 1. Profession
 - a. Committee membership or leadership
 - b. Editorial board membership
 - c. Journal editorship
 - d. Professional societies active participation
- 2. Public
Committee membership or leadership Community
- 3. Department
Committee membership or leadership Department within library
- 4. School of Law
Committee membership or leadership
- 5. University
Committee membership or leadership
- 6. University/Professional/Public
 - a. Conference organizer
 - b. Workshop organizer (in which teaching of some type is a significant part)
 - c. Session chair, conference
 - d. Task force or membership on a team of experts