

Best Practices for Non-Teaching Adjunct Library Faculty

The Council of Chief Librarians affirms the critical role Non-Teaching Adjunct (NTA) faculty play in supporting the mission of CUNY Libraries. NTA colleagues: provide reference service in person and online; teach course-embedded and credit-bearing information literacy classes; catalog and process collections; develop and implement Open Educational Resources and related programming; and enable resource sharing within CUNY and beyond.

The Council of Chief Librarians advocates that compensation and benefits should reflect the value these colleagues contribute to our campuses. We acknowledge that the vulnerability inherent in these positions undermines the status of these colleagues, as well as overall stability and sustainability of library services to our communities. We recognize that wages and working conditions of NTAs are collectively bargained.

The following is a list of recommended best practices for Chief Librarians to follow regarding NTA library faculty:

1. Upon appointment and with each subsequent reappointment, NTAs should be notified of their rights under the PSC-CUNY Contract including provisions related to health insurance, sick and bereavement leave, and reappointment processes and deadlines
2. Processes for appointment and reappointment of NTAs should be transparent and clearly communicated to all library faculty (full- and part-time), and shared with NTAs
3. NTAs should be included and compensated for participation in decision-making that impacts their work in the library
4. Guidelines for professional development opportunities and funding should be clearly communicated to NTAs
5. Library administration should develop and communicate clear pathways to annual contract appointments
6. If requested to work remotely, NTAs should be provided necessary material support to enable work from home including: computer peripherals such as external monitors; ergonomic mice and keyboards; other supplies necessary for workplace safety and productivity
7. Hiring practices should follow formal processes compliant with Equal Opportunity/Affirmative Action/Immigration Reform and Control Act (IRCA)/Americans with Disability Act (ADA) human resource guidelines