

2006-2007 / 2007-2008

Librarian Salary Survey

Part II

Rank Classifications

Enquête sur les salaires des bibliothécaires

Partie II

Classification des rangs

November 2008 novembre



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INTRODUCTORY NOTES

This booklet forms Part II (Rank Classifications) of the 2008 CAUT Librarian Salary Survey, a biennial salary and status survey of academic librarians (librarians employed in the university and college systems) in Canada. The first survey was conducted in 1986 for the university system and has expanded over the past two cycles to include data from some colleges. The previous survey was conducted in 2006.

Questionnaires were sent out to the faculty associations of sixty-one (61) post-secondary education institutions (including two provincial affiliates) and fifty-three (53) of these responded. In those cases where the respondents did not provide details about the qualifications, appointment and promotion criteria and/or job descriptions for the various ranks, information was compiled from the institution's collective agreement or handbook. In many instances the replies have been summarized or paraphrased.

In addition to rank descriptions, both promotion and appointment criteria language are compiled here as well, summarized wherever possible, with the limited inclusion of language on promotion and appointment procedures (including appeals procedures). Actual rank definitions may be found highlighted in any one of the three above-noted sections for each institution. Finally, job description materials are also included, with reference to librarian duties, rights and responsibilities as well as position descriptions.

Rank classifications and salary structures for academic librarians are not standard across the country. Similarly, the methods of describing the differences between academic librarian ranks are not standard and have not been standardized for this publication. In some cases, respondents compiled lists of the type of duties performed and criteria used for appointment and promotion from one rank to the next. At some institutions' libraries, duties performed are strongly linked to rank held, whereas in others, positions can be occupied by librarians in a number of different ranks.

Thanks are extended to all those who responded to this survey and whose data are included in the report. Any comments, criticisms and suggested modifications are welcome. They should be directed to John Hollingsworth, CAUT Research Analyst, hollingsworth@caut.ca, (613) 820-2270 x.190.

NOTES PRÉLIMINAIRES

La présente brochure comprend la seconde partie (Classifications des rangs) de l'enquête de l'ACPPU sur les salaires des bibliothécaires de 2008. L'ACPPU mène cette enquête tous les deux ans afin de recueillir des données sur les salaires et le statut professionnel des bibliothécaires des universités et collèges du Canada. L'enquête a été réalisée pour la première fois en 1986 auprès des seuls établissements universitaires, mais elle a été élargie à certains collèges au cours des deux derniers cycles. La dernière enquête remonte à 2006.

Des questionnaires ont été expédiés aux associations de personnel académique de soixante-et-un (61) établissements d'enseignement postsecondaire (incluant deux filiales provinciales) et cinquante-trois (53) y ont répondu. Dans les cas où les répondants n'ont pas donné de précisions sur les qualifications, les critères de nomination et de promotion et les descriptions de tâches pour les divers rangs, nous avons compilé les renseignements nécessaires à partir de la convention collective ou du guide de l'université. Dans bien des cas, nous avons résumé ou paraphrasé les réponses reçues.

En plus de la description des rangs, nous avons rassemblé aux fins de l'enquête les données relatives aux critères de promotion et de nomination, sous forme de résumé dans la mesure du possible, ainsi que les données, toutefois limitées, relatives aux procédures de promotion et de nomination (y compris les procédures d'appel). Les définitions des rangs sont mises en évidence dans l'une ou l'autre des trois sections susmentionnées qui ont été établies pour chaque établissement. Enfin, nous avons inclus également la documentation portant sur les descriptions de tâches ainsi que sur les fonctions, droits et responsabilités des bibliothécaires.

Les classifications des rangs et les structures salariales pour les bibliothécaires des établissements postsecondaires ne sont pas uniformes d'un océan à l'autre. Il en va de même pour les méthodes décrivant les différences entre les rangs de ces bibliothécaires. Elles n'ont pas été normalisées pour les fins du présent rapport. Dans certains cas, les répondants ont compilé des listes des types de fonctions et de responsabilités dont s'acquittent les membres des différents rangs, tandis que dans d'autres cas, ils ont fourni des renseignements sur les critères utilisés pour les nominations et les promotions d'un rang à l'autre. Dans certaines bibliothèques d'université, les fonctions accomplies sont étroitement liées au rang détenu, alors qu'ailleurs, un même poste peut être occupé par des bibliothécaires de différents rangs.

Nous voudrions remercier toutes les personnes qui ont répondu à l'enquête et dont les données sont contenues dans le rapport. Nous vous invitons à transmettre vos commentaires, critiques et suggestions de modification à John Hollingsworth, analyste de recherche à l'ACPPU, hollingsworth@caut.ca, (613) 820-2270 x.190.

ACADIA UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Acadia University has a four-rank salary structure for Librarians.

PROMOTION CRITERIA

Continuing Appointment

The qualifications for continuing appointment shall be:

- (a) possession of a Master of Library Science from an institution accredited by the American Library Association or equivalent qualifications and/or experience where a candidate has accumulated experience judged to be particularly relevant and valuable;
- (b) evidence of satisfactory performance as a Librarian;
- (c) evidence of involvement in scholarly activity;
- (d) evidence of participation in activities that contribute to the functioning of the University;
- (e) the records of annual Career Development Meetings and other materials provided under the Collective Agreement shall be a primary source of information in assessing (b)-(d) above.

Librarian II

Promotion to the rank of Librarian II shall coincide with the awarding of continuing appointment for a Librarian appointed to a Librarian I rank in a probationary appointment. Promotion to ranks beyond Librarian II shall be based upon the criteria, with the same priority, as specified in the Collective Agreement: (a) academic qualifications; (b) performance as a Librarian; (c) scholarly activity; (d) service.

Librarian III

Promotion to the rank of Librarian III shall be based upon a record of accomplishment over a period of time: (a) evidence of a positive record of performance as a Librarian;(b) evidence of accomplishment in the profession to be demonstrated by scholarly or professional activity;(c) evidence of service to the University and academic community, the profession and/or the community;(d) the records of annual Career Development Meetings and other materials provided under the Collective Agreement shall be a primary source of information in assessing (a)-(c) above.

Librarian IV

Promotion to the rank of Librarian IV shall be based upon: (a) evidence of a high record of performance as a Librarian;(b) evidence of significant contributions to the profession or a relevant academic discipline related to their work;(c) evidence of service to the University and academic community, such as contributions of leadership and innovation involving decisions and policies which have had a major beneficial influence;(d) the records of annual Career Development Meetings and other materials provided under Article 51.03 (includes résumé which adheres to the form described in the Collective Agreement; copy of letter of appointment and other letters relating to the candidate's current responsibilities; cover letter indicating progress since the candidate's initial appointment or the last promotion, whichever is the more recent; and records and associated correspondence of career development meetings and sabbatical report); shall be a primary source of information in assessing (a)-(c) above.

LIBRARIAN APPOINTMENTS

Except as may be necessary for the correction of inequities as may be agreed between the Parties, the same standards as defined in Article 3.00 (No Discrimination and Employment Equity) shall be applied in making new appointments. The President shall determine the type of appointment when filling librarian positions in the University library. The President shall authorize recruitment for

positions to replace those opened through normal attrition. There shall be a minimum continuing complement of eight (8) full-time Librarians who are members of the bargaining unit.

Only the following types of librarian appointments may be made:

- (a) continuing
- (b) probationary
- (c) contractually limited term (CLT)
- (d) part-time
- (e) temporary

Continuing, probationary and CLT positions may be filled on a half-time basis. The duties of a half-time Librarian shall be one-half of the responsibilities of full-time Librarians.

Continuing Appointment

Continuing appointment means permanency of employment subject to the convention of the Collective Agreement. A Librarian may be appointed to a continuing appointment:

- (a) on an initial appointment upon the recommendation of the Library Selection Committee in instances where the Librarian is leaving a continuing appointment at another Library;
- (b) upon completing a successful probationary appointment.

Probationary Appointment

A probationary appointment means appointment for a specified probationary period, which leads upon successful completion to a continuing appointment.

- (a) A Librarian may be appointed to a probationary position upon the recommendation of the Library Selection Committee. The probationary period shall normally be for three years, but may be reduced, based on relevant professional experience, or advanced qualifications, as recognized by the University. Probationary periods shall be no less than one year. The Committee shall recommend the length of the probationary period.
- (b) In all cases, the probationary period shall begin with the date of appointment. The probationary period shall be specified in the letter of appointment (see Article 50.70 - Mode of Appointments).
- (c) A librarian in the first year of probation shall undertake a Career Development Meeting with the Research Services Head at the end of six (6) months and annually in any subsequent years of probation.
- (d) No later than six (6) months prior to the end of the probationary period, a Librarian on probation shall be considered for a continuing appointment in accordance with procedures given in Article 51.00 (Continuing Appointment and Promotion of Librarians). Librarians who have been placed on leave (other than Doctoral Study Leave as defined in Article 24.98 or Exchanges as defined in Article 24.90) for a period of at least 25 consecutive weeks according to the appropriate procedures in Article 24 during his/her probationary appointments shall be granted a twelve month extension for each such leave. The extension must be requested prior to the deadline of 15 June cited in Article 51.01 of the Collective Agreement.

Contractually Limited Term Appointment

A Contractually Limited Term (CLT) appointment may be made for varying periods of time up to and including thirty-six (36) months at any given time. A CLT appointment may be extended to a total of sixty (60) months. A Librarian may be appointed to a contractually limited term position upon the recommendation of the Library Selection Committee.

- (a) In the case of CLT appointments of less than six months duration, a librarian may be appointed by an Ad-hoc CLT Committee composed of the Research Services Head as Chair, the University Librarian and two (2) librarians elected from the eligible members as defined in Article 50.50 (Procedures for Appointment).
- (b) A Librarian who has served on CLT appointments, and who is the successful candidate for a probationary appointment shall, upon the recommendation of the Library Selection Committee, be entitled to a reduction of the probationary period. No such reduction shall reduce the probationary period to less than one year.

- (c) No Librarian who has served on CLT appointments may receive a continuing appointment without being recommended for it by the Library Review Committee.
- (d) CLT appointments that do not replace Librarians on leave are intended to provide staffing flexibility and the number of persons holding such appointments shall at no time exceed 2, without the written consent of the Association.

Any of the CLT positions which do not replace librarians on leave under Articles 24.00 (Leaves, Absences, Vacations and Exchanges) or 26.30 (Long Term Disability Insurance) and have been filled by appointees as noted above for five consecutive years shall be continued only as probationary positions, in which case the appointment procedures outlined in Article 50.50 (Procedures for Appointment) shall be followed.

Conversion to Half Time Appointments

Librarians with continuing or probationary appointments may request a half-time appointment, subject to the following conditions:

An application by a full-time Librarian with a continuing or probationary appointment must be made to the President, with copies to the Research Services Head, University Librarian and Vice-President (Academic) by the 31 December prior to the 1 July on which the change of status shall become effective. The Research Services Head, University Librarian and Vice-President (Academic) must all be in agreement with the change. This agreement must also include the length of time that the half-time status will be in effect. The President shall provide a new appointment letter reflecting the half-time status.

The duties of a half-time Librarian who is employed on a twelve month basis shall be one-half of the responsibilities and standard workload of full-time Librarians as defined further below. Duties may be spread over the twelve-month period, or may be condensed, depending upon the agreement reached by the Librarian, the Research Services Head and the University Librarian. The half-time Librarian shall retain her/his status, rank and seniority. All half-time Librarians shall participate, when they become eligible, in all pension and group insurance benefits. All Articles of this Collective Agreement shall apply to all half-time Librarians.

In cases where a Librarian resigns from a continuing or probationary position and insufficient time is available to follow normal appointment procedures, a CLT appointment may be made. Every effort shall be made to avoid delays in the hiring procedures. Where a Librarian is granted half-time status, and where a replacement for the reduction to the Library is authorized on the recommendation of the Librarians, the University Librarian and the Vice-President (Academic), the level of replacement may be part-time or CLT, and for all or part of the period during which the half-time arrangement is in place.

Part-Time Appointments

Part-time appointment means appointment to a position for less than seventeen and one-half (17.5) hours per week. A Librarian may be appointed to a part-time position upon the recommendation of the Library Selection Committee. Copies of appointment letters for all part-time Librarians by name, salary, and hours shall be provided by the Board to the President of the Association each semester.

Temporary Appointments

In certain circumstances not otherwise provided for by the Collective Agreement such as sickness, death, or late resignation, the Board may act through its academic administrative appointees to fill vacancies. Appointments so made shall be for a limited period not exceeding twelve months and the appointment procedures laid down in the Collective Agreement shall be followed to the extent that is possible under the circumstances. All efforts shall be made to avoid delays in the process of hiring.

When a Librarian is, for medical reasons, suddenly unable to fulfill her/his professional obligations, the following guidelines shall be used in making arrangements to cover the services affected by the Librarian's absence;

- (a) If the anticipated absence is for a period of less than two weeks, it is assumed that other members of the Research Services Sector will, whenever possible, assist in the supervision and delivery of services concerned.
- (b) If the anticipated absence is for a period of more than two weeks, steps shall be taken to secure temporary assistance. Where such assistance is not available, members of the Sector shall recommend to the University Librarian service priorities and staffing requirements for the period of the anticipated absence.

Criteria for Appointment

The factors to be considered in assessing applicants for appointment as Librarians to the University shall be as follows:

- (a) verifiable academic qualifications, i.e., earned degrees, diplomas, and the like. The minimum academic qualification for appointment as a Librarian is a Master of Library Science or its equivalent from an institution accredited by the American Library Association or an equivalent organization acceptable to the University;
- (b) performance and potential as a professional librarian. Both qualitative and quantitative aspects shall be considered. These shall include such factors as the number of years in the profession and records of performance. Evaluation of past performance and ability and potential to participate in and contribute to the programs of the Library shall both be considered.
- (c) previous contribution to a Library, University, or Institution, including library services and program development;
- (d) contributions to the library profession, including but not limited to, service or activities in professional organizations, service programs, and the like;
- (e) scholarly activity, including, but not limited to, research and publications.

The above factors shall be used by the Library Selection Committee in its evaluation of candidates. The Library Selection Committee shall state the criteria to be used for evaluation, and their relative emphasis for each vacancy.

JOB DESCRIPTION

In general, the responsibilities of Professors and Librarians are:

- (a) dissemination of knowledge through undergraduate and graduate teaching, or in the case of librarians, dissemination of knowledge through provision of Library services and programs;
- (b) research, scholarly or other creative activity;
- (c) service to the University and academic community, and where applicable, their profession.

Librarians disseminate knowledge by teaching information literacy, delivering information services and managing the development of the library collection. Librarians are expected to:

- (a) develop and deliver information literacy programs, which involves teaching research resources and methods within academic disciplines;
- (b) deliver information services which are designed to answer specific questions or provide information on a specific topic;
- (c) manage the development and maintenance of the library collection in all its formats;
- (d) advise on the selection of library materials in support of the teaching and research needs of the University;
- (e) assist in the management of the library, including developing library policies and procedures;
- (f) lead library program and project teams;
- (g) participate in professional development activities designed to maintain currency in their field of expertise or develop new areas of expertise;
- (h) promote library services and collaborative programs with faculty members;
- (i) treat their colleagues, students and other members of the University community according to generally accepted professional standards;
- (j) contribute to the delivery of library programs.

Scholarly Activity

This involves the creation of new knowledge, the creative use of existing knowledge, or the organization and synthesis of existing knowledge in the field of librarianship or in another academic discipline related to their work.

Librarians are normally expected to devote 10% of their time to meaningful research, scholarly or other creative activities related to librarianship or another academic discipline related to their work. The results and conclusions of research, scholarly or other creative activity shall be made accessible to the wider community through appropriate means.

Standard Workload

The workload for a Librarian shall be determined by the University Librarian in consultation with the Research Services Head and the Librarian. Individual schedules of work for each librarian are arranged in consultation with the Research Services Head.

The hours of work scheduled for full-time librarians in the performance of their duties in the library shall normally be thirty-five (35) hours per week, and shall be fairly and equitably distributed during the operating hours of the library. The schedules of librarians may include weekend hours as part of the normal work week. Such assignments are to be shared equitably among librarians. Librarians normally shall not be assigned more than one (1) evening shift per week. Evening and weekend assignments shall be such that librarians carry equitable loads.

Librarians scheduled to work on a paid holiday as defined in Article 24.82 (Holidays) shall be compensated at the rate of one and one-half hours for each hour worked. Such assignments shall be fairly and equitably distributed among librarians.

On request of the Librarian and with the approval of the University Librarian and the Research Services Head, a librarian's duties may be reduced.

UNIVERSITY OF ALBERTA
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Librarian I - General Librarian

Positions will normally include a mix of general responsibilities in, but not limited to, any or all of: organizing, managing and ensuring access to information; providing consulting and teaching services; developing and maintaining the library's collection and information services; and contributing to library management, usually at the local level and without direct supervisory or administrative responsibilities.

Librarian II - Operations Librarian

Positions are distinguished by their substantial responsibility for resources, either human or material, by coordination of a system-wide function, or by some combination of these responsibilities. Responsibility for human resources involves planning and organizing tasks or functions as well as supervision, training and evaluation of personnel, including maintenance of overall performance standards. Material resources include collections or equipment budgets, with the responsibility to ensure that objectives for allocation and expenditure are met, that resources are developed, maintained and managed according to strategic system-wide priorities.

Coordination of a system-wide function includes both long-term and strategic planning and direction for a particular function, such as distance education. It involves substantial liaison and consultation throughout the library system, as well as external contacts with other librarians, organization or agencies.

Librarian III - Administrative Librarian

Positions are characterized by overall responsibility and accountability for budget and personnel, as well as coordination and integration of various functions, on a large scale.

Responsibilities include setting strategic and budget priorities and overseeing operations, as well as promoting the library to the university community, and for instituting policies and accountability measures that are appropriate to the emerging information technology environment.

Special Duties with Stipend

In certain circumstances, a staff member may be asked by the Chief Librarian to take well-defined and short-term responsibility for a particular project, function or group, and/or individuals. These positions allow the incumbents to test themselves in a supervisory or coordinating role, to take on additional responsibility as a professional growth opportunity. These positions are distinguished by the temporary nature of the assigned responsibility. In recognition of such circumstances, a stipend may be paid for the duration of the assignment.

The Chief Librarian shall determine the classification of each position following consideration of a Position Review Committee. The Position Review Committee shall consider all positions:

- a) which are new positions,
- b) when new responsibilities are added to an existing position

The Position Review Committee shall consist of the Administrative Librarian responsible for personnel as chair, the two Administrative Librarians in charge of the major divisions of the Library System, and two staff members elected in accordance with procedures approved by Library Council. Positions may be reviewed on the direction of the Chief Librarian, or on the request of a staff member who has applied to the Supervisor to have the position reviewed, or on the direction of the Supervisor of a staff member.

LIBRARIAN APPOINTMENTS

Regular Appointments

The appointment of a staff member shall be made by the Chief Librarian. A letter of appointment, duly executed by the Chief Librarian and the staff member, shall confirm the appointment of a staff member. The appointment of a staff member shall commence on the date set in the duly executed letter of appointment. The employment of a staff member shall be for twelve months of each year.

Contingent Appointments

The Chief Librarian may appoint a staff member to a position with a special condition that recognizes circumstances where the position is funded by external sources. The term "funded by external sources" is defined as any financial support directly tied to a specific position when the financial support does not come from the operating budget of the University. The term may include funds from endowments or targeted gifts, agencies supporting research through grants or contracts, and other sources. The special condition shall state that the continuing nature of the appointment is explicitly contingent on the continued receipt of funds from the external source. In the event that the funds are discontinued, the staff member shall receive notice of not less than twelve months that the position will be discontinued.

Special Conditions

The Chief Librarian may appoint a staff member with special conditions which are at variance with the terms of the Agreement provided:

- a) the variations are in writing and are included in or appended to the letter of appointment; and,
- b) the variations have been approved in writing by the Provost after consultation with the President of the Association and prior to the offer being made.

The Provost may approve special conditions which are at variance with the terms of the Agreement and which are agreed to subsequent to the original appointment of a staff member provided:

- a) the variations have been recommended by the Chief Librarian and are approved in writing by the staff member, and
- b) the Provost has consulted with the President of the Association prior to approval.

Effective Dates

A probationary appointment or an original appointment with tenure may be made at any time.

JOB DESCRIPTION

The Chief Librarian shall, on appointment, provide the staff member with a written position description which sets out the general responsibilities of the position held by the staff member.

The Supervisor shall assign the specific duties of the staff member, bearing in mind the position description. The supervisor shall also determine, at least annually, performance expectations which shall be appended to the position description.

The Chief Librarian may revise the staff member's position description following consultation with the incumbent and, if requested by the incumbent, with the Association. The revision shall take into account the qualifications and experience of the incumbent. The Chief Librarian may transfer a staff member to a different position in the University Library and, if so, shall provide the staff member with the position description for the new position. Prior to such transfer, the Chief Librarian shall consult with the incumbent and, if requested by the incumbent, with the Association. The incumbent shall be informed of the right to have the Association consulted about the proposed changes. The Chief Librarian shall provide to the Association, at its request, copies of position descriptions for positions under review, and shall inform the Association of proposed transfers.

A staff member may be assigned responsibilities in, but not limited to, any or all of the following: organizing, managing and ensuring access to information; providing reference, consulting and

teaching services; developing and maintaining the Library's collection information systems; and managing human and financial resources and contributing to library administration.

A staff member shall be expected to participate in service to the general public by making available the staff member's expertise and knowledge of the discipline, and, similarly, in professional associations and service to the profession.

A staff member may undertake responsibilities in and be recognized for participation in the governance of the University and the Library.

A staff member may participate in professional and scholarly research and may request that individual research projects be included in the specific responsibilities assigned. When a staff member participates in professional or scholarly research, such activity and research funds shall be administered in accordance with the guidelines established by the Vice-President (Research), following consultation with the Association. Such guidelines shall be published in a "Research Policies and Services Handbook" and shall be available from the office of the Vice-President (Research). The guidelines shall be consistent with the terms of the Agreement; in the case of conflict, the Agreement shall govern. Questions arising from the administration of the guidelines shall be resolved in accordance with the procedures of the Agreement.

ALGOMA UNIVERSITY COLLEGE
2006/2007 AND 2007/2008

RANK CLASSIFICATION

General

Generally a degree or related degree to Library Science.

Assistant

The possession of the MLS degree, or its equivalent, and relevant experience at Algoma University College.

Associate

Normally for such promotions, five years' experience at the rank of Assistant Librarian, including a minimum of two years' experience at Algoma University, and possession of the MLS, or its equivalent and a second advanced degree are required. In the absence of a second advanced degree, ten years' experience at the rank of Assistant Librarian is normally required, including a minimum of four years at Algoma University College.

Full

A Masters in Library Science or its equivalent and a second advanced degree are required for promotion from Associate to Full Librarian. Years of service alone do not qualify an individual for promotion to Full Librarian. While valuable contributions may accelerate the process, normally eight years of service as Associate Professor are required for promotion, with five of these years being at Algoma University College.

PROMOTION CRITERIA

In evaluating professional librarian members for promotion, consideration shall be given to the applicant's formal qualifications and relevant experience, and performance and service in (any) assigned positions. In addition, recognition shall be given for salient professional contributions to the library, the University, the profession, and professional services to the community.

Assessment of performance in any position must take into account the nature of the specific job requirement assigned and the experience of the librarian involved. Some of the characteristics of the librarian, which may be relevant to performance, include:

- (i) Accuracy and thoroughness of work, including quality and consistency of performance, effective application of knowledge and skills.
- (ii) Organizational skill, including ability to set priorities, to choose efficient means of accomplishing goals.
- (iii) Quality and timeliness of work, including level of productivity and the ability to meet deadlines.
- (iv) Judgement, including recognition of problems, decision making, and the ability to see further implications of actions and events.
- (v) Communication, including ability to communicate in speech and writing, flexibility and ability to gain confidence, cooperation and respect of others.
- (vi) Initiative, including choosing objectives, resourcefulness and creative innovation.

For promotion among the various ranks, the following specific criteria shall also be applied:

From General Librarian to Assistant Librarian

The possession of the MLS degree, or its equivalent, and relevant experience at Algoma University College may entitle a General Librarian to consideration for promotion to the rank of Assistant Librarian. Experience shall be evaluated in terms of professional effectiveness, scholarship, research and service to the University community. Normally an individual will spend no fewer than two years and no more than six years at the General Librarian's rank.

From Assistant Librarian to Associate Librarian

Normally for such promotions, five years' experience at the rank of Assistant Librarian, including a minimum of two years' experience at Algoma University, and possession of the MLS, or its equivalent and a second advanced degree are required. In the absence of a second advanced degree, ten years of experience at the rank of Assistant Librarian are normally required, including a minimum of four years at Algoma University College. In both cases, a high degree of professional effectiveness and satisfactory performance in research/scholarship must be demonstrated.

From Associate Librarian to Full Librarian

A Masters in Library Science or its equivalent and a second advanced degree are required for promotion from Associate to Full Librarian. Years of service alone do not qualify an individual for promotion to Full Librarian. While valuable contributions may accelerate the process, normally eight years of service as Associate Professor are required for promotion, with five of these years being at Algoma University College. A high degree of effectiveness in professional activities and research/scholarship is required for promotion beyond the rank of Associate Librarian. The Committee will seek at least two external referees to provide a written evaluation of the candidate's dossier as forwarded by the Peer Review Committee. The candidate has the right to nominate one of the external referees. At least one of the external referees will be a Full Librarian at another university. Achievements must be of sufficient significance to be recognized both within and beyond the Algoma University College community.

APPOINTMENT CRITERIA

The ranks of appointment shall be:

General Librarian
Assistant Librarian
Associate Librarian
Full Librarian

Definition of Academic Appointments

Academic appointments shall fall into five categories:

- (a) Tenured
- (b) Probationary
- (c) Limited term
- (d) Replacement appointments
- (e) Academic administrators

Tenured/Permanent (Faculty/Librarian Members)

Tenured/permanent appointments are defined as appointments without term which may be terminated only through resignation, retirement, dismissal for cause, or as specified in Article 18 (Terms and Conditions of Leave and Retirement). Initial appointments will not be tenured/permanent, with the following caveat. Faculty/librarian members holding an appointment with tenure/permanence at another institution may be appointed with tenure subject to a positive recommendation from the Peer Review Committee, which shall have full access to the candidate's file and be empowered to make further inquiries where it feels necessary.

Faculty/librarian members holding an appointment with tenure/permanence at another institution may be appointed with tenure subject to a positive recommendation from the Peer Review Committee, which shall have full access to the candidate's file and be empowered to make further inquiries where it feels necessary.

When evaluating whether to recommend a new faculty hire with tenure, the Peer Review Committee will follow the criteria used for awarding tenure internally, with equivalent or higher standards applied. The Peer Review Committee will consider:

- (i) demonstrated evidence of teaching effectiveness;

- (ii) demonstrated evidence of research and scholarly achievement;
- (iii) demonstrated evidence of service to one or more of the following: discipline, community and University.

Probationary Appointments for Members (Faculty and Librarian)

Probationary appointments shall be the normal form of initial appointment made by the Board. The purpose of a probationary appointment is to provide a period of mutual appraisal for the University and the candidate. A probationary appointment will be of three years in length, subject to annual renewal, to a maximum of five years. A Member on a probationary appointment does not have a right to renewal, but has the right to a proper consideration for renewal. Such appointments end in a tenured appointment (for Librarians, in permanence), or in termination of the appointment.

All probationary appointments will be subject to a preliminary review by the Peer Review Committee after the candidate's first year of appointment. The preliminary review will follow the procedures of Article 14 (Renewal of Probationary Appointments) but will result only in a letter of evaluation being placed in the individual's file.

All probationary appointments will be subject to formal review by the Peer Review Committee after the candidate's second year of appointment following the procedures outlined in Article 14.01 (Procedures for Preliminary Review) of the Collective Agreement.

Limited Term Appointments for Librarian Members

Limited term appointments are defined as appointments with a contractually limited term, which carry no implications of renewal or continuation beyond the stated term and no implication that the holders of such appointments shall be considered for tenure. A limited term contract for a librarian may be of any duration up to three years. Any renewal of a limited term contract shall be on a rolling one-year basis and shall not extend beyond the period of three years without the agreement of the Association. Limited term appointments will only be renewed on the positive recommendation of the Director of the Library. Years of service at the University accumulated on limited-term appointments shall be counted in the same way as years on tenure-track appointment for purposes of consideration for tenure, in the event that an incumbent is successful at obtaining a tenure-track appointment.

Limited term appointments are normally made to replace a librarian member who is on leave. Such appointments may also be made:

- (i) to bring in distinguished visitors;
- (ii) for faculty exchange;
- (iii) to carry out a special report;
- (iv) to add to the full-time librarian complement in response to temporary needs and funding.

The initiative in making recommendations for an appointment of a professional librarian rests with the Chief Librarian. A Library Appointments Committee shall consist of the Dean, the Library Director, one department supervisor, three Divisional Chairs or their designates and one external academic librarian. Costs incurred by external consultation will be borne by the University. The Library Appointments Committee shall forward its recommendations to the Dean. The Dean shall have the right to request the Library Appointments Committee to reconsider its recommendation, giving written reasons for his/her request. Following reconsideration, if any, the recommendation of the Library Appointments Committee shall be forwarded to the President for action. If the recommendation from the Library Appointments Committee is overturned by the President, it shall only be on bona fide academic grounds.

JOB DESCRIPTIONS

A job description shall be prepared by the Director of the Library, in consultation with the incumbent member, if there is one. In the event there is no incumbent, either another professional librarian at AUC or an external professional librarian shall be consulted. The provisions of such a job description shall constitute a reasonable workload and shall be generally consistent with the professional nature of the position and be consistent with the Agreement.

Once the description has been agreed to by the Director of the Library and the incumbent member, copies shall be forwarded to the Director of Administration and to the Association.

Any significant differences between the Director of the Library and the incumbent member over the provisions of the job description shall be referred to the Peer Review Committee in accordance with Article 13 (Peer Review Committee). Such reference will include the original written job description and the proposed job description. Such review shall take place within 90 days. Should unresolved differences remain after this review, they shall be noted by the Director of the Library and forwarded to the President for decision.

Changes to a job description may be proposed by a professional librarian member or by the Director of the Library:

- (i) In response to increased demands on, or significant developments or changes in, library services; or
- (ii) To ensure that the provisions of a job description constitute a reasonable workload.

Such changes shall be discussed by the member and the Director of the Library. Any significant differences between the Director of the Library and the incumbent member over the provisions of the job description shall be referred to the Peer Review Committee as noted above. Such review shall take place within 90 days. Should unresolved differences remain after this review, they shall be noted by the Director of the Library and forwarded to the President for decision.

The modified job description shall be forwarded to the Director of Administration and to the Association.

Rights and Responsibilities of Librarian Members as Providers of Professional Service in the Academic Library

As the prime role of the librarian members is to support the academic activities of the College and share with faculty the responsibility for the collection, dissemination, and structure of knowledge, librarian members must devote their energies conscientiously to the development of professional competence and effective provision of service.

It is the responsibility of librarian members to provide a high level of professional service, including the functions of acquisition, organization and use of library resources, and instruction of faculty members and students, formally and informally, in the availability of library resources.

It is the right and responsibility of librarian members to develop professionally, continuing to improve themselves in their profession by keeping current with developments in library and information science.

Rights and Responsibilities of Librarian Members as Professionals

A primary responsibility of librarian members is to develop professional knowledge.

It is the right and responsibility of librarian members to contribute to librarianship and information science scholarship involving themselves in independent scholarly activity, participating in the activities of professional associations and/or learned societies.

It is the right and responsibility of librarian members to participate in activities in the community which will enhance the standing of both the librarian members and the College.

ATHABASCA UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

I - Cataloguer

Classifies, catalogues and assigns subject headings and call numbers to monographs, serials and non-print material to ensure accessibility of materials in library collection. Supervises the day-to-day work of the staff in cataloguing and processing.

II - Reference Librarian

The Reference Librarian provides reference and information services to the university's library users; participates in the library's Public Services planning activities; acts as a resource person for the Public Services unit; and administers all aspects of the University's copyright function (including policy and procedure, budgetary control, record keeping, and provision of information).

III - Head, Technical Services

Oversees the operations of the acquisitions, cataloguing, and processing areas, developing or adapting departmental procedures to suit the collection and users' needs, and ensuring a consistent cataloguing system throughout the library. Plans and co-ordinates the development of the technical services automated systems using UTLAS and INNOVACQ.

IV - Head, Public Services

The Head, Public Services has overall responsibility for the provision of library and archive services to the students and staff of the university, and to the library's external communication. The range of services includes the selection of materials for the collections, the circulation of materials, management of the collections, provision of interlibrary loan service, and the delivery of reference and information services to all users. The incumbent plans, organizes and coordinates the activities of the department toward the fulfillment of the library's service goals within the university's overall educational goals.

V - University Librarian

Description not available.

BISHOP'S UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Librarian I

This is the beginning career level. It assumes little or no previous experience.

Librarian II

This is the intermediate career level. It requires sufficient relevant experience (usually two years) as a librarian, or a 2nd Master's degree in an area appropriate to the needs of the University.

Librarian III

This is the career level to which all librarians should aspire and have access. It requires proven ability to perform at a high professional level and appropriate experience.

Librarian IV

This is the rank reserved for those who make outstanding contributions to the profession and/or academic community.

PROMOTION CRITERIA

Librarian I to Librarian II

Schedule: The librarian at the rank of Librarian I is normally considered for promotion to Librarian II during the second (2nd) year at the rank of Librarian I.

Criteria: Evaluation criteria shall include demonstrated competence in the position as defined by the individual's job description, and also the ability to work independently and make professional decisions. If applicable, administrative knowledge and capability, demonstrated in personnel management and budget planning, shall be taken into account. Contributions to the goals of the organization of which the library is a part (e.g., participation on university committees) shall be taken into consideration.

Librarian II to Librarian III

Schedule: The librarian at the rank of Librarian II may request consideration for promotion to the rank of Librarian III in the fifth (5th) and subsequent years at the rank. Promotion to Librarian III normally shall occur during the librarian's sixth (6th) year in rank. In the case of exceptional competence and performance, the onus of which is on the librarian to demonstrate, promotion may be granted after the third (3rd) or fourth (4th) year in rank. The result of the consideration for promotion shall be either to grant or deny promotion.

Criteria: The evaluation shall pay particular attention to ensure there has been successful fulfillment of duties and responsibilities as defined by the individual's job description, wherein the individual has demonstrated progress over the performance level expected for the rank of Librarian II. Contributions to the goals of the Library/University and also to the advancement of the profession through participation in professional associations and related activities also shall be considered. Contributions to the goals of the organization of which the Library is a part (e.g., participation on University committees) shall be taken into consideration.

Librarian III to Librarian IV

Schedule: Promotion to the rank of Librarian IV is reserved for those who make outstanding contributions to the profession and/or the academic community. The candidate at the rank of Librarian III may request consideration for promotion to Librarian IV in the seventh (7th) and subsequent years at the rank of Librarian III. The candidate must request consideration in writing, and must demonstrate evidence of exceptional performance and outstanding contribution to the profession and the academic community. The result of the promotion consideration shall be either to grant or deny promotion.

Criteria: Criteria for evaluation shall include consistently excellent performance as Librarian III at Bishop's University or at an equivalent level at another institution. The Member shall have demonstrated continuing growth in ability to work independently, to contribute any new ideas and to accept a large amount of responsibility in defining and fulfilling the scope of job assignments. These qualities may be expressed in bibliographical, administrative, collection development, or other activities performed by librarians. A candidate's professional activities may be entirely within the library system of the home institution, or may extend to contributions to outside organizations and publications. In addition, significant contributions to the advancement of the profession, research and scholarship shall be demonstrated. For promotion to Librarian IV, the CLEPP (see below) shall consist of at least one librarian at the rank of Librarian IV, or its equivalent, chosen by the Members.

Promotions - General

The Committee on Librarians Evaluation, Promotion and Permanence (CLEPP) shall evaluate each Member for promotion. A CLEPP Member shall not hear her/his own case or that of a Member of her/his family, but shall stand down and let an alternate serve.

The method of procedure of the CLEPP shall be the same as outlined in Article 7.00 (Permanence). The criteria for promotion shall be dependant on rank, as outlined above. A Member shall submit a request for promotion before September 30 of the year in which s/he is eligible for consideration. The CLEPP shall meet to conduct business within thirty (30) working days of receipt of the request by the Member. A Member shall not be evaluated during a year in which she/he is on leave of absence without salary.

Promotions may not be made other than in accordance with a recommendation made by the CLEPP as outlined in Article 7.00 (Permanence). Requests for accelerated promotion should be made before Oct 15th and be accompanied by supporting evidence. The CLEPP must determine if accelerated promotion is warranted.

APPOINTMENT CRITERIA

Appointments for librarians shall be of three kinds:

- (a) Full-time appointments with permanence: permanent appointments for an unlimited term, which can only be acquired or terminated according to the provisions of the Collective Agreement;
- (b) Part-time appointments with permanence: appointments for an unlimited term with responsibility to work less than a full-time load but not less than one-half (1/2) that full-time load and to assume correspondingly fewer professional responsibilities. Such appointments can only be acquired or terminated according to the provisions of the Collective Agreement;
- (c) Non permanent, limited term appointments: appointments of an exceptional nature. These appointments will be specified in the agreement. They are for a stated term that cannot exceed a total of three consecutive years. They carry no implication that the appointee is on probation or a candidate for an appointment with permanence.

The principal criteria for appointment to positions at Bishop's University are academic and professional excellence. To be appointed as a university librarian, an individual must have:

- (a) an appropriate bachelor's degree and a Masters Degree in Library and/or Information Science from a graduate CLA or ALA-accredited program, or equivalent qualifications in the discipline.
- (b) potential to perform the duties assigned.

Authority to fill a vacancy in the full or part-time professional library staff is granted by the Corporation on recommendation of the University Librarian. When a librarian position becomes vacant or a new position is to be requested, the librarian Members shall put forth to the University Librarian a proposal outlining the type and rank of appointment that is to be filled. This proposal will then be discussed at a meeting of all the librarian Members, the department heads and the University Librarian.

The University Librarian shall take the final proposal forward to the Principal. The University Librarian shall report back to the librarian Members on the decision of the Executive Committee. All reasonable efforts shall be made to fill vacancies promptly.

An Appointments Committee shall be struck consisting of the Assistant University Librarian and two librarian Members, nominated by the librarian Members, one of whom should be from outside the Department. The Committee shall be chaired by the Assistant University Librarian. All Committee Members must be present to transact business.

After formal consultation with the Appointments Committee the advertisement for the position shall be prepared by the Assistant University Librarian. The advertisement must make clear the needs which the Corporation wishes to meet in authorizing the appointment. A copy of the advertisement shall be sent to the Association.

All librarians' vacancies must be posted bilingually within the University for five consecutive working days. The closing dates for receipt of applications shall be determined by the Assistant University Librarian. When a position is posted, all internal applicants, who in the opinion of the Committee, meet the qualifications, shall be interviewed.

Candidates will be considered in accordance with the degree to which they best meet the qualifications indicated in the advertisement. When two candidates or more are judged by the Committee to have equal qualifications, then seniority, first within the Library and thereafter within the University, will be the determining factor. Should the position not be filled from within the University, the advertisement shall be placed by the University Librarian in appropriate academic and professional journals, and/or other electronic sources as available.

Applications will be addressed to the University Librarian who shall immediately forward them to the Chairperson of the Committee. The Chairperson will be responsible for preparing a complete set of applications received together with all supporting documentation. The Committee shall then meet and establish a short list of applicant(s). The Chairperson of the Committee shall arrange for interviews of the candidates by the Committee.

At the close of its deliberations, the Appointments Committee shall submit to the University Librarian a report containing a list of those candidate(s) it deems best qualified for the post in order of priority with supporting documentation. The Committee shall also recommend the appropriate salary step range for each candidate. The University Librarian and the Chairperson of the Committee shall negotiate with the candidates(s) in order of priority and within the restrictions as to steps in the salary scale as recommended by the Committee. They shall report the outcome of these negotiations to the Appointments Committee. The name of the accepting candidate shall be transmitted by the University Librarian to the Corporation for ratification.

In exceptional circumstances the Appointments Committee may recommend that permanence be granted upon appointment, as recommended by the Committee on Librarians Evaluation, Promotion and Permanence.

In the event that the University Librarian does not agree with the list prepared by the Appointments Committee, the University Librarian shall meet with the Committee and give a statement of reasons. If no resolution can be reached a regular appointment shall not be made at that time. A limited term appointment shall be made by the University Librarian, in consultation with the Committee, giving first and due consideration to the Committee's list, to fill the vacancy in question for a maximum period of eight months. Following this, the search procedure shall begin anew. Each new Member shall receive a letter of appointment from the University Librarian, a copy of which shall be forwarded to the Association and to the Chair of the Appointments Committee. The letter will include only:

- (a) the date upon which the appointment takes effect;
- (b) the date upon which the appointment terminates, if applicable;
- (c) the kind of appointment as defined at the beginning of this section, the step in rank and all other information concerning salary scales and economic benefits;
- (d) the Department and section of the Library to which the Member will be attached;
- (e) any other recommendations of the Appointments Committee which are not conditions of the appointment;

Special conditions of employment other than those in the Collective Agreement must be approved by the Association.

Each letter of appointment shall be accompanied by a copy of the Collective Agreement and shall contain a statement that the appointment is subject to the terms and conditions of the Collective Agreement.

A temporary, non-permanent, limited term appointment of extreme urgency and a maximum duration of eight (8) months may be made without advertisement at the discretion of the University Librarian after consultation at a meeting which shall include the available librarian Members of the Department. All details of such appointments shall be subsequently laid before the Senate Library Committee and the Executive Committee of Corporation at the meetings which immediately follow such decisions.

JOB DESCRIPTION

The principal responsibility of librarians is to support the academic work of the University by developing, maintaining, and providing access to the Library's resources, while remaining responsive to technological development and to users' needs. In addition, librarians are expected to develop their professional knowledge, engage in research and scholarly activities, and may be asked to participate in the administration of the Library by the University Librarian. Librarians should also participate on library and other university, academic or professional committees to the extent that such other involvement does not prevent the librarians from fulfilling their principal responsibility.

BRANDON UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Brandon University has a four-rank salary structure for Librarians ("Professional Associates").

Qualifications of Professional Associates

Professional Associates are employed to facilitate the academic process by engaging in such functions as counselling, library, continuing education services, and Special Project off-campus deliveries. Assessment of their qualifications by rank shall take into consideration that:

1. "Professional preparation" refers to degrees, diplomas, certificates, and training from professionally recognized institutions or preparation recognized in the professional discipline concerned.
2. "Professional experience" refers to the member's competence and effectiveness in carrying out the activities of his/her professional specialty during the time period specified. The requirement for academic experience may be waived for the purposes of determining rank at initial appointment. A member's professional experience will be evaluated in terms of specific job descriptions within the current rank.
3. "Professional attainment" refers to the quality and quantity of the member's achievement in his/her profession and in university life. Factors that may be considered include general administrative duties, the depth and breadth of knowledge of his/her profession, contributions to the profession, and scholarship/research as defined in Article 8.2.c. A member's professional attainment will be evaluated in terms of specific job descriptions within the current rank.
4. "Service to the University and to the Community" refers to participation in University, Faculty/Unit, and Departmental Committees; service in professional organizations; community service where the member has made an essential non-remunerative contribution by virtue of special professional competence.

Professional Associate I

1. Professional Preparation: A Master's degree or equivalent in the professional specialty is required.
2. Professional Experience: Little or none is expected.
3. Professional Attainment: None is expected but there must be some evidence of potential.
4. Service to the University and to the Community: None is required.

Professional Associate II

1. Professional Preparation: A Master's degree or equivalent in the professional specialty is required.
2. Professional Experience: A record of at least five (5) years of successful service in the professional specialty is required. Normally at least two (2) of the years should have been in an academic environment.
3. Professional Attainment: Evidence of general understanding and command of the discipline is required.
4. Service to the University and to the Community: Some evidence of service is required.

Professional Associate III

1. Professional Preparation: A Master's degree or equivalent in the professional specialty is required. Additional professionally recognized study is expected.
2. Professional Experience: A record of at least ten (10) years of successful service in the specialty is required. At least seven (7) of the ten (10) years must be in an academic environment.
3. Professional Attainment: A demonstrated ability to use professional expertise effectively, a capacity to develop and extend professional expertise, an interest and competence in keeping up with advances in the profession, and promise of continuing professional development are

required. At least some evidence of research or development of programs in the appropriate discipline is required.

4. Service to the University and to the Community: There must be evidence of a successful record of service to the University and to the Community.

Professional Associate IV

1. Professional Preparation: The Doctorate or equivalent, normally in the area of specialization, is required.
2. Professional Experience: At least fifteen (15) years of service in the specialty are required. At least twelve (12) of the fifteen (15) years must be in an academic environment.
3. Professional Attainment: A record of excellent performance with demonstrated leadership and evidence of substantial achievement (including scholarship/research in the discipline) is required. The significance of the record must have been subjected to external peer review.
4. Service to the University and to the Community: There must be evidence of a successful record of service to the University and to the Community.

PROMOTION CRITERIA

Promotions, recommendations and decisions shall be based upon applicants' contributions to their discipline, Department, Faculty and University within the current rank, except for promotion to Professor or **Professional Associate IV**, where the applicant's entire professional career shall be reviewed.

Recommendations and decisions shall be based upon the qualifications by rank as listed above, as well as upon the following:

For promotion to **Professional Associate II or III**, excellence in one of professional experience, professional attainment or service to the University and to the Community may compensate for achievement short of that specified above in one of the other criteria. For promotion to **Professional Associate IV**, excellence in professional experience and professional attainment may compensate for lesser achievement in service to the University and to the Community. Similarly, excellence in professional attainment and service to the University and to the community may compensate for lesser achievement in professional experience. External references (Article 8.3) are required for consideration of promotion to the rank of **Professional Associate IV**. It is understood that there must be some demonstrated activity and accomplishment in the area for which compensation is being claimed.

For members who have, for extended periods of time, accepted and performed duties of primarily administrative nature, a clear record of excellence in service to the University Community may compensate for less extensive achievement in teaching attainment and scholarship (or, for Professional Associates, "research in the discipline"). Such compensation applies to the quantity, but not the quality, of achievement in these areas (i.e., quality standards must be maintained). This Clause is not applicable to promotion to ranks of Professor and **Professional Associate IV**.

In applying the criteria to persons in academic rank, all relevant factors included in the definitions below shall be taken into account. Tenured academic members shall not be required to re-establish "Professional Preparation" in promotions proceedings. In applying the criteria to applicants in the Professional Associate ranks, all relevant factors listed above (Qualifications of Professional Associates) shall be taken into account. Recommendations and decisions are expected to consider teaching and scholarly activity in the context of working conditions at Brandon University and the type of appointment held by the member, weighing carefully all criteria in accordance with accepted norms of scholarly and creative activity and in accordance with accepted norms of teaching adequacy.

A record of accomplishment in scholarship/research and/or effectiveness in teaching within rank is expected for promotion of an academic member to the next rank. A record of accomplishment in professional attainment and/or professional experience within rank is expected for promotion to the next professional associate rank. A normal expectation is that an Assistant Professor/**Professional Associate II** would require five (5) years within rank to demonstrate such a record and an Associate Professor/**Professional Associate III** seven (7) years. While this is the

normal expectation, it is recognized that some members will require less time in rank and some more time in rank in order to demonstrate such a record.

The definition of the various elements of qualifications by rank are as follows:

1. "Professional preparation" refers to degrees and training from recognized institutions and/or professional experience. In fields such as applied music, fine arts and drama, relevant professional preparation may include performance in orchestras, concerts, art exhibits, dramatic productions, and one's general standing in the relevant professional community.
2. "Teaching" involves effectiveness in classroom and laboratory teaching, tutorials, private instruction, student supervision, etc.
3. "Scholarship/Research" refers to the quality and originality of both published and unpublished work. In the performing and fine arts, performance/creation is equivalent to scholarship/research.

Evidence of scholarship/research activity that may be considered includes: the publication of books, monographs, and contributions to edited books; papers in refereed journals; papers in non-refereed journals; book reviews; papers/presentations delivered at professional meetings; submissions to public bodies; participation in panels; unpublished research including current work in progress; editorial and refereeing duties; published textbooks and curriculum materials (including case studies); applied professional work (including clinical activity) that has had a recognized impact on the profession; creative works and performances; and scholarship as shown by the individual's depth and breadth of knowledge and general contributions to the research life of the university. Some criteria are more applicable than others to drama, fine arts, and music; thus, the following criteria for assessment are listed solely as a guide. For these disciplines, evidence of creativity and innovation may be assessed by: specific accomplishments, commissioned works, shows, exhibitions, performances, curatorial activities, publication (including recordings and broadcasts) of creative work; and may include the context of the creative accomplishment (e.g., where a work is performed or exhibited).

JOB DESCRIPTIONS

These job descriptions may be amended from time to time by the Employer after consultation with, and the approval of, the incumbent and the Union (such approval shall not be unreasonably withheld). Job descriptions for new positions shall be included in this Collective Agreement when they have been approved by the Employer and prior to candidate interviews.

Library Positions

These job descriptions are written in terms of library functions, which are:

- (a) Administration - the overall management of library activities; may be viewed as having planning, staffing, organizing, directing, and controlling aspects;
- (b) Selection - choosing materials to be added to and removed from the collection;
- (c) Acquisition - procuring selected materials;
- (d) Cataloguing - preparing acquired materials for reference and bibliography;
- (e) Processing - preparing catalogued materials for circulation;
- (f) Reference - exploiting catalogued materials;
- (g) Bibliography - exploiting extant materials;
- (h) Circulation - controlling catalogued materials;
- (i) Maintenance - procuring and maintaining library equipment and furnishings;
- (j) Supply - procuring and controlling consumable supplies;
- (k) Systems analysis - analyzing library systems.

Extension Librarian

Responsible to the Head of Information Services for the provision of off-campus library services in support of the University's extension courses and courses offered by Inter-Universities North and First Year by Distance Education; and for other duties as may be assigned by the Head of Information Services.

Reference and Electronic Services Librarian

This position is responsible for:

- (a) co-ordinating and providing reference services, library instruction, tours and workshops,
- (b) evaluating and developing the reference collection,
- (c) assisting with the planning, development, and implementation of innovative electronic reference services,
- (d) assisting in the development and maintenance of library systems,
- (e) participating in the library management team,
- (f) serving as a faculty liaison,
- (g) serving on library and university wide committees, and
- (h) other professional duties as may be assigned by the University Librarian.

Cataloguer

This position is responsible for:

- (a) original and complex copy cataloguing of all formats and in all languages,
- (b) maintaining the integrity of the cataloguing records,
- (c) establishing cataloguing policies and procedures,
- (d) participating in the library management team,
- (e) serving on library and campus-wide committees, and
- (f) other professional duties as may be assigned by the University Librarian.

Subject-Specialist Librarian

Responsible to the Head of Information Services for the provision of reference service, for faculty liaison, for collection development, for bibliographic instruction and for such other professional duties as the Librarian may assign.

Head, Automated Systems

Responsible to the University Librarian for the operation of all computerized systems, including the modules of BU CAT and other applications of technology within the library; for initiating and implementing systems development; and for such other professional duties as the Librarian may assign.

Head, Information Services

Responsible to the Director of Library Services for the provision of reference service, for bibliographic instruction and for collection development; and for such other professional duties as the Director may assign.

Head, Collection Management

Responsible to the Director of Library Services for the acquisitions, cataloguing, processing and circulation functions; and for such other professional duties as the Director may assign.

University Archivist

The University Archivist is responsible to the University Librarian and the Vice-President (Academic & Research) for the Administration, Acquisition, Cataloguing, Circulation, and Reference functions of the University Archives and for such other professional duties as may be assigned by the University Librarian and the Vice-President (Academic & Research).

BRESCIA UNIVERSITY COLLEGE
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Librarians are part of the Management Group and do not have an academic or rank-based salary structure.

JOB DESCRIPTIONS

Public Service Librarian is responsible for the design, implementation and evaluation of all public services. She also supervises the public services staff, liaises with the technical services area and may serve as acting director.

Director of Library Services Librarian is responsible for the collection and all the library services which includes a 50 computer lab for student use.

UNIVERSITY OF BRITISH COLUMBIA
2006/2007 and 2007/2008

RANK CLASSIFICATION

The University of British Columbia does not have ranks. Non-administrative librarians are reported as "Rank 1", and administrative librarians as "Rank 2".

APPOINTMENT CRITERIA

As defined in the Agreement on Conditions of Appointment for Librarians, librarian means a person appointed by the Board of Governors of the University of British Columbia as a librarian or an archivist. Each librarian and archivist is classified as a General Librarian, Administrative Librarian or Assistant University Librarian.

An initial appointment as a librarian requires at least an undergraduate degree from a university of recognized standing and a degree from an accredited school of library, archival or information science, or alternative qualifications accepted by the university for holding a professional position in the library. It may also require appropriate experience and knowledge of a particular subject. Candidates for confirmed appointment are judged principally on performance in their professional work.

Recognition, however, will be accorded to the attainment of advanced degrees in librarianship or other pertinent disciplines, and to other contributions to the university, to the profession, to scholarship and to the community as defined in the Agreement on Conditions of Appointment for Faculty. Attainments or other contributions in the areas listed in this subclause (b) cannot, however, compensate for deficiencies in professional work.

Judgements of an individual shall be made objectively. Confirmed appointments are granted to individuals who have maintained a high standard of performance in their professional work and show promise of continuing to do so. The decision to grant such an appointment may take into account the interest of the university in maintaining academic strength and balance, but no librarian holding a probationary appointment shall be denied a confirmed appointment on the ground the university has established quotas for those holding confirmed appointments.

Appointment

Appointments may be (a) term appointments or (b) confirmed appointments. The term of every appointment and the termination date shall be clearly stated on the appointment notice received by the appointee.

Term Appointments

Term appointments are of the following two kinds:

(a) **Term Appointments Without Review**

These are either full-time or part-time appointments for a specified limited term, and carry no implication that the term will be extended or renewed. They are normally one year in length, and full-time appointments without review may not be held for more than three (3) consecutive years.

(b) **Probationary Appointments**

Probationary appointments are full-time appointments and are the equivalent of tenure-track positions. Though set for a specified term, these positions lead to a consideration for a confirmed appointment, typically in the third year. If a decision is made at that point not to grant a confirmed appointment, that decision will normally be followed by a one year terminal appointment.

Confirmed Appointments

A confirmed appointment as a librarian is the equivalent of tenure. Confirmed appointments are full-time appointments except when the University and a librarian have agreed to change such an

appointment from full-time to part-time. They cannot be terminated before retirement except for financial exigency or redundancy as per the Collective Agreement.

Appointments Involving Salaries from Non-University Funds

Appointments may be funded jointly by the university and some other body, or in some cases may be funded entirely from non-university sources. Librarians holding such appointments shall be subject to the same procedures and criteria for initial appointment and confirmed appointment that are applied to those holding appointments funded solely by the university. The award of a confirmed appointment, however, shall be for the term of the grant or contract and shall be termed "confirmed (grant)".

The appointment notices for those supported by non-university funds in whole or in part shall state clearly the terms of appointment and indicate which accounts are non-university funds and the amounts paid from those accounts.

A librarian who has a confirmed full-time appointment (grant) may, with the agreement of the university, be given a full or part-time confirmed appointment.

A librarian holding a probationary appointment or a confirmed appointment (grant) and supported by non-university funds in whole or in part shall, subject to funds being available, be given a minimum notice of one year if the appointment is to be terminated as a result of the termination of the non-university funds from which the librarian's salary is paid.

If an appointment supported by non-university funds in whole or in part is not to be renewed or is to be terminated for any reason other than the termination of non-university funds, the criteria and procedures applicable to appointments funded solely by the university shall govern.

Procedures for Appointments - General Provision

All appointments are made by the Board of Governors upon the recommendation of the President. Where a Selection Committee is to be appointed the Committee shall include at least five librarians who hold confirmed appointments, including two administrative librarians and two general librarians and, who if practicable, work in the area in which the librarian is, or will be, employed. The Chair shall be elected from within the Committee. The recommendation of the Selection Committee shall be that of a majority. The supervising librarian shall participate in the work of the Committee but shall not vote.

It is expected that confidentiality will be respected by all those participating in the consultations. The procedures in Section 5 (Agreement on Conditions of Appointment for Librarians) of the Faculty Agreement do not apply to appointments to administrative positions, including that of a Head of a division or a branch.

Initial Appointments

Initial appointments include: probationary appointments; appointment without review; internal appointments (An internal appointment is an appointment open only to candidates who already hold an appointment as a professional librarian.) confirmed appointments that are not preceded by a probationary appointment.

A recommendation on the making of an initial appointment shall be made to the university librarian by a Selection Committee. The supervising librarian to whom the appointee will report shall also make a recommendation to the university librarian. If the university librarian decides in favor of recommending the appointment, he or she shall forward it to the President. In the case only of confirmed appointments that are not preceded by a probationary appointment, the President shall refer the recommendation to the Librarians' Appointments Committee.

Confirmed Appointments (Other Than Initial Confirmed Appointments)

Meetings with the Candidate:

- (a) At the end of the first year of a probationary appointment the candidate's supervising librarian shall meet with the candidate. The purpose of the meeting is to review the candidate's

performance for the year, to identify any potential difficulties with the candidature and to assist the candidate with any concerns.

- (b) If a decision is made to postpone consideration of a confirmed appointment until the third year of appointment, a meeting of the candidate and supervising librarian shall be held at the end of the second year of appointment to review the candidate's performance for the year, to identify any potential difficulties with the candidature and to assist the candidate with any concerns.
- (c) When a librarian is to be considered for a confirmed appointment, the supervising librarian shall meet with the candidate before the submission of information to be supplied by the candidate.

BROCK UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

The holding of any given rank is not tied to the holding of any given administrative position.

Librarian I

Summary Grade Description: An entrance and training level for graduates of an accredited library school with no previous library experience at the professional level. Duties are designed to provide a learning situation under close supervision.

Typical Functions:

- Catalogues, classifies and assigns subject headings to library material according to clearly established rules.
- Searches for information from standard reference aids. For example, indexes, publishers' catalogues, directories and encyclopedias. Assists users of the library in locating and selecting materials.
- Compiles limited bibliographies and indexes from readily available sources of information.
- Proof reads catalogues and checks filing and withdrawal of entries.

Minimum Qualifications: An Honors Degree in a language or a subject field and a Masters Degree in Library Science.

Librarian II

Summary Grade Description: A standard working level for librarians without administrative responsibility for a department. May have supervisory responsibility. Performs assignments where the work patterns are not clearly established, general instructions only on methods and techniques are given by a senior librarian and the exercise of judgement is required.

Typical Functions:

- Carries out original cataloguing, requiring decision on choice of entries and descriptive cataloguing involving some interpretation of rules or semi-complex materials. Assigns appropriate subject headings and classification numbers to publications. Provides reference and circulation services, conducting reference interviews, searching for information from a variety of sources to answer reference questions, operating or supervising a circulation desk and maintaining circulation records.
- Compiles selected, annotated and critical author or subject bibliographies, and selects books, periodicals and other publications to be included in bibliographies.
- Assists in training and supervising library support staff.

Minimum Qualifications: Approximately two years of experience at the **Librarian I** level.

Librarian III

Summary Grade Description: A senior working level for librarians without administrative responsibility for a department. Independently performs duties requiring extensive theoretical knowledge of librarianship and experience in applying this knowledge and extensive knowledge in a specific discipline or a functional area of the library **-OR-** as a Department Head, is responsible for the day-to-day operation and organization of a functional area of the library.

Typical Functions - Non-Administrative Position:

- Catalogues, classifies and assigns subject headings in connection with difficult library material. For example, serials and publications presenting particular language or bibliographical problems such as those issued by international and/or scientific and research organizations; material dealing with new fields of knowledge; old and rare books, and material for which special forms of classification or cataloguing have to be devised.

- Searches for and checks bibliographical data on library materials for acquisition or for reference purposes which requires extensive and critical searching of original sources of information and the exercise of judgement.
- Offers instruction in library, bibliographic information or subject areas to both library staff and users. Develops publicity programs to encourage and expand the use of the library.

Typical Functions - Department Head:

- Supervises the efficient operation of a library department.
- Recommends policies and procedures for improving the efficiency and services provided by the department.
- Assists in budget preparation for the department.
- Trains, evaluates and supervises staff in the department. Plans and recommends non-professional staff requirements.
- Maintains contact with other internal librarians and library users to ensure the objectives of the department continue to be met.

Minimum Qualifications: Approximately five years of experience at the **Librarian II** level.

Librarian IV

Summary Grade Description: A senior working level in a specialized area. Requires the co-ordination of a highly specialized activity related to either an academic discipline or service within the total library and the planning, budgeting and maintaining of operations related to such an activity. Concurrently, may have responsibility for the day-to-day administration of a library department. **-OR-** As a division head, is responsible for organizing, developing and administering the services of a functional division of the library through subordinate professional and/or supervisory staff. Concurrently, may have responsibility for the day-to-day administration of a library department.

Typical Functions - Specialist:

- Plans, recommends and executes systematic development and implementation of centralized services and/or special programs involving expert knowledge of a specialized activity and requiring co-ordination among library departments/divisions. For example, plans and develops techniques for utilizing computerized systems in the library with a view to improving the efficiency of the operation. Compiles and edits union lists, union catalogues and co-operatively prepared bibliographies which involves expert knowledge of cataloguing services or extensive or authoritative subject matter knowledge.
- Maintains liaison with senior staff in other library areas to co-ordinate the development and implementation of new programs and services.
- Prepares budgetary estimates governing the requirements for the acquisition of supporting equipment, supplies and material.
- Responsible for co-ordinating the activities of the library with other libraries. Represents the library at inter-library meetings and conferences.
- May supervise professional staff functioning in the area or in relation to the specialized activity.

Typical Functions - Division Head:

- Assists the university librarian in the formulation of policies and procedures.
- Prepares budgetary estimates for the division.
- Plans and recommends staff needs in the division and assists in the hiring, evaluation and disciplining of staff.
- Evaluates current and proposed services and policies in light of their effectiveness in meeting the objectives of the library.
- Maintains liaison with senior staff and other library divisions.

Minimum Qualifications: Several years of experience at the **Librarian III** level.

PROMOTION AND APPOINTMENT CRITERIA

Criteria for Permanent Appointment and Promotion

Evidence used to demonstrate effective professional performance in the field of library and information science:

Demonstrated competence in performance at a professional and academic level in areas which enable the professional librarian member to contribute to the educational, research and service mission of the University. While the following activities do not form an exhaustive list, they do serve as indicators of excellence and achievement in performance: effectively applying knowledge and professional expertise to a position's responsibilities; initiating, planning, innovating, organizing and concluding work effectively; communicating, collaborating and interacting effectively with students, faculty and other members of the University community; exercising sound judgment in decision-making; adapting to and integrating new methods and technologies in the provision of library service; and relating position responsibilities to the overall goals of the Library and the University. Areas of performance include the duties documented in the candidate's job description and relevant areas of professional practice outlined below (Job Descriptions).

Permanency shall be granted primarily on the basis of effective professional practice during the probationary period and clear promise of continuing intellectual and professional development. All relevant criteria shall be applied to candidates for permanent appointment and promotion, but they will be applied in progressively more exacting degrees depending upon the rank for which the candidate is being considered. Permanent appointment is not tied to the achievement of a particular rank. Decisions on permanent appointment or promotion are based on the following materials, including any additional materials that the candidate adds to the dossier before the Committee's recommendation to the University Librarian is made.

An application for permanent appointment shall be made in writing by the candidate and be sent to the University Librarian. The application shall be accompanied by a dossier consisting of a curriculum vitae and any other documentation which the member wishes to submit as evidence of fulfilling the criteria specified below.

An application for permanency from a professional librarian member with a rank of **Librarian I** shall be evaluated primarily on the effectiveness of that individual's performance in the provision of professional services for the University Library. Particular attention shall be given to the quality of the candidate's performance of duties outlined in his/her job description. A successful outcome for the permanency application shall also be deemed to be a successful outcome for promotion to the rank of **Librarian II**.

Promotion to the **Librarian III** or **Librarian IV** rank must always depend upon the criteria noted below and in no case shall depend upon years of service alone. If permanency is granted upon initial appointment, the decision will be based on the same criteria and committee review as all permanent appointment evaluations.

A professional librarian member holding the rank of **Librarian II** is normally eligible to be considered for promotion upon the completion of four (4) years' service at that rank. If promotion is granted it shall be effective the first of the month after the application is received. Promotion to **Librarian III** must always be based upon demonstrated competence and consistent achievement in the performance of the member's professional responsibilities as described below. Although effective professional performance in the field of library and information science is the primary criterion, a candidate's case may be strengthened by evidence of service to the University, the profession, and the community and/or scholarly activity as described below. In exceptional cases a professional librarian who has a sustained record of demonstrated excellence in the performance of his/her duties, as described below, may apply for permanency and promotion simultaneously at any time after serving a minimum of eighteen (18) months of a probationary appointment. Promotion to Librarian III will not be granted prior to the awarding of permanency.

An application for promotion to **Librarian III** or **Librarian IV** shall be made in writing by the candidate and be sent to the University Librarian. The application shall be accompanied by a dossier consisting of a curriculum vitae, copies of the annual performance reviews for the last four (4) years in the case of application for promotion to Librarian III, and for the last five (5) years in the

case of application for promotion to Librarian IV, and any other documentation which the candidate wishes to submit as evidence of fulfilling the criteria specified below.

A professional librarian member holding the rank of **Librarian III** is eligible to be considered for promotion upon the completion of five (5) years' service at that rank. If promotion is granted it shall be effective the first of the month after the application is received. The primary criteria for promotion to the rank of **Librarian IV** are a sustained record of demonstrated excellence and distinguished performance in the field of library and information science as specified below, with clear evidence of breadth and depth of knowledge in this field and the area of academic specialization. The candidate must exhibit evidence of a substantial extension of the record on which promotion to Librarian III was based. A candidate's application may be strengthened by a record of excellence in service to the University, the Union, the profession, and the community, and/or substantial scholarly activity in the field of library and information science or area of academic specialization as described below. Such service and scholarly activity must be in addition to that considered at the time of promotion to the rank of Librarian III. Service and scholarly activity, alone or in combination, are an inadequate basis for promotion in the absence of demonstrated excellence in the performance of the candidate's primary responsibility. An application will be strengthened by evidence of recognition of the candidate's achievements beyond the Brock University community.

The criteria used for permanent appointment and promotion decisions, applied as appropriate to the individual member's position, shall include the following:

- i) effective professional performance in the field of library and information science;
- ii) service to the University, the Union, the profession, and the community; and
- iii) scholarly activity.

In evaluating a professional librarian member's eligibility for permanent appointment or promotion, attention shall be given primarily:

- i) to the effectiveness of that individual's performance in the provision of professional services for the University Library, and secondarily:
- ii) to the quality of the member's overall service to the University, the Union, the profession, and the community, and
- iii) to the quality of the member's scholarly activities.

The promotion decision is based on the achievements of the candidate in the areas specified in this Article. The permanency decision is based on the achievements of the candidate but also on a clear promise of continuing professional and scholarly development considering the candidate's record to date.

JOB DESCRIPTIONS

The principal responsibility of professional librarian members is to support the teaching and research needs of the University community through professional practice for the University Library. Professional practice consists of those duties outlined in the job descriptions of professional librarian members and may include the following:

- i) the selection, acquisition, bibliographic control, organization, storage and preservation of information resources to support the teaching and research programs of the University;
- ii) professional consultation and assistance in the use of information resources through reference services; guidance to students and faculty in the development of skills in research methodology; organization, presentation and evaluation of library instruction sessions; and participation in the planning, development and implementation of the Library's information literacy initiatives;
- iii) the ongoing development of library services, systems and resources, and the monitoring of their quality;

- iv) communication and collaboration with faculty, staff, students and others in the identification and analysis of user needs to effect improvements in library service;
- v) the management of the activities, staff and resources of a department or unit;
- vi) participation in the work of library committees;
- vii) successful completion of professional short courses, training sessions, workshops, seminars or like activities.

A job description shall be prepared or modified by the University Librarian or designate, in consultation with the incumbent member, if there is one, and with the person to whom the member reports. The provisions of such a job description shall constitute a reasonable workload and shall be generally consistent with the professional nature of the position.

Once the description has been agreed to by the University Librarian and the incumbent member, copies shall be forwarded to the Vice-President, Academic, the Director of Human Resources and to the Union.

Any significant differences between the University Librarian and the incumbent member over the provisions of the job description shall be referred to the Library Promotion and Permanence Committee for its review and advice. Such reference will include the original written job description and the proposed job description. Such review shall take place in a timely manner. Should unresolved differences remain after this review, they shall be noted by the University Librarian and shall be forwarded to the Vice-President, Academic, along with the proposed job description, and the advice of the Library Promotion and Permanence Committee, for decision.

UNIVERSITY OF CALGARY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Assistant Librarian

Scope: Appointment to the rank of Assistant Librarian normally will require a mix of professional responsibilities. A combination of skills relating to subject liaison, collection development, reference, library instruction, and/or bibliographic control is usually called for.

Complexity: Responsible for achieving goals through the application of established policies and procedures, and for the evaluation of the results.

Impact: Primary impact is on the immediate unit. Accountable for actions and decisions in specified areas of responsibility. Knowledge and understanding of Library and University goals are developed.

Independence: Within the scope of the position, sets goals and performs within generally established policies and procedures, in consultation with the Principal Evaluator and others as appropriate.

Professional Growth, Service, Scholarship and Innovation: Professional growth, service, scholarship and innovation concentrates on individual development, professional strengths and areas of expertise.

Associate Librarian

Scope: Appointment to the rank of Associate Librarian normally will require a mix of professional and management responsibilities. Substantial knowledge of professional theory and practice is required.

Complexity: Responsible for coordinating, interpreting and contributing to the development of library policy and procedures. Responsible for analyzing and resolving complex assignments requiring analytical ability and resourcefulness.

Impact: Primary impact remains on the immediate unit, but actions and decisions will often affect the entire Library and other academic units. Knowledge and understanding of Library and University goals are expected. Contacts outside the immediate unit are frequent and at a significant level. Accountable for interpreting decisions, actions and activities within the scope and objectives of the Library.

Independence: Within the scope of Library mission and policy, sets goals, chooses methods of accomplishment and determines appropriate priorities, time frames, and allocation of resources. Consults with the Principal Evaluator and others as appropriate.

Professional Growth, Service, Scholarship and Innovation: There will be evidence of professional growth, service, scholarship and innovation, contributing both to individual development and the needs and requirements of the organization and the library profession.

Librarian

Scope: Appointment to the rank of Librarian requires advanced professional knowledge, theory and practice with strong skills in management, planning, policymaking and goal setting. Librarians at this rank may have significant administrative responsibilities or be called upon to direct a unit. Librarians holding non-administrative posts must have advanced knowledge and expertise in assigned areas.

Complexity: Responsible for developing, coordinating, implementing and interpreting Library policy and procedures and for discharging broadly defined and far-reaching assignments. A high degree of innovation, resourcefulness and analytical ability is necessary.

Impact: Wide-ranging impact on management and planning affecting the Library, University and other bodies will occur. Contacts outside the unit and the Library are frequent and at a significant level with substantial results expected. A thorough knowledge and understanding of Library and University goals and their interaction are required. Accountable for actions and decisions that may result in a significant impact on the Library's resources, good will or the ability to meet its goal.

Independence: Within the scope of Library and University mission and policies, analyzes, evaluates and implements policy that guides the direction of the Library. Determines priorities and allocates resources in order to achieve Library and University objectives. Consults with Principal Evaluator and others as appropriate.

Professional Growth, Service, Scholarship and Innovation: Evidence of continuing professional growth, service and scholarship is required. Meaningful participation in provincial, national or international bodies is expected. Librarians holding non-administrative posts are expected to demonstrate scholarly contributions to further librarianship or related academic disciplines.

Assistant Curator

Scope: Assistant Curator is an entry level rank. This rank is designed to provide (a) a learning situation under supervision and (b) an opportunity to carry out a wide variety of basic professional duties, depending on the nature and objectives of the Museum. Assistant Curator will normally include general professional responsibilities especially those relating to the functions of coordinating exhibitions, the publication of exhibition catalogues, the development and care of the collection of artifacts, the compilation of primary and secondary source material relating to the collection and exhibits, and publicizing exhibitions and collections.

Complexity: Directly responsible for planning and scheduling own work and for achieving goals through the application of established policies and procedures. Most problems are solved by the application of basic professional skills, including analytical techniques. Supervision of support staff may also be carried out, depending on the needs of the Museum.

Impact: Primary impact is normally within the Museum. Accountable for actions and decisions in specified areas of responsibility. Wider impact is guided by a senior curator.

Independence: Within the scope of the position, has independence to set goals and perform within generally established policies and procedures. Initially, direct supervision of the individual is required.

Professional Growth, Service, Scholarship and Innovation: Professional growth, service, scholarship and innovation concentrate to a high degree on individual needs to develop the strengths required to operate effectively in the Museum environment.

Associate Curator

Scope: Associate Curator is an intermediate professional rank. Associate Curator will normally include a mix of professional responsibilities usually requiring a combination of skills relating to the coordination of exhibitions, the publication of exhibition catalogues, the development and care of the collection of artifacts, the compilation of primary and secondary source material relating to the collection and exhibitions, and publicizing exhibitions and collections.

Complexity: Responsible for carrying out general assignments, for achieving goals through the application of established policies and procedures, and for evaluation of the results. Problem solving assignments, usually clearly defined, but complex, require professional skills for determining procedures, and reporting and evaluating results. Supervision of support staff may also be carried out, depending on the needs of the Museum.

Impact: Primary impact is on the Museum; however, frequent contacts at the professional level outside the Museum would be expected. Accountable for actions and decisions in specified areas of responsibility.

Independence: Has latitude to set work goals, to choose methods of accomplishment, and to determine appropriate time frames on the basis of varied assignments given or approved. Receives general supervision, but is free to establish goals and set priorities within the defined scope of the position, in consultation with the Director, Nickle Arts Museum, and any other supervisor as appropriate.

Professional Growth, Service, Scholarship and Innovation: Professional growth, service, scholarship and innovation concentrate on developing individual strengths while at the same time developing areas of expertise that contribute to the effective meeting of Museum objectives.

Curator

Scope: At the rank of Curator, the individual requires substantial knowledge of professional theory and practice and will normally include a full mix of professional duties, including the organization and coordination of exhibitions, publishing of exhibition catalogues, the development and care of the collections of artifacts, the compilation of primary and secondary source material relating to collections and exhibitions, and publicizing collections and exhibitions.

Complexity: Responsibility for coordinating, interpreting, implementing and contributing to the development of museum policy, and/or responsibility for analysing and resolving complex assignments occurring in broadly-defined procedures which involve the solution of many concurrent problems and require imagination, resourcefulness and analytical ability. Supervision of academic and/or support staff may also be required.

Impact: Is at the policy, planning and management levels whether through actual participation in formal committees or through contributions to the decision-making process. Contacts are wide-ranging and those outside the Museum are frequent and at a high level. A thorough knowledge of, and appreciation for, Museum, Libraries and Cultural Resources and University goals and their interaction is expected. Accountable for own actions and decisions as well as for those of others, in the context that failure to meet objectives may result in an important loss of Independence Works independently within the scope of Museum policy to set goals, to choose methods of accomplishment and to determine appropriate priorities, time frames, and allocation of resources. Supervises and consults within own area and throughout Libraries and Cultural Resources, as appropriate.

Professional Growth, Service, Scholarship and Innovation: Evidence of continuing professional growth, service and scholarship is required with meaningful participation in provincial, national or international bodies.

Assistant Archivist

Scope: Entry level professional rank responsible for a mix of professional duties including accessioning, appraisal, arrangement and description, preservation and reference service for archival records, records systems analysis and client training. Provides input regarding the development of implementation strategy for programs and the preparation of business plans.

Complexity: Responsibility for carrying out assignments and interpreting and making contributions to the development of policy and practices in relation to the archives. Responsibility for consistently and regularly executing assignments involving procedures which are both complex and highly diverse.

Impact: Impact on the archives and the University community. Accountable for interpreting decisions, actions and activities within the scope and objectives of the archives. Assignments frequently carried out in University departments.

Independence: Works independently with latitude to set work goals, to choose methods of accomplishments, and to determine appropriate priorities and time frames.

Professional Growth, Service, Scholarship and Innovation: Professional growth, service, scholarship and innovation involve individual growth along with participation in and/or contributions to specific groups, organisations, at an advanced level as appropriate.

Associate Archivist

Scope: Intermediate professional rank, normally including a full mix of substantial knowledge of professional theory and practice as well as strong skills in planning, development and implementation of operational programs, especially in the context of academic archives, a strong component of management, administration, supervisory, and/or planning and policy development duties, and ability to perform the most difficult archival tasks done in the archives.

Complexity: Responsibility for co-ordinating, interpreting, implementing and contributing to the development of archival policy, and/or responsibility for analysing and resolving complex assignments occurring in broadly defined procedures which involve the solution of many concurrent problems and require imagination, resourcefulness and analytical ability. Management responsibility for an operational program may be required.

Impact: Impact on the archives and on the University community at the policy, planning and management levels whether through participation in formal committees or through staff contributions to the decision-making process with respect to the institutional record. Contacts are wide-ranging and are normally throughout the University community. A thorough knowledge of and appreciation for the unit and University goals and their interaction is expected. Accountable for own actions and decisions as well as for those of others, in the context that failure to meet objectives may result in an important loss of the unit's resources, good will, or the ability to meet its goals.

Independence: Performs complex tasks independently within the scope of the unit's policy to set goals and to choose methods of accomplishment. Determines appropriate priorities, time frames, and allocation of resources in consultation with the division head. Supervises and consults within own program area and throughout the unit, as appropriate.

Professional Growth, Service, Scholarship and Innovation: It is expected that a strong component of professional growth, service, scholarship and innovation will be part of activities, contributing both to individual growth and the needs and requirements of the unit.

Archivist

Scope: Senior professional rank and the highest classification level, normally including a full mix of extensive professional knowledge, theory and practice, as well as strong skills in management, planning, policy making, and goal setting, especially in the context of academic archives. Accountable for the development, co-ordination and implementation of effective policies, guidelines and procedures to support the archives.

Complexity: Responsible for developing, co-ordinating and interpreting archival policy at the planning level and/or responsibility for discharging broadly defined and far reaching assignments requiring a high degree of imagination, resourcefulness and analytical ability, and requiring interpretation and co-ordination of information gathered from various sources. Collaborates with other divisions and communicates with other departments within or outside the University as appropriate. Ability to perform complex tasks and the most difficult archival tasks done in the archives. Management, administrative, and/or supervisory responsibilities will be required. May administer and co-ordinate a functional division.

Impact: Wide ranging impact on the management, planning, staffing and co-ordinating functions of the archives. A thorough knowledge of, and appreciation for, the unit and University goals and their interaction is expected. Accountable for actions and decisions both personally and for others, in the context that failure may result in a significant loss of the unit's resources, good will, or the ability to meet its goals. Acts as a resource to senior administration and the campus community in the areas of records management and archives.

Independence: Works independently to develop, evaluate and implement archival policy and to determine priorities and allocate resources in order to achieve archival objectives.

Professional Growth, Service, Scholarship and Innovation: Evidence of continuing professional growth and service and scholarship is required at a senior level, with participation in national organisations as appropriate.

CANADIAN MILITARY COLLEGES **2006/2007 AND 2007/2008**

RANK CLASSIFICATION

Uses the Library Sciences (LS) Treasury Board classification, but not a four-rank system in the usual sense.

Library Science (LS) Qualification Standard

Education

The minimum standard is:

- graduation from a recognized university with a master's degree in library science or in library and information science; or
- graduation from a recognized university with a bachelor's degree in library science or in library and information science for which another bachelor's degree was a prerequisite.

Library Science (LS) Classification Standard - Education and Library Science (EB) Group Definition

The Education and Library Science Group comprises positions that are primarily involved in the instruction of people of different age groups in school or in out-of-school programs; the application of a comprehensive knowledge of educational techniques to the teaching and counselling of students in schools and to the education, training and counselling of youths and adults in out-of-school programs, to the conduct of research and to the provision of advice related to education; and the application of a comprehensive knowledge of library and information science to the management and provision of library and related information services.

Inclusions

Notwithstanding the generality of the foregoing, for greater certainty, it includes positions that have, as their primary purpose, responsibility for one or more of the following activities:

- a) the instruction of students of all ages in the following, where the application of a comprehensive knowledge of educational techniques is not required: cultural matters and academic subjects as part of an elementary or secondary school curriculum; a second language; or an organized program of physical education;
- b) the application of a comprehensive knowledge of educational techniques to teach, train or counsel students in schools or in out-of-school programs;
- c) the application of a comprehensive knowledge of educational techniques to plan, develop, conduct or evaluate specialized educational programs such as language training, vocational training, adult education, literacy education and health education;
- d) the application of a comprehensive knowledge of library and information science to:
 - i) select, acquire, organize, preserve and dispose of library materials;
 - ii) catalogue, classify, index and analyze information and library materials;
 - iii) provide reference, referral, bibliographic, advisory, information retrieval, and document delivery services, and perform other functions to assist users in accessing library materials; and
 - iv) evaluate, develop, select, implement and use manual and automated systems and networks to record, organize, store, search, retrieve and make accessible information in library or information management operations; and
- e) the leadership of any of the above activities.

Exclusions

Positions excluded from the Education and Library Science Group are those whose primary purpose is included in the definition of any other group or those in which the following activity is of primary importance:

- a) the planning, development and presentation of courses of study for undergraduates and graduates in universities.

JOB DESCRIPTIONS

Level 1 - Reference Librarian

- (1) Assists with overall administration of the Massey Library division.
- (2) Organizes and supervises the services of the division, including reference services, database searching, interlibrary loan service, automated book reserve and circulation, shelving, mail, copy service, and microform service.
- (3) Organizes and implements the reference and information service.
- (4) Organizes and implements the interlibrary loan service.
- (5) Takes part in collection development by selecting books, journals and any other related documents, in areas assigned by the division head including reference material, military studies, government documents, serials, bibliographies, etc.
- (6) Trains, supervises and assesses the work of the Readers' Services Supervisor, Shelver-shipper and about one person-Year of temporary staff.
- (7) Performs related duties.

Level 1 - Head, Cataloguing Dept.

Administration of the Cataloguing Dept.; interpretation and advice on cataloguing procedures, policies and standard rules; catalogued and classified library materials, online catalogue records; database integrity of Library catalogue; database of Royal Military College Library's journals and printed journals list; public reference service.

Key activities

- Plans, organizes, directs, monitors and manages the Cataloguing Dept.'s processing of library materials.
- Interprets and advises on procedures, policies and standard rules for descriptive cataloguing, classification and subject analysis, including local variations.
- Maintains the integrity of the RMC Library's bibliographic database (online catalogue).
- Catalogues and classifies library materials in all formats and in all languages.
- Codes and inputs catalogue records for the automated library system; edits the online catalogue records.
- Maintains the electronic database concerned with the RMC Library's journals.
- Provides public reference in the RMC Library as per schedule.

Level 2 - Head, Science/Engineering Library

Provision of research and information services to RMC students, faculty, support staff and other users; provision of document delivery and interlibrary loan services to RMC library clients; lending and photocopying of materials for the use of other libraries' clients; management of the Science/Engineering Library and its collection and equipment; provision of circulation services and bibliographic instruction to RMC library clients.

Key activities

- Manages the Science/Engineering Library division, a university level library in a bilingual (English/French) environment. Services include: circulation and reserve; reference and information; interlibrary loan and document delivery; online searching.
- Performs information searches in various sources and formats (e.g. online, CD-ROM, print).
- Investigates, evaluates, compares and analyzes a wide variety of information sources (e.g. electronic, print) related to the mandate and subject areas of the RMC science and engineering academic departments.
- Provides advice and guidance to clients on information sources and library services and

facilities.

- Trains clients in information retrieval techniques.
- Provides clients with requested material from other libraries' collections when not held in RMC library.
- Provides other libraries with loans or copies of collection items (e.g. books, journal articles).
- Maintains the records concerning loan and client information for material lent to or borrowed from other libraries or institutions.
- Answers queries about document delivery and interlibrary loan services, procedures and policies.
- Searches electronic or print sources to verify completeness and accuracy of bibliographic information (e.g. author, article title, journal title, date, page numbers).
- Searches catalogues and contacts other libraries to determine locations for requested documents.
- Searches electronic and other information sources to locate full-text documents not physically located in the library.
- Ensures timely return of library materials lent to or borrowed from other libraries or institutions.
- Gathers and compiles statistics for document delivery and interlibrary loan services.
- Conducts ongoing evaluation, including deselection, of the library collection; selects new materials to be added to the collection (especially the reference section.)
- Maintains the records on new RMC graduate theses (monitors receipt, distribution of original and copies to and from bindery, etc.)
- Researches and mounts library related displays for public information.
- Meets with sales representatives from the information industry to discuss their products and pricing in relation to the RMC Library's needs and budget; experiments with trial packages (especially online services) supplied by the information industry and makes recommendations to the Chief Librarian.
- Monitors the security and environmental conditions of the library (e.g. monthly submission of fire report) and reports problems to the appropriate service unit.
- Monitors the performance of library equipment (e.g. computers, CD ROM station, photocopier) and reports problems to appropriate service unit.
- Assists in managing the RMC online library system by setting the day-end processing procedure, reporting transaction processing failures, running recall searches and preparing reports.

Level 3 - Head, Technical Services and Systems

Systems management, development and support, library administration, and acquisitions and processing of library materials for all members of the Royal Military College.

Key activities

- Assists the Chief Librarian in the administration and management of the RMC libraries.
- Advises the Chief Librarian regarding costs and benefits, and of methods of acquiring library materials.
- Plans, develops, monitors, and maintains all automated library systems, services and functions.
- Evaluates, recommends and purchases new software, hardware and electronic information services.
- Plans and organizes the acquisition of library and bookstore materials, and manages the Acquisitions Dept. and the Bookstore.
- Plans, organizes, and monitors the processing of library and bookstore materials, and manages the Cataloguing Dept.

Level 4 - Chief Librarian

Management of library, research and information/knowledge management services in support of the agency, other federal departments, academic and allied researchers, the media and the general public.

Key activities

- Plans, organizes and manages a library, information and research service in support of College/University/Agency programmes.
- Establishes, evaluates, and adjusts the overall policy, plans, objectives, long and short-term goals and standards for the library, research and information management programmes of the

agency.

- Manages, identifies, and acquires the human, financial, information and materiel resources required to provide a professional library, research and information management service.
- Manages the provision of research and reference services including online and Internet-based research services, collection development and technical services, including the selection, acquisition, cataloguing, indexing and dissemination of defence-related information.
- Assesses the need for and directs the design, development and delivery of new information products including specialised databases and Internet/Intranet websites in support of the agency's programmes.
- Develops print and electronic collections of information in support of Agency programmes and services.
- Markets the library, research and knowledge management services of the Agency, and teaches library clientele, individually or in groups, research, information retrieval and information literacy skills.
- Develops and manages national and international partnerships for resource-sharing, joint collection development and cost-sharing agreements; provides senior management with professional advice on information and knowledge management and research issues, and contributes to the formulation of the agency's information and knowledge management policies.

Level 4 - Librarian

Key activities

No job description. A special case, works on projects.

CAPE BRETON UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Librarian I

A Librarian I shall have a Masters degree in Library Science (from an institution accredited by the American Library Association) or its equivalent as a minimum qualification. A probationary librarian shall ordinarily be appointed at Librarian I.

Librarian II

A Librarian II, in addition to meeting the qualifications above for Librarian I shall have successfully completed his/her probationary appointment.

Librarian III

A Librarian III, in addition to meeting the qualifications above for Librarian II, shall ordinarily have seven (7) years of successful relevant experience as a Professional Librarian, and shall meet the requirements set out in Article 32.3 (Promotion) to be promoted to this rank.

PROMOTION CRITERIA

Permanent Appointment

The Director of Library Services shall ask, in writing, probationary Librarians who are eligible for permanent appointment, if they wish to apply for permanent appointment. This shall be delivered not less than three (3) months prior to the end date of the probationary period.

Unless an eligible probationary Librarian advises, in writing, that she/he does not wish to be considered for permanent appointment, such consideration shall be automatic. Not less than ten (10) weeks prior to the end date of her/his probationary period, an eligible probationary Librarian shall submit the materials specified below to the Director of Library Services and the Librarians' Review Committee ('LRC'). If this ad hoc committee is not in place, the Director of Library Services shall establish such a committee in accordance with Article 32.4 (Composition and Mandate of the Librarians' Review Committee).

The probationary Librarian shall provide the LRC with the following materials to be used by the LRC:

- (i) a complete and up-to-date curriculum vitae;
- (ii) a copy of her/his letter of appointment and any other documents describing the candidate's current responsibilities;
- (iii) a letter detailing what the candidate has accomplished in the areas of academic qualifications, performance of her/his Librarian duties and responsibilities, scholarly activity, professional development, and University, professional, and community service since the candidate's initial appointment, together with any supporting documentation; and
- (iv) any other material which the candidate considers pertinent to his/her application.

Promotion

By September 15 of each year, the Director of Library Services shall ask, in writing, Librarians holding permanent appointments if they wish to apply for promotion to **Librarian III**. By September 30 of each year, eligible Librarians wishing to apply must so notify the Director of Library Services, in writing, and with such notice also submit the materials specified above. Upon receipt of such notification and materials, the Director of Library Services shall notify the LRC of such application. If this ad hoc committee is not in place, the Director of Library Services shall establish such a committee in accordance with Article 32.4 (Composition and Mandate of the Librarians' Review Committee). The candidate shall provide the LRC with the following materials:

- (i) a complete and up-to-date curriculum vitae;
- (ii) a copy of his/her letter of appointment and any other documents describing the candidate's

- current responsibilities;
- (iii) a letter detailing what the candidate has accomplished in the areas of academic qualifications, performance of her/his Librarian duties and responsibilities, scholarly activity, professional development, and University, professional, and community service since the candidate's initial appointment, together with any supporting documentation; and
- (iv) any other material which the candidate considers pertinent to his/her application.

Criteria for Permanent Appointment and Promotion

Criteria to be considered in determining permanent appointments or promotion to the Librarian III rank shall be:

- (a) academic qualifications and professional development ('academic qualifications');
- (b) performance as a Librarian within the context of assigned duties ('work performance');
- (c) scholarly activity; and
- (d) service to the University, profession, and community ('service').

While all of these criteria must be present in an application for permanent appointment and/or promotion to **Librarian III**; nevertheless, work performance will receive greater relative emphasis than the other criteria specified above unless stated otherwise in a candidate's letter of appointment or as indicated by the candidate's current responsibilities. It is an overall assessment of the candidate in relation to these criteria that must guide the recommendation of the Committee.

Standards for Permanent Appointment and Promotion

Permanent Appointment: The standards for permanent appointment shall be:

- (i) possession of a Master of Library Science or its equivalent;
- (ii) evidence of satisfactory work performance;
- (iii) evidence of achievement in scholarly activity;
- (iv) evidence of contributions to the effective functioning of the University.

Promotion to **Librarian II**: Promotion to the rank of Librarian II shall occur simultaneously with the awarding of permanent appointment to a Librarian.

Promotion to **Librarian III**: Promotion to the rank of Librarian III shall be based upon a record of consistent accomplishment demonstrated by:

- (i) evidence of a consistently excellent record of work performance;
- (ii) evidence of consistent accomplishment in the discipline as demonstrated by scholarly or professional activity recognized by the Librarian's professional peers;
- (iii) evidence of ongoing and active service to the University, and service to the profession and/or the community which is relevant to the Librarian's area(s) of expertise.

Factors for Consideration for Permanent Appointment and Promotion

Lists of activities that will be used to demonstrate the required level of competence in the various criteria specified in Article 32.6 (Criteria for Permanent Appointment and Promotion) may include both quantitative and qualitative aspects. These lists of activities are not exclusive nor do they imply expectations of specific performance. These lists are not presented in order of preference with regard to permanent appointment or promotion, but reflect activities that Librarians may perform in carrying out their normal duties and responsibilities.

Work Performance as a Librarian

Development of information literacy programs (outlines for class presentations, research guides, home pages, etc.):

- Class presentations
- Library orientations
- Student consultation
- Delivery of information services
- Development of the Library collection Selection of library materials

- Development or revision of library policies and procedures
- Administration of library services
- Leadership of library program and project teams
- Participation in professional development activities
- Promotion of library services and collaborative programs with faculty Contribution to the delivery of library programs.

Candidates shall present evidence of these activities as part of their supporting documentation.

Scholarly Activity

Examples of scholarly activities that may be presented by a candidate for evaluation are listed below:

- Books
- Reports
- Papers in refereed and non-refereed journals
- Obtained research grants and funding
- Contract research
- Awards in recognition of scholarly or professional achievement
- Papers delivered at professional meetings, conferences and seminars
- Papers/research in progress
- Consulting and other activities which require professional or scholarly competence, editorial and refereeing duties
- Service on external grant committees
- Commissioned reports for external circulation
- Participation in external panels, seminars, etc.
- Active participation in and leadership given to professional conferences, workshops, symposia, etc.
- Public speaking engagements related to one's professional expertise

The list is not ranked, but the candidate should be aware that material adjudicated by external referees carries significantly more weight than does non-refereed material. Materials produced for external use would, in general, be of more significance than material produced for internal use

Service to the University

Service to the University includes contributions to the development and effective functioning of the University through contribution to student activities, membership on Library, Faculty, University, Board and Association committees and councils; active participation in local, provincial, national and international organizations and programs related to the candidate's discipline.

Community Service

Service to the wider community includes active participation in a wide variety of governmental, societal and community institutions, programs and services, where such participation is based on the candidate's academic or professional expertise.

CARLETON UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

The ranks Librarian I, II, III and IV are reserved for professional librarian employees as defined below (Librarian Appointments).

PROMOTION CRITERIA

There shall be four ranks for professional librarian employees at Carleton University: Librarian I, Librarian II, Librarian III and Librarian IV. These ranks reflect individual levels of professional achievement and are independent of any scheme for the assignment of responsibilities.

Criteria for Librarian Promotions

Librarian I. The rank of Librarian I shall be an introductory rank reserved for library school graduates with no professional experience. A professional librarian employee appointed to the Librarian I rank shall hold either a preliminary or term appointment and shall normally serve in that rank for the period of one (1) year.

Librarian II. To qualify for appointment or promotion to the rank of Librarian II, the candidate shall have met the minimum educational requirement and shall have at least one year's professional experience or equivalent. As a primary criterion for appointment or promotion to this rank, a candidate shall have a record of successful performance as a librarian. Performance shall be assessed with respect to the candidate's achievement of goals which have been mutually established between the candidate and the candidate's supervisor(s), and those duties documented in a job description. It is expected that successful candidates will have demonstrated the ability to use effectively their professional education and will have shown the capacity to develop and extend their professional expertise.

Librarian III. To qualify for appointment or promotion to the rank of Librarian III, the candidate shall have a minimum of five (5) years experience as a Librarian II or shall have equivalent experience. The primary criterion shall be professional performance; how well the librarian carries out the duties and responsibilities of the position held. Therefore, the successful candidate shall have a record of continuing effective performance. Performance shall be assessed with respect to the candidate's achievement of goals which have been mutually established between the candidate and the candidate's supervisor(s), and those duties documented in a job description. There should be clear promise of continuing professional development and demonstrated ability in areas of specialization and/or in an administrative capacity. With less weighting, the candidate's performance in the following three areas should also be considered: academic achievement and activities, including additional formal degrees, programmes of continuing education, teaching, research, publication; involvement in professional activities and participation in professional organizations, including serving on committees, the presentation of papers, organization of and participation in conferences, seminars, workshops; service to the Library and/or the University. For promotion to the rank of Librarian III, a candidate must demonstrate achievement in one of the three areas.

Librarian IV. A librarian may not be considered for appointment or promotion to the rank of Librarian IV until he/she has had a minimum of five (5) years experience as a Librarian III, or has had equivalent experience. The primary criterion shall be professional performance; how well the librarian carries out the duties and responsibilities of the position held. Therefore, the successful candidate shall have a record of excellent performance with demonstrated initiative, leadership and creativity. Performance shall be assessed with respect to the candidate's achievement of goals which have been mutually established between the candidate and the candidate's supervisor(s), and those duties documented in a job description. There should be evidence of further development and extension of professional expertise. In addition, the candidate must submit evidence of substantial achievement in at least two of the following areas: research, publishing, teaching, professional endeavours including significant involvement in professional organizations, significant service to the library or the University, or significant administrative duties.

APPOINTMENT CRITERIA

Librarian Appointments

Individuals to be considered for hiring as professional librarian employees shall have:

- (i) an initial undergraduate degree (the Association of Universities and Colleges of Canada may be applied to for an opinion in cases where there is doubt about whether the qualifications presented meet existing Canadian standards); and,
- (ii) a professional library qualification from an accredited library school (the Canadian Library Association may be applied to for an opinion in cases where there is doubt about whether the qualifications presented meet existing Canadian Standards).

There shall be no transference of significant functions from professional librarian employees to other library employees which results in a reduction of the number of professional librarian employees from the number employed at the commencement of the agreement.

Should a professional librarian vacate his/her position by reason of resignation, termination, sabbatical or other long term (in excess of sixteen (16) weeks) absence, the employer shall, within two (2) months of the position falling vacant, inform the Association in writing indicating the disposition of the duties and/or the intention to fill the position.

When a temporary replacement is made for a professional librarian employee on sabbatical or leave for a period in excess of sixteen (16) weeks, any such replacement shall be a fully qualified professional librarian.

JOB DESCRIPTIONS

Professional librarian employees shall be assigned to a position with a fully documented job description in accordance with the provisions below.

Librarians' responsibilities shall include working with colleagues, supervising non-professional staff and providing services to library users. These responsibilities shall be those understood to be professional: public service, collection development, bibliographical control and technical library operations.

The specific responsibilities of each professional librarian employee shall be identified in a current, written job description signed by the incumbent, if any, and the immediate supervisor. All job descriptions of professional librarian employees shall be fully accessible to all professional librarian employees. A copy of each job description shall be given to the employee concerned and another copy shall be filed with the CUASA office.

The format for job descriptions shall be consistent within the professional librarian employee sub-unit and shall be in accordance with those guidelines respecting format agreed upon by the parties from time to time.

In the event that a change in an existing job description is deemed necessary by either the employee or the supervisor:

- (i) the proposed change(s) shall be fully discussed by the supervisor and the professional librarian employee concerned;
- (ii) any change(s) to be made to the job description shall be documented in a revised job description which shall be signed by both parties and distributed as noted above prior to implementation;
- (iii) in the event that the professional librarian employee objects to the proposed change, the dispute shall be referred to the appropriate Associate Librarian or to the University Librarian in an attempt to reach a settlement. The professional librarian employee must receive written notification of the decision made;
- (iv) should the dispute not be resolved by the above means, the professional librarian employee

may, upon receipt of the written notification of the decision, initiate a grievance on the matter by the following procedures:

- (1) the objection shall be expressed in a grievance form which must be presented to the University Librarian and to the JCAA at the same time, within five (5) working days of the date the employee was notified of the change;
- (2) the change shall not be implemented until the issue has been dealt with by the JCAA or fifteen (15) working days have elapsed since receipt of the grievance by the JCAA, whichever occurs first;
- (3) should the change be implemented following the completion of the procedures set out in herein, a copy of the job description, signed by the supervisor, shall be given to the employee concerned and another copy shall be filed with the CUASA office;
- (4) this does not preclude recourse to the grievance and arbitration procedures in Article 30 (Complaints, Grievances and Arbitrations).

Any change in those job descriptions in effect at the commencement of this Collective Agreement shall be consistent with those duties and responsibilities commonly associated with professional librarian employees and with the evolution of such duties in Canadian Universities. Any new job descriptions for professional librarian employees after the date of the signing of this Collective Agreement shall satisfy these conditions.

In the event that the University Librarian considers that a change in an existing job description is necessary he/she shall:

- (1) consult with the professional librarian employee and the appropriate supervisor. Such consultation shall provide them with adequate opportunity for input and discussion;
- (2) notify the professional librarian employee and the supervisor involved as to the result of the consultation. If consultation results in changes in the job description, notification of such shall be provided in writing to the employee, the supervisor, and the Association at least seven (7) working days prior to implementation.

The employer undertakes to make public by means of an open file in the Library, job descriptions for all new positions in the Library. The employer shall notify the Association as soon as a new job description is placed in this open file, and the job description shall remain in the file for at least ten (10) working days.

Should a change in the job description for a professional librarian employee be made, pursuant to the above, to which the affected employee objects, such objection shall be handled as follows:

- (1) the objection shall be expressed in a grievance which must be presented to the University Librarian and the Grievance Sub-Committee referred to in Article 30 (Complaints, Grievances and Arbitrations) at the same time within five (5) working days of the date the employee was notified of the change;
- (2) the change shall not be implemented until the issue has been ruled on by the Grievance Sub-Committee or until fifteen (15) working days have elapsed since receipt of the grievance by the Grievance Sub-Committee whichever occurs first;
- (3) this does not preclude recourse to the grievance and arbitration procedures;
- (4) when the report is submitted, changes in job descriptions shall be handled as per above.

The Library management recognizes the desirability of providing rounded experience through some rotation of job assignment, and shall provide professional librarian employees with opportunities to work periodically at different reference and information desks and/or different departments of the Library as the attainment of established goals permits. Arrangements for duration and times shall be established through consultation and agreement between the professional librarian employee(s) and the immediate supervisor(s) and the Associate Librarian involved.

CONCORDIA UNIVERSITY
2006/2007 and 2007/2008

RANK CLASSIFICATION

Librarian I

This is the beginning career level. It assumes little or no previous experience.

Librarian II

This is the intermediate career level. It requires sufficient relevant experience (usually two years) as a librarian.

Associate Librarian

This is the career level to which librarians should aspire and have access. It requires proven ability to perform at a high professional level.

Senior Librarian

This is the rank reserved for those who make outstanding contributions to the profession and/or academic community.

PROMOTION CRITERIA

Promotion from Librarian I to Librarian II

The librarian at the rank of Librarian I may apply for promotion to Librarian II during the second (2nd) year at the rank of Librarian I. Evaluation criteria shall include demonstrated competence in the position as defined by the individual's job description, and also the ability to work independently and make professional decisions. If applicable, administrative knowledge and capability, demonstrated in personnel management and budget planning, shall be taken into account. Contributions to the goals of the organization of which the library is a part (e.g., participation on university committees) shall be taken into consideration.

Promotion from Librarian II to Associate Librarian

Upon the granting of tenure, which normally occurs during the fifth (5th) year, librarians who hold the rank of Librarian II are promoted to Associate Librarian. Promotion to Associate Librarian may occur separately from the granting of tenure. In all such cases, the evaluation shall pay particular attention to ensure that there has been successful fulfilment of duties and responsibilities as defined by the individual's job description, wherein the individual has demonstrated performance above the level expected for the rank of Librarian II. Contributions to the goals of the library/university and also to the advancement of the profession through participation in professional associations and related activities shall also be considered. Related activities in enquiry and research which may result in advanced degrees or publications shall be considered. Contributions to the goals of the organization of which the library is a part (e.g., participation on university committees) shall be taken into consideration.

Promotion from Associate Librarian to Senior Librarian

The following criteria for promotion to Senior Librarian, while laying down the broad qualifications for the rank, are at the same time intended to provide sufficient flexibility to enable the Library to apply the standards it considers relevant to its field. While the career paths of individuals will vary, it is expected that the majority of tenured librarian members will be able to meet the qualifications for this rank, albeit at different points in their careers.

The rank of Senior Librarian may be attained by fulfilling any one of the following sets of criteria: Research/scholarly achievement/ creative professional work that is recognized as superior over a sustained period of time, together with library service that has been demonstrated over the years to be of good quality.

The candidate shall submit a research dossier to demonstrate that she or he has made a

substantial contribution to her or his field through research and scholarly achievement or creative professional work. While the greatest weight will be given to research and scholarly achievement, the candidate shall also submit a library service dossier to demonstrate that her or his service to the operation and development of the library as an academic service and resource has been of good quality.

Promotion may be requested in the seventh (7th) and subsequent years as Associate Librarian. Library service that is recognized as superior over a sustained period of time, together with scholarship/creative professional work which has been demonstrated over the years to be of good quality.

The candidate shall submit a library service dossier to demonstrate that she or he has made a substantial contribution to the operation and development of the library as an academic service and resource. While the greatest weight will be given to library service, the candidate shall also submit a research dossier to demonstrate that her or his scholarly activity has been of good quality.

Promotion may be requested in the seventh (7th) and subsequent years as Associate Librarian. A combination of library service, scholarship/creative professional work and service to the community that has been demonstrated over the individual's career to be of good quality.

The candidate shall demonstrate, by means of a library service dossier, research dossier and university and community service dossier that she or he has maintained a career profile that combines library service, an ongoing engagement in scholarly work and significant service contributions to the university and the professional and academic community. It is understood that the greatest weight will be given to the candidate's aggregate contributions to the university over a sustained period of time, rather than to any one of the three areas of responsibility.

Promotion may be requested in the eighteenth (18th) and subsequent years as Associate Librarian.

APPOINTMENT CRITERIA

The principal criteria for appointments are academic and professional excellence.

To ensure that qualified Canadian candidates are considered for all positions at Concordia University, all job postings shall be advertised in the appropriate journals and newspapers prior to the consideration of candidates. Those applicants defined as Canadian¹ at the time of application for a position as professional librarian shall be given first consideration and, all things being equal, shall be given priority.

The Parties agree that Concordia University would better advance the essential functions of the University, namely the pursuit, creation and dissemination of knowledge through teaching and research, if the diverse composition of Canadian society were better reflected in the Bargaining Unit. Therefore the Parties agree to encourage an increase in the proportion of members of under-represented designated groups as defined in the relevant legislation, to improve their employment status, and to ensure their full participation in the University community. The Parties therefore endorse the principle of equity in employment and agree to cooperate in the identification and removal of all barriers to the recruitment, selection, hiring, retention, and promotion of these designated groups, and other categories as may be designated in federal and provincial human rights legislation or agreed to by the Parties.

To be appointed as a professional librarian an individual shall have an appropriate bachelor's degree and a graduate degree from an ALA-accredited library and information science program, or approved equivalent training acceptable for membership in the Corporation of Professional Librarians of Québec.

The criteria used to evaluate candidates for appointments, renewals, promotion and tenure shall

¹ "Canadian" means citizen of Canada, or one who on the date of application for a position at Concordia University is a permanent resident, or holds a ministerial permit as a consequence of being a refugee or being prohibited from applying for permanent resident status.

not allow for systematic discrimination against members of designated groups.

Based on a process of voluntary self-identification, the Employer shall create a confidential and separate database to identify membership in the designated groups. A parity committee consisting of two (2) members from each party shall oversee this process.

A Joint Employment Equity Committee (JEEC) composed of three (3) persons shall ensure that fair hiring practices are observed for faculty and librarian members within the University. One (1) committee member shall be appointed by the Association and one (1) committee member shall be appointed by the Employer. These two appointees shall agree upon a third committee member. In addition, the Employer and the Association shall each appoint one (1) alternate. Committee members shall serve for two years.

The Library/Department shall have a JEEC-approved action plan that encourages the recruitment and hiring of librarians from designated groups. The JEEC shall forward the approved action plan(s) to the appropriate Vice-Rector and to the Association, with copies to the Director/Dean. When necessary, the JEEC may request that the Library/Department reconsider its plan.

If the data on academic librarian availability indicates that a particular designated group is under represented, then, all things being equal, candidates from that designated group shall be given priority.

JOB DESCRIPTION

Duties and Responsibilities of Librarians

The duties and responsibilities of librarian members fall into three (3) categories:

- (a) Library Service, participation in the operation and development of the Libraries as an academic service and resource for students, faculty and other members of the community which in general includes the following activities: library instruction programs; reference services; collection development and the management and maintenance of Library resources; systems applications; and the training and supervision of staff;
- (b) Research and Scholarship, development of their professional knowledge by engaging in scholarly activities and/or research;
- (c) Service to the University and the Community, which in general includes: participation on Library and other University committees; the sharing of the administrative work of the Library/Department where appropriate; and participation in professional, scientific, cultural or governmental organizations relevant to and compatible with the librarian member's professional role.

While the pattern of the duties and responsibilities referred to above vary from member to member, these constitute the principal obligations of any member holding a full-time appointment.

The job description, provided to the member at the time of hire, shall indicate the duties and responsibilities that are to be performed by the member. Any revisions to this job description shall be made in a fair and equitable manner and provided to the member in writing by the Director/Dean after consultation with the member and the Department Head, Division Head, or immediate supervisor, as appropriate. Changes in job descriptions shall normally take effect May 15. Changes in job descriptions of members in the Faculty of Fine Arts shall be made by the Dean in consultation with the members. Changes in the job descriptions of members in the Career Resource Centre shall be made by the Director of Counselling and Development in consultation with the member and the Department Head.

Individual duties and responsibilities as described above shall be assigned by May 15 in writing by the Director/Dean after consultation with the appropriate Department or Division Head, or immediate supervisor, who shall make a recommendation after due consultation with the member.

The assignment of Service duties in the Library referred to in (a) above shall be done in a fair and equitable manner taking into account the professional responsibilities of the member referred to in (b) and (c) above

If there is a clear evidence of scholarship and/or research in the member's research portfolio (see Article 15.01), the service and administrative duties referred to above shall be reduced accordingly. Such reduction, which may not exceed the equivalent of three (3) months in any one academic year, shall be granted by May 15.

In the annual assignment the Director/Dean shall reduce the assigned duties of a member in the first two (2) years of a probationary appointment to enable the member to engage in scholarly activities and/or research.

It is the Director/Dean's responsibility to inform all members, in writing by June 1, of the duties to be assigned. A copy shall be sent to the Association.

Any subsequent change to the assignment as established according to the preceding clauses requires the member's consent. Such consent in no way constitutes a precedent. A copy of the amended assignment and the written consent of the member shall be sent to the Association.

Notwithstanding the above, if unforeseen needs require it, the Director/Dean may, after consultation with the member, adjust the assignment. In doing so, the Director/Dean shall take into account the impact of this adjustment on the other activities the member intended to take on and especially the impact on research activities. A copy of the new assignment shall be sent to the member and the Association.

With the prior agreement of the Director/Dean a member may apply to a recognized granting agency for a time release stipend or similar funding to be used if the application is successful. Such requests shall not unreasonably be denied by the Director/Dean.

Members on limited term appointments shall have most of their duties assigned in library service as there will be minimal expectations of research and scholarship and service to the University and community.

DALHOUSIE UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Librarian 1: This is the entering level for a new graduate in Library Science and for a beginning professional librarian with equivalent relevant experience. This is the junior rank of a librarian whose work is performed under the supervision of an experienced librarian.

Librarian 2: Appointment at or promotion to the rank of Librarian 2 shall be based upon an evaluation of the criteria noted below, and shall require evidence of significant professional contributions to the library and to the University. Promotion to the rank of Librarian 2 shall be considered in the fall term of the second year as Librarian 1 at Dalhousie upon the request of the Librarian, but failing such request shall be considered no later than the fall term of the third year as Librarian 1 at Dalhousie.

Librarian 3: Appointment at or promotion to the rank of Librarian 3 is based upon an evaluation of the criteria noted below and shall require evidence of significant professional contributions to the library and to the University. Promotion to the rank of Librarian 3 shall be considered in the fall term of the second year as Librarian 2 at Dalhousie upon the request of the librarian, but failing such request shall be considered no later than the fall term of the third year as Librarian 2 at Dalhousie.

Librarian 4: Appointment at or promotion to the rank of Librarian 4 shall require in addition to the criteria noted below, and at a standard above that for Librarian 3, achievements in bibliographical activities which make a contribution to the field, academic administration within Dalhousie University, significant professional contributions to the needs and the effectiveness of the Library System, or a record of professional accomplishments which is widely recognized beyond the University in the fields of library science or administration. On the initiative of the Member or the appropriate Chief Librarian, Associate University Librarian or Dean, a Member may be considered for promotion from the rank of Librarian 3 to that of Librarian 4 (as subject to the timelines in Article 14.13), but failing such an initiative, the Chief Librarian, Associate University Librarian or Dean shall inform the Member that he or she is eligible to be considered for promotion to the rank of Librarian 4 in the fall term of the fifth year as Librarian 3 or after other equivalent experience, provided the Librarian has been employed as a librarian at Dalhousie for at least the previous twelve months.

PROMOTION AND APPOINTMENT CRITERIA

Promotion to the ranks of Librarian 2, 3 and 4 shall take place only when the Member's performance satisfies the requirements set out herein. Promotion to Librarian 2, 3, or 4, shall take effect, when granted, from the beginning of the following academic year.

In evaluating professional librarians for initial appointment at any level within the University Library System, consideration shall take account of the librarian's formal qualifications or their equivalent, as well as any additional relevant professional experience.

Consideration of professional librarians for reappointment, promotion and appointment without term shall take account of the following criteria:

- (a) the librarian's formal qualifications or equivalent relevant experience;
- (b) effectiveness of the librarian's performance on the job, which shall include a consideration of the following: knowledge of, and ability to apply, the principles of librarianship; technical ability; ability to relate to library staff; ability to relate to users; teaching ability; and potential contributions to the library system;
- (c) the librarian's contribution to the library system, the University and the profession, the community at large, and scholarly activity (which does not include any normal activity necessary to maintain competence or to perform required duties as a librarian);
- (d) professional development and ability to handle increased responsibility;
- (e) effectiveness of the librarian's performance in administrative and supervisory duties.

If the librarian has duties in more than one unit of Dalhousie University, consideration shall be given to performance in all of these. Particular strength in some criteria may be considered as counterbalancing relative lack of strength in others so that decisions taken are based on an overall assessment of performance, but in no case shall reappointment, promotion, or appointment without term take place if performance in any of the criteria (a) to (d) listed above, and if appropriate, is less than satisfactory. A librarian's responsibilities need not include supervisory and/or administrative duties. In such a case, a librarian will not be denied reappointment, promotion, or appointment without term because they do not perform supervisory or administrative duties.

Appointments of professional librarians shall be of three kinds:

- (a) probationary appointments;
- (b) appointments without term;
- (c) limited term appointments.

The duration of these kinds of appointments, and the process of appointment and reappointment are described in Article 14 (Appointments and Reappointments) of this Collective Agreement. Limited term appointments may be made to replace a librarian on leave, to appoint a librarian for a special project of limited duration, or to hire staff who will be paid fifty percent or more salary from limited term, external contract or grant funds awarded to the University, or to replace a librarian who has left the University with less notice than that specified in Article 24.01 (Resignation and Retirement) where a regular appointment cannot reasonably be made in the time available, and in the last case, the appointment shall not exceed 12 months.

The length and any special conditions attached to a limited term appointment shall be stated clearly in writing. Librarians who hold limited term appointments for at least three consecutive years shall be entitled to consideration for probationary appointment and appointments without term (in the latter case as noted further below). Such consideration shall take place upon the librarian's submission of a written request, by 1 October, to the appropriate Library Appointments Committee. Part time professional librarian Members who hold limited term appointments at the time this Collective Agreement is signed shall be eligible for reappointment to further such limited term appointments notwithstanding that such limited term appointments do not fall within any of the categories specified above. If reappointment is not made, reasons shall be given in writing.

Unless otherwise specified in a Member's letter of appointment from the Board, appointment without term shall be considered in the fall term of a Member's fifth year as a professional librarian at Dalhousie University, with the following exception. A professional librarian with three or more years of full time relevant experience prior to his or her initial appointment to Dalhousie University shall be considered for appointment without term in the fall term of his or her third year as a professional librarian at Dalhousie University, unless the Member indicates that he or she does not wish to be considered for appointment without term at that time.

There is no limit as to how often a Member may request promotion or how often a Member may be put forward by the Library Appointments Committee (see Article 11.07). When a Member has been considered for promotion and promotion has not been recommended, requests for promotion by the Member and recommendations that the Member be promoted by the Library Appointments Committee must address the reasons, in writing, with reference to the above-listed criteria, which were given in the last year in which the Member was not recommended.

A professional librarian with three or more years of full time relevant experience prior to his or her initial appointment to Dalhousie University shall be considered for appointment without term in the fall term of his or her third year as a professional librarian at Dalhousie University, unless the Member indicates that he or she does not wish to be considered for appointment without term at that time. Professional librarians who hold an appointment without term shall only be transferred or reassigned duties in other units of Dalhousie University after consultation and with their consent, or where such transfer or reassignment is required in order to meet the service needs of the University Library System, in which case provision shall be made for the Member's input which shall be considered and to which a written response shall be provided upon request. Where practicable, at least one (1) month prior written notice of any transfer shall be given. Requests for transfer or reassignment to available positions shall not be unreasonably denied provided the transfer or reassignment is consistent with the service needs of the University Library System. The parties shall endeavour to resolve any grievances regarding a transfer as expeditiously as possible.

UNIVERSITY OF GUELPH
2006/2007 AND 2007/2008

RANK CLASSIFICATION

University of Guelph has a three-rank salary structure for librarians. Every librarian appointment will be at one of the following ranks: **Assistant Librarian, Associate Librarian** or **Librarian**.

JOB DESCRIPTION

Definition of a Professional Librarian

A professional librarian holds an academic appointment in the Library and meets one of the following requirements:

1. Holds a degree from a university recognized by the University of Guelph (i.e., the Selection Committee, the Chief Librarian, and the Provost and Vice-President (Academic)) together with a postgraduate degree from a library school accredited by the American Library Association or by a comparable Canadian accrediting body if such is established.
2. Holds a degree from a university recognized by the University of Guelph, together with what the University of Guelph, as defined in 1. above, may define as professional training in librarianship or information science equivalent to a postgraduate degree from a library school accredited by the American Library Association or by a comparable Canadian accrediting body if such is established. A unanimous decision of the University of Guelph as defined in 1. above is required.

KING'S COLLEGE (ONTARIO)
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Public Services Librarian (Rank 1)

Supervises all aspects of public service, including reference, circulation, stacks maintenance inter-library loan, etc. Provides print and electronic based reference service. Minimum Requirements: B.A. - M.L.S. - 3 years

Assistant Librarian and Head: Technical Services and Systems (Rank 2)

Supervises acquisitions, serials, cataloguing, book finishing. Manages automated system, CD-Rom network, internet stations, etc. Minimum Requirements: B.A. - M.L.S. - 5 years.

Chief Librarian

Responsible for overall operation of library, budget preparation and planning. Represents library internally and externally. Oversees collections assessment, special events, space planning. Minimum Requirements: B.A. - M.L.S. - 8 years.

LAKEHEAD UNIVERSITY
2006/2007 and 2007/2008

RANK CLASSIFICATION

Lakehead University has a four-rank salary structure for Librarians.

PROMOTION CRITERIA

For evaluating each application for promotion, the following general criteria shall apply:

- (a) the performance criteria pursuant to the Collective Agreement, with an emphasis on demonstration of judgement, initiative and the ability to communicate and interact effectively;
- (b) competent fulfilment of the duties and responsibilities of the member's position or positions;
- (c) ability to work constructively with other Library staff and toward the interests of the Library and the University; and
- (d) where appropriate pursuant to the Collective Agreement, consistent contribution and individual achievement in service to the University, in service to the community and profession and in research or other scholarly work.

In addition to the above general criteria, the following specific criteria for different ranks shall apply:

For promotion to **Librarian II** a member shall:

- (i) hold a continuing appointment; and
- (ii) have a minimum of one (1) year of full time professional experience in a university library;

For promotion to **Librarian III** a member shall:

- (i) hold a continuing appointment;
- (ii) have a minimum of seven (7) years of full time professional experience, of which at least five (5) were in a university library;
- (iii) have given valued service to the Library;
- (iv) have developed his/her professional expertise; and
- (v) have given valued service to the profession and/or the University; and

For promotion to **Librarian IV** a member shall:

- (i) hold a continuing appointment;
- (ii) if hired after July 1, 1993, hold a Master's degree, but exceptional services to the profession or scholarship may compensate for lesser degree qualifications;
- (iii) have a minimum of five (5) years of service as a department head in a university library or a minimum of ten (10) years of full-time professional experience, of which at least five (5) were in a university library;
- (iv) have given valued service to the Library;
- (v) show evidence of sustained professional development; and
- (vi) show evidence of professional leadership and/or professional scholarship and/or valued service to the University which represents a contribution that is additional to the requirements for Librarian III. Achievement(s) must be of sufficient significance to be recognized both within and beyond the Lakehead University community.

A member with a minimum of five (5) years of service as a department who ceases to be a head as a direct result of Library reorganization shall continue to be eligible for promotion to the rank of Librarian IV.

APPOINTMENT CRITERIA

General Conditions

Appointment as a professional librarian shall be limited to persons with the following minimum qualifications:

- (a) an undergraduate degree from a recognized university; and,
- (b) a degree from a library school accredited by the American Library Association, or by a comparable Canadian accrediting body if such is established, or a comparable combination of experience and formal qualifications.

Appointments shall be made to one of the following ranks: Librarian I, Librarian II, Librarian III, Librarian IV.

Unless specifically provided otherwise in the letter of appointment, a member is employed 12 months a year, including vacation time and statutory holidays.

Appointments may be made at any time during the year, and shall be one of the following types:

- (a) limited term;
- (b) probationary; or
- (c) continuing.

Limited Term Appointment

A limited term appointment is for a stated period of time and carries no implication of renewal or continuation beyond the stated term and no implication that the appointee shall be considered for a continuing appointment.

A limited term appointment may be made to:

- (a) provide a replacement for a member on leave;
- (b) meet specific Library needs of limited duration; or
- (c) fill a position for which there has been inadequate opportunity to conduct a satisfactory search for a probationary appointee.

The total consecutive years a member may serve on limited term appointment(s) shall not exceed two years without the agreement of the Association, except where the limited term appointment(s) is funded entirely from granting agencies external to the University. In this latter instance, the total consecutive years a member may serve in a limited term capacity shall not exceed the duration of the external funding without the agreement of the Association.

In addition to the information provided to the Association pursuant to the Collective Agreement, the Board shall inform the Association of the period and purpose of any limited term appointment.

Probationary Appointment

A probationary appointment shall be for one year. During that year performance judged to be unsatisfactory shall be just cause for termination of the probationary appointment pursuant to the Collective Agreement. The probationary appointment may be extended for up to one additional year when

- (a) the member's performance has been marginally satisfactory and, in the opinion of the University Librarian, may be expected to improve, or
- (b) in the opinion of the University Librarian the probationary period has not provided a suitable opportunity for the member to demonstrate satisfactory performance.

A probationary appointment is a period of appraisal during which time the member is expected to meet the standards of performance required for a continuing appointment.

The member shall be informed within five (5) days of each quarterly performance review of the result of the review. If the member's performance is judged clearly unsatisfactory following a

quarterly review, he/she may be informed that, if the unsatisfactory performance persists, he/she may be given one month's notice of termination of the probationary appointment. If the member's performance is judged marginally unsatisfactory following a quarterly review, he/she may be informed that, if his/her performance is judged to be unsatisfactory at a subsequent quarterly review, he/she may be given one month's notice of termination of the probationary appointment. The member shall be given advice and support for improvement throughout the probationary period.

The member shall be informed within five (5) days of the twelve (12) month evaluation that:

- (a) he/she is offered a continuing appointment effective at the beginning of the thirteenth (13th) month;
- (b) he/she is offered an extension of the probationary period; or
- (c) his/her appointment shall terminate and he/she shall receive one month's notice or pay in lieu thereof.

A member on an extended probationary appointment shall be informed within five (5) days of the final evaluation that:

- (a) he/she is offered a continuing appointment effective at the beginning of the month following the end of the extended probationary period; or
- (b) his/her employment shall terminate and he/she shall receive one month's notice or pay in lieu thereof.

Continuing Appointment

A continuing appointment shall continue until retirement or until otherwise terminated pursuant to the Collective Agreement.

JOB DESCRIPTIONS

Interlibrary Loan/Document Delivery & Collections Development Librarian

Reporting to the Head, Reference and Information Services and the Head, Collections Development, the Interlibrary Loan/Document Delivery & Collections Development Librarian is responsible for the interlibrary loan/document delivery services and for collections development. As a member of the Reference and Information Services Department, the Interlibrary Loan/Document Delivery & Collections Development Librarian is responsible for the provision of reference services and for other reference duties as assigned.

Responsibilities include:

1. Reference and Information Services (2/3)
 - organization and administration of interlibrary loan/document delivery services
 - selection, supervision, training and evaluation of interlibrary loan/document delivery staff
 - maintenance of the library's ILL/DD Services website
 - provision of service at the Reference Desk including evenings and weekends
 - participation in the library's orientation and instruction program and preparation of instructional and promotional materials
 - other reference duties as assigned.
2. Collections Development (1/3)
 - participation in selection, weeding and other activities of the Department as assigned.

Government Documents Librarian

Reporting to the Head, Reference and Information Services, the Government Documents Librarian is responsible for the administration of Government Documents, the provision of reference services and for other duties as assigned.

Responsibilities include:

- organization, development and promotion of print and electronic government resources, including the selection of materials;
- orientation and instruction to students, faculty, and staff in the use of government resources, including the preparation of user aids;
- co-ordination of the cataloguing and processing of government publications;
- maintenance of the Library's Government Information web site;
- provision of assistance to users of digital maps, geospatial data and geographic information systems;
- participation in the Library's orientation and instruction program and the preparation of promotional and instructional materials'
- provisions of backup to Electronic Services Librarian;
- other reference duties as assigned.

Instruction/Distance Education Librarian

Reporting to the Head, Reference and Information Services, the Instruction/Distance Education Librarian is responsible for the Library's orientation and instruction program, for the provision of the library services to students at a distance and for the promotion of the Library. As a member of the Reference and Information Services Department, the Instruction/Distance Education Librarian is responsible for the provision of reference service and for other reference duties as assigned.

Responsibilities include:

- Coordination and promotion of the Library's orientation and instruction program, including the preparation of promotional and instructional materials and participation in the program
- Coordination, promotion and provision of library services to distance education and other students at a distance including remote access to the online catalogue and electronic resources
- Coordination, promotion and provision of library services to OT/PT students
- In conjunction with the University Librarian, coordination of library promotion within the outside of the university
- Training and supervision of the Distance Education Assistant
- Provision of reference service including evenings and weekends
- Coordination of the selection and installation of displays in the main floor display cases
- Other reference duties as assigned.

Systems Librarian

Under the direction of the University Librarian, the Systems Librarian is responsible for:

- managing the technical development of the Library's web site and actively participating as a member of the Library Web Site Committee;
- liaison with the Technology Services Centre and the university's Web Master;
- overseeing the development and maintenance of library servers, networks, PCs and printing;
- managing the library's proxy server;
- troubleshooting hardware and software problems within the library and reporting to the Technology Services Centre when necessary;
- training library staff in the maintenance of the library's web site and other systems as required;
- coordinating and developing customized reports from Voyager;
- coordinating the Voyager server file maintenance and Web Voyager configuration;
- recommending, evaluating and implementing software and peripherals, and recommending hardware specifications for new/upgraded workstations relating to the library's requirements;
- supervising staff;
- other related duties as required.

Collections/Reference Librarian

Reporting to the Head of Collections Development, the Collections/Reference Librarian is responsible for collection development and reference duties as well as the operation of the Northern Studies Resource Centre. Duties include:

Collection Development:

- developing and updating of collection policy statements;
- liaison with faculty library representatives with respect to the acquisition process, including the selection of appropriate book announcements, journals subscriptions and cancellations, and the monitoring of departmental book budgets;
- participation in weeding the inventory projects;
- review of gift collections/donations and evaluation for income tax receipt purposes;
- development of the Northern Studies Resource Centre collection including the selection of articles/chapters for inclusion in the online catalogue;
- development and updating of resource guides.

Reference:

- provision of reference services in the Northern Studies Resource Centre including instructional session as required;
- provision of reference services for normally five hours per week at the main Reference Desk.

Supervisory Duties:

- supervision of the half-time Northern Studies Resource Centre library technician.

Education Librarian

Reporting to the University Librarian, the Education Librarian is responsible for the administration and participation in the services of the Education Library and providing reference service in The Chancellor Paterson Library.

Responsibilities include:

- provision of reference service to faculty and students at the Education and the Chancellor Paterson libraries
- orientation/information literacy for the users of the Education Library
- development of the Education collection, and as library representatives for the Faculty of Education, approval of faculty purchase requisitions
- production of user aids and online tutorials for education resources and the updating of resource guides for electronic and print products
- management of the budget for the Education Library
- development of policies and procedures for the Education Library in conjunction with The Chancellor Paterson Library
- supervision and hiring of staff
- scheduling of library technicians and shelvers
- other related duties as assigned

Electronic Services Librarian

Reporting to the Head, Reference and Information Services, the Electronic Services Librarian is responsible for the Library's electronic services and sources. As a member of the Reference and Information Services Department, the Electronic Services Librarian is responsible for the provision of reference service, for participation in the orientation and instruction program, and for other reference duties as assigned.

Responsibilities include:

- organization, administration, evaluation and promotion of the Library's electronic reference services and sources;
- liaison between the Reference Department and other library departments with regard to electronic resources, workstations and access issues;
- provision of assistance/instruction to students, faculty and staff in the use of electronic reference resources and the preparation of user aids;
- training of reference staff in the use of electronic reference sources; provision of reference service at the Reference Desk, including evenings and weekends;
- participation in the Library's orientation and instruction program and preparation of promotional and instructional materials;
- maintenance of the Library's web pages for journal indexes/databases and remote access;
- provision of backup to the Government Documents Librarian;

- other reference duties as assigned.

Head, Reference and Information Services

Reporting to the University Librarian, the Head, Reference and Information Services is responsible for the overall direction and administration of all activities and services of the department.

Responsibilities include:

- supervision of reference librarians responsible for the following major areas and services: Interlibrary Loan/Document Delivery, Government Documents, Electronic Services, Orientation and Instruction, Services for Students at a Distance, and the coordination of activities of librarians in these areas;
- coordination of service at the Reference Desk, including staff training and development, and participation in the provision of reference service;
- selection of materials for the Reference and Atlas collections and the administration of the budget for these materials;
- provision of leadership in the planning, development and implementation of new services and the evaluation of existing services;
- evaluation of the professional performance of the librarians in the department;
- other reference duties as assigned.

Head of Technical Services

Reporting to the University Librarian, the Head of Technical Service is responsible for the overall administration of and participation in technical services in the Library and the supervision of the integrated online library management system.

Responsibilities include:

- planning, supervision, training and the daily operation of technical services including acquisitions, serials, cataloguing, processing and digital access;
- developing policies and procedures for technical services and monitoring and evaluating their implementation and effectiveness;
- overseeing and participating in the bibliographic control of resources in print, media and electronic formats;
- facilitating communication within the department and between technical services and other areas of the Library;
- supervising the operation of the integrated online management system;
- participating in the development of overall library policy as required;
- remaining current with library trends, issues and practices;
- other duties as may be assigned.

Head, Collections Development

Reporting to the University Librarian, the Head of Collections Development is responsible for the development and management of the Library's collections including the Northern Studies Resource Centre and the Archives and Special Collections.

Responsibilities include:

- establishment and updating of collection development, preservation, conservation and weeding policies
- selection and weeding of library materials and coordination of selection and weeding by other library staff
- liaison with academic units and individual faculty regarding collection development issues
- solicitation, evaluation and receipt of gift collections
- monitoring and control of the library books and periodicals budget
- preparation of library statements for the Ontario Council of Graduate Studies, undergraduate program reviews and professional accreditations
- supervision and evaluation of all staff reporting to the Head of Collections Development
- statistical reporting
- participation in provision of reference service at the Reference Desk
- other related duties as required.

LAURENTIAN UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Laurentian University has a four-rank salary structure for Librarians.

APPOINTMENT AND PROMOTION CRITERIA

Academic Qualifications

For the rank of **General Librarian** or **General Archivist**:

A Master's degree, in Library or Archival Studies.

For the rank of **Assistant Librarian** or **Assistant Archivist**:

- (i) A doctoral degree, it being understood that unless this doctoral degree is in the field of Library Science or Archival Studies, it shall be accompanied by a Master's degree or equivalent qualifications in Library Science or Archival Studies; or
- (ii) A Master's degree in Library Science or Archival Studies and professional service and library or archival supervisory skills relevant to academic librarianship or archival management, the quality of which is established as clearly satisfactory by whatever is the generally accepted method of evaluation over a period of four years; and demonstrated evidence of scholarly activity as per the Collective Agreement.

For the rank of **Associate Librarian** or **Associate Archivist**:

- (i) An appropriate doctoral degree, it being understood that unless this doctoral degree is in the field of Library Science or Archival Studies, it shall be accompanied by a Master's degree or equivalent qualifications in Library Science or Archival Studies; or in exceptional cases, a Master's degree in Library Science or Archival Studies and professional service and library or archival supervisory skills relevant to academic librarianship or archival management, the quality of which is established as clearly satisfactory by whatever is the generally accepted method of evaluation over a period of four years; and demonstrated evidence of scholarly activity as per the Collective Agreement since last promotion; and
- (ii) At the time the promotion to Associate becomes effective, at least five (5) years of full time professional service relevant to academic librarianship or archival management.

For the rank of **Full Librarian** or **Full Archivist**:

- (i) An appropriate doctoral degree, it being understood that unless this doctoral degree is in the field of Library Science or Archival Studies, it shall be accompanied by a Master's degree or equivalent qualifications in Library Science or Archival Studies; or in exceptional cases, a Master's degree in Library Science or Archival Studies and professional service and library or archival supervisory skills relevant to academic librarianship or archival management, the quality of which is established as clearly satisfactory by whatever is the generally accepted method of evaluation over a period of four years; and demonstrated evidence of scholarly activity as per the Collective Agreement since last promotion; and
- (ii) Have demonstrated outstanding professional performance and, in addition, have shown evidence of on going scholarly activity of good quality (as per Article 2.00 - Rights, Responsibilities and Duties of Academics) throughout the Member's career and after his/her promotion to Associate Librarian or Associate Archivist. This work must be judged by four (4) external referees, two of whom may be nominated by the candidate; and
- (iii) Have normally accumulated, at the time the promotion to Full Librarian or Full Archivist becomes effective, at least ten (10) years of full time professional service relevant to academic librarianship or archival management.

The term "promotion" applies to advancement from the rank of Instructor to Lecturer, Lecturer to Assistant Professor, Assistant Professor to Associate Professor and Associate Professor to Full

Professor, or to corresponding advancement for the Librarians from the rank of General Librarian to Assistant Librarian, Assistant Librarian to Associate Librarian and Associate Librarian to Full Librarian.

The following documents must be attached to the application for promotion and must be submitted at the time of application:

- a) An updated curriculum vitae of the applicant.
- b) For applications for promotion to Full Professor/Librarian:
 - (i) A list of at least three (3) referees, of which two will be chosen, from outside the University qualified to assess the research and creative works of the applicant. In the case of Members of the alternate teaching stream, the assessors must be qualified to assess the professional and teaching qualities of the applicant as described in the Collective Agreement;
 - (ii) A copy of the research and creative works the applicant wishes to have considered in the examination of the application, it being understood that the applicant may attach a clear and detailed description of these works when the works are such that their physical submission is not practical. Barring unusual circumstances, it is assumed that all research and creative works submitted by the applicant will be made available to the external referees for review.
 - (iii) In the case of Members of the alternate teaching stream, other material necessary for an evaluation of the candidate's performance according to the criteria outlined in the Collective Agreement.

For promotions to the rank of Full Professor/Librarian, the Dean/Director of the Library will review each application and determine whether the candidate meets minimum service requirements and has a chance of success that is not low. If the determination is negative, the Dean/Director of the Library will inform the candidate and meet to explain the determination and to suggest what action should be taken to give a future application a reasonable chance of success. A written explanation shall be provided on request. Where the determination is positive or where a Member who decides to proceed with her/his application in spite of a negative determination, the Dean/Director of the Library shall ask each full-time Member of the applicant's Unit (or Units, as outlined in the Collective Agreement) for a written assessment, using an appropriate form designed for the purpose, of the candidate in terms of the relevant criteria for promotion. Summaries of the assessments shall be prepared by the Chair/Director of the Unit and the Dean/Director of the Library, and shall be made available to the candidate without attribution of assessors.

For appointment/promotion to the rank of Full Professor/Librarian, the FPC/FFPC/LPC shall consider the assessment of the Member's scholarly activity as judged by four (4) external referees. Two (2) of these referees will be nominated by the candidate if the candidate so requests. Should the candidate fail to nominate one or both external referees, the Member's academic Unit will nominate the required referees. The additional external referees shall be appointed by the Vice-President, Academic after consultation with the Unit.

In the case of Members at the rank of Lecturer/General Librarian who are awarded a doctoral degree, they shall be promoted to the rank of Assistant Professor effective January 1 or July 1 whichever next follows the award of the degree. The doctorate will be deemed to have been received when the individual can provide a diploma or a letter from the university where the doctorate is being obtained indicating that all the conditions for the doctorate, including the thesis defence and the corrections to the thesis, have been met. Members must supply a copy of the diploma or of the letter to their Dean/Director of the Library with a normal application form as well as an updated C.V. before the promotion procedures will be initiated. In the case of librarians, Members must also demonstrate that they are holders of a Master's degree in Library Science if their doctorate is not in Library Science.

Appointments

Appointments shall be made only to the status categories referred to in the Collective Agreement, viz, limited term, probationary and tenured. From time to time the parties may agree to other categories.

Limited Term Appointments

Limited Term appointments are appointments that carry no implication of renewal or continuation beyond the stated term and no implication that the appointee shall be considered for tenure. Limited term appointees must be assigned to an academic Unit and shall be considered Members unless excluded by the Collective Agreement. Limited term appointments are utilised:

- a) To bring distinguished visitors to the University.
- b) For exchange appointments.
- c) To provide replacements for Members on leave.
- d) To respond to specific academic needs which the Board, for academic and/or budgetary reasons, does not wish to result in an appointment in the probationary stream. This shall be done in consultation with the Association who shall not unreasonably withhold its agreement.
- e) For appointments to programs with provisional funding or of a trial nature.

The Vice-President, Academic has the discretion, after consultation with the Unit and the Dean/Director of the Library, to re appoint the holder of a term appointment without further advertisement. Should the Board choose to re advertise the post, the incumbent may apply, but retains no right of preference over other acceptable candidates. The normal procedures for appointment will apply.

Term appointees may not apply for promotion in the final year of their term appointment, unless they had been prevented from applying in the year immediately preceding. A term appointee reappointed to a further term appointment or a term appointee reappointed to a probationary position shall be reappointed to the same rank that he/she held in the previous appointment. A Member so reappointed may, subsequent to reappointment, also apply for a promotion as per the Collective Agreement. If the Member is granted a promotion, the said promotion shall be retroactive to the date of the Member's reappointment.

Term appointments shall be limited to a total of three-years, except by agreement of the parties. In cases where the limited term appointment is a replacement for an academic administrator, the appointment may be for a term up to five-years. The initial term may be for less than a full academic year, but reappointment shall normally be for a full twelve-month period. The term limits (three or five) shall apply whether or not the term appointments are consecutive or intermittent.

Non-renewal of term appointments shall not be subject to grievance.

For the duration of the Collective Agreement, the Board agrees that the total number of limited term appointments will not exceed fifteen (15) percent of the total number of faculty members except with the agreement of the parties.

UNIVERSITY OF LETHBRIDGE
2006/2007 AND 2007/2008

RANK CLASSIFICATION

University of Lethbridge has a four-rank salary structure for Librarians.

APPOINTMENT AND PROMOTION CRITERIA

Librarian I

To qualify for an appointment to this rank, the candidate shall have the minimum of a recognized professional degree in Library Science (M.L.S. or equivalent) and show potential for successful performance and promise of future professional activity.

Librarian II

To qualify for appointment or promotion to the rank of Librarian II, the primary criterion shall be a record of successful performance as a librarian, during which the candidate has demonstrated a mastery of the skills and techniques of librarianship; has shown evidence of effectiveness of professional performance; and evidence of the ability to develop and extend professional, disciplinary, and management expertise as appropriate.

In addition, the candidate should show some evidence of research and professional development in one or more of the following areas:

- (i) Academic achievement and activities, including additional formal study in Library Science and/or other relevant academic disciplines, programs in continuing education; research, and publication.
- (ii) Involvement in professional activities and participation in professional organizations including service on committees, the presentation of papers, organization of, and participating in conferences, seminars, and workshops.
- (iii) Contributions to the library, the university, or the community.

Librarian III

The primary criterion for appointment or promotion to the rank of Librarian III shall be professional performance; the successful candidate shall have a record over a period of years, of significant achievement in librarianship, exercising sound independent judgment and creativity. There should be clear evidence of continuing professional development and demonstrated ability in an area of library service and/or in an administrative capacity.

The candidate must also demonstrate achievement in research and professional development in one or more of the following areas:

- (i) Academic achievement and activities, including additional formal study in Library Science or other relevant academic disciplines, programs in continuing education; research, and publication.
- (ii) Involvement in professional activities and participation in professional organizations including service on committees, the presentation of papers, organization of, and participation in conferences, seminars, workshops.
- (iii) Contributions to the library, the university, or the community.

Librarian IV

For appointment or promotion to the rank of Librarian IV the successful applicant must have a record of outstanding professional accomplishment with demonstrated initiative, leadership and creativity. There should be evidence of further development and extension of professional expertise

reflected by superior achievements and leadership in the field of service or specialization recognized beyond the university. Letters of reference from external referees shall be required.

In addition the candidate must submit evidence of substantial achievement in at least two of the following areas: research, publishing, professional endeavours including significant involvement in professional organizations; and in general contributions to the profession, the university, and society.

UNIVERSITY OF MANITOBA
2006/2007 AND 2007/2008

RANK CLASSIFICATION

University of Manitoba has a four-rank salary structure for Librarians.

APPOINTMENT AND PROMOTION CRITERIA

Academic librarians are appointed to one of four ranks: General Librarian, Assistant Librarian, Associate Librarian and Librarian. In general, and subject to the weightings provided for in the Collective Agreement, the following descriptions apply.

General Librarian

To qualify for appointment to this rank the candidate should have the minimum of a Master's degree in Library Science or an equivalent degree acceptable to the Director of Libraries, and show potential for successful performance and promise of future professional activity.

Assistant Librarian

In order to be considered for appointment or promotion to the rank of Assistant Librarian the candidate must have a record of successful performance as a General Librarian during which the candidate has demonstrated a mastery of the skills and techniques of librarianship; evidence of effectiveness of professional performance; and evidence of the capacity to develop and extend professional, subject and management expertise as appropriate.

The candidate should have a record of:

- A formal program of study and research in library and information science and/or a relevant subject field in addition to the minimum academic requirements for appointment, or relevant experience judged to be of equal value; some evidence of scholarly contributions in the form of publications and/or presentations.
- Active participation in the affairs of the library, University and profession, or community service, where the individual has made an essentially nonremunerative contribution by virtue of special professional/academic competence. This may include participation in professional organizations; evidence of contributions to the library, the University and the profession through participation on committees, task forces, study groups, etc.
- Demonstrated promise of extended range of research or professional activity or library service in the future.

Associate Librarian

In order to be considered for appointment or promotion to the rank of Associate Librarian the candidate must have a record of successful performance as an Assistant Librarian exercising independent judgment and creativity, i.e. must have demonstrated continuing significant achievement at the career level of librarianship.

The candidate should have a record of:

- Advanced study and research in library and information science and/or in an appropriate subject specialization, or relevant experience judged to be of equal value; evidence of continuing scholarly contributions in the form of publications and/or presentations.
- Evidence of broad professional concern and achievement as well as consistent service to the library and University, or service to the community, where the individual has made an essentially non-remunerative contribution by virtue of special professional/academic competence. This participation or service may be demonstrated by: significant service to the library and the University through participation in library and University policy-making and planning bodies, committees, task forces, etc.; substantial involvement in professional activities and participation in professional organizations.

Librarian

In order to be considered for appointment or promotion to the rank of Librarian the candidate must have a record of outstanding professional accomplishment and performance as an Associate Librarian, including demonstrated initiative, leadership and creativity; a reputation among peers and associates as an authority in his/her field; superior achievements reflecting leadership in the field of service or specialization, recognized beyond the University.

The candidate should have a record of:

- Additional graduate degree in library and information science and/or a relevant subject speciality, or relevant experience judged to be of equal value; evidence of outstanding scholarly contributions in the form of widely recognized research, publications and/or presentations.
- Outstanding contributions to the library and the University; and to the community and the profession where the individual has made an essentially nonremunerative contribution by virtue of special professional/academic competence. These contributions may be demonstrated by: leadership in provincial, regional, or national professional and/or scholarly organizations; service on library and University policy-making and planning bodies, committees, task forces, etc.; widely recognized commitment to librarianship.

Promotion Guidelines

Promotions from one rank to another shall be based upon the contribution that the academic librarian has made to the library profession, to her/his discipline, or other relevant disciplines, and to her/his department/regional library, the Library System, and the University at her/his current rank over a period of time taking into account the criteria in the collective agreement and her/his performance of assigned and other duties.

Academic attributes to be considered in determining the criteria to be used in assessing the suitability of an academic librarian for promotion are outlined in the Collective Agreement.

Types of Appointment

Academic librarians may be granted contingent, term, probationary or continuing appointments., governed as per the Collective Agreement.

Probationary Appointments

On initial appointment an academic librarian may be given a two-year probationary period.

Before the end of each year on a probationary appointment, an academic librarian shall receive a written performance review after which the academic librarian may either be given a continuing appointment, terminated in accordance with the Collective Agreement or reappointed on probationary status for one year. The maximum probationary period for an academic librarian shall be four years.

Upon being appointed or reappointed to a probationary position the academic librarian shall be notified of the date by which the written performance review is to take place.

A probationer who is to receive a continuing appointment shall be so notified in writing no later than the last day of his/her probationary period.

Leaves at less than full pay, part-time appointments, sick leave for a continuous period exceeding three (3) months and other lapses in service shall not be counted as part of the maximum probationary period. The period counted as part of the maximum probationary period shall include that period before and after any of these lapses in service.

Continuing Appointments

An academic librarian may be given a continuing appointment independent of rank or classification. The decision concerning a continuing appointment shall be made in the best interests of the University and the academic librarian, and shall reflect the written annual reviews referred to in the Collective Agreement. A continuing appointment may be terminated only as provided in the Collective Agreement.

JOB DESCRIPTION

Rights, Duties and Responsibilities

Academic librarians are members of an academic community who share with faculty the responsibility for the collection, dissemination, and structure of knowledge in the University. Academic librarians' responsibilities to the University shall include the provision of a high level of professional service, the development of professional knowledge, contributions to librarianship and scholarship, and service to the University. Academic librarians have the right and responsibility to exercise freedom in making knowledge and ideas available and to ensure that censorship is not imposed on the selection or use of library materials. In carrying out their responsibilities and duties academic librarians shall deal fairly and ethically with those to whom they render professional service, taking care to provide the fullest access possible to library materials.

Academic librarians have the right and responsibility to continue to improve themselves in their profession by keeping abreast of developments in library and information science. Academic librarians shall be responsible for and have the right and opportunity to pursue research in library and information science and/or other relevant academic disciplines and to make scholarly contributions. Academic librarians shall endeavour to publish the results of their scholarship.

The duties of academic librarians shall be assigned fairly and reasonably in such a manner so as to enable academic librarians to fulfill the rights and responsibilities described in the Collective Agreement.

MCGILL UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

A member of the full-time librarian staff shall be appointed to one of four ranks: sessional librarian, assistant librarian, associate librarian, or full librarian.

APPOINTMENT AND PROMOTION CRITERIA

Sessional Librarian

A sessional librarian is a full-time or part-time staff member who is not eligible for tenure. Sessional librarians shall initially be appointed for a limited term of not more than three years. They may be reappointed provided that the limited term appointments and reappointments do not exceed an aggregate of five years.

A sessional librarian who has been continuously employed for five years shall be appointed for an unlimited term. Sessional librarians appointed to unlimited term contracts are subject to termination on 37 weeks' notice.

A sessional librarian who has been employed continuously for five years on a full-time or a part-time basis and who is terminated other than for disciplinary reasons shall be entitled to receive a severance payment equal to one month's salary for each year of service, based on the average annual salary from librarian employment at McGill over the past three years to a maximum of 24 months.

Sessional librarians who were employed on or before May 31, 1994 and who thereafter become entitled to severance pay shall be entitled to one month's salary for each year of service. All staff appointed as sessional librarians on or after June 1, 1994 are subject to the present policy.

Assistant Librarian

An assistant librarian shall be appointed for an initial term of three years. An assistant librarian may be reappointed at this rank for a term of one, two, or three years provided that the appointment and reappointments shall not exceed in aggregate seven years. No later than the sixth year as an assistant librarian, the staff member shall be considered for promotion to **Associate Librarian**. The result of that consideration shall be communicated to the assistant librarian in accordance with the Handbook.

The McGill University Libraries shall establish written criteria for the reappointment of assistant librarians. These criteria shall evaluate the staff member's performance of academic duties in anticipation of meeting the requirements for promotion and tenure as set out in the Handbook. The criteria for reappointment shall be approved by the Director of Libraries who shall consult with an appropriate committee of the McGill University Libraries prior to their approval. The criteria for reappointment shall be communicated in writing to the staff member by the Director of Libraries no later than 60 days after the initial appointment.

At the time of consideration for reappointment the staff member shall provide the appropriate Administrative Librarian with the necessary information and documentation to establish that the criteria for reappointment have been met. It is the responsibility of the staff member to use diligence in pursuing his or her claim to reappointment. Evidence of performance in teaching shall be prepared in accordance with Teaching Portfolio Guidelines (Appendix A of the Handbook).

The Administrative Librarian shall consult with an appropriate committee of the McGill University Libraries, and, if applicable, the relevant departmental committee, concerning the reappointment prior to submitting a written report to the Director of Libraries recommending either reappointment for a specified period of time or non-renewal. The report shall contain substantive written reasons and shall be copied to the candidate.

Associate and Full Librarian

The term of appointment of an associate librarian or a full librarian shall be a) five years without tenure or b) unlimited in the case of an associate or full librarian appointed with tenure. No later than the fourth year as an associate or full librarian without tenure the staff member shall be considered for tenure. An associate or full librarian may not be reappointed if she or he has been denied tenure.

No university, faculty, departmental, or library committee shall make a negative recommendation at the time of mandatory consideration or application for reappointment, tenure or promotion without giving the staff member concerned an opportunity to appear before the committee accompanied by an advisor, if he or she so wishes, to state his or her case.

In those instances where the Director of Libraries disagrees with the positive recommendation of the Administrative Librarian or library committee for reappointment, the Director of Libraries shall notify the staff member in writing that he or she is tending to a negative decision and shall provide the staff member with written reasons and an opportunity to appear before him or her (accompanied, if the staff member wishes, by an advisor) prior to reaching a final decision.

The Principal shall consult with a statutory selection committee in accordance with Article 3.4.3 of the University Statutes prior to recommending appointments to the rank of full librarian to the Board of Governors. In the case of new appointments where the candidate has attained the rank of full librarian at a recognized institution of higher learning, the Principal may recommend appointment at that rank having consulted with the Director of Libraries.

The recommendation to the Principal that a statutory selection committee be established to consider the promotion of an associate librarian to the rank of full librarian shall come from the Director of Libraries in accordance with the established procedures of the McGill University Libraries.

The procedures followed by the Director of Libraries in recommending the establishment of a statutory selection committee shall include consideration of the recommendations of the McGill University Libraries Committee charged with reviewing the candidate's promotion.

MCMASTER UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Librarian I

Librarian I is the level at which a professional career normally begins. To qualify for an appointment to this level, the candidate shall have an M.L.S. or equivalent from an accredited institution, and show potential for successful performance in position responsibilities and professional development.

Librarians at this level are expected to learn the rules, policies and procedures of their individual department(s) and the University Library System as a whole, as well as to apply the theoretical knowledge acquired during the M.L.S. study. During this learning stage, assigned duties will be completed under guidance from the manager.

In addition, librarians at this level should begin taking part in professional development activities. Professional activities appropriate to this level may include joining library related professional organizations and/or attending library-related workshops and/or conferences. Normally, a librarian would be in this level for two years.

Librarian II

Librarian II is the level at which significant growth is made in performance in position responsibilities and professional activities. For appointment or promotion to this level, a candidate shall have a record of successful performance as a librarian and will have shown the capacity to develop and extend his/her professional and academic expertise.

Librarians at this level are expected to show increasing proficiency at their assigned duties, increasing capacity to work independently, and the beginnings of the development of expertise in specific areas. When performance is evaluated, the nature of the librarian's position responsibilities will be considered, e.g. subject, area, or language specialization; supervisory or instructional responsibilities.

In addition, Level II librarians are expected to display increasing involvement in professional activities. Professional activities at this level may include, but are not limited to, some combination of the following:

- service on committees of professional library-related organizations
- resenation of papers or publications in scholarly or professional journals
- service on Library and/or University committees not required as part of a librarian's position
- mentoring or otherwise contributing to the professional development of others

Normally, a librarian would be in this level from three to five years.

Librarian III

Librarian III is considered to be the career level for the majority of librarians. To be considered for appointment or promotion to this level, the candidate must perform all aspects of his/her position effectively, with a proven ability to work independently and a demonstrated record of continuing professional development.

In addition, librarians will have assumed increased position responsibilities, such as: responsibility for a specific library process (e.g. reference, circulation, shelving, processing, acquisitions, systems, interlending, collection development, binding, etc.) and/or have made a significant contribution to a departmental or library-wide project or initiative and/or displayed a strong record of continuing professional development. To be considered for promotion to this level, normally an individual will have been at the Librarian II level for at least three years.

Librarians at this level will perform duties requiring both extensive theoretical knowledge of librarianship and experience in applying that knowledge; display initiative and an ability to work independently; and contribute substantially through professional activities. Professional activities at this level may include, but are not limited to, some combination of the following:

- significant contributions to library and/or university committees
- chairing of committees of professional library-related organizations
- membership on the executive of regional or professional library-related organizations
- further study and research in subject specializations as evidenced, for example, by the attainment of an additional degree at the Masters level

Librarian IV

Librarian IV is the level at which a librarian assumes significant administrative responsibility for two or more discrete processes (eg. reference, circulation, shelving, processing, acquisition, systems, interlending, collection development, binding, etc.), and/or has been acknowledged by the LPC for his/her significant long-term professional accomplishments. Librarians at this level will demonstrate excellence in the performance of their position responsibilities and continue to make outstanding contributions to the Library and/or the University, as well as the profession through their professional activities.

For promotion to this level on the basis of professional accomplishments, some combination of the following types of activities will normally be expected:

- membership on the executive of national or international professional library related organizations
- outstanding scholarly contributions in the form of widely recognized research publications and/or presentations
- advanced study and research in library and/or subject specialization, as evidenced, for example, by the attainment of a degree at the doctoral level
- significant professional/scholarly awards

Librarian V

Librarian V is the level at which librarians undertake senior administrative responsibilities. This level is reserved for very senior administrators (e.g. Associate University Librarian). In addition to holding the specific qualifications required for the position, a librarian at this level requires evidence of a record of excellent performance with demonstrated initiative, creativity, leadership, and management skills. Librarians at this level will continue to make an outstanding contribution to the Library, the University, and the profession through their professional activities.

PROMOTION CRITERIA

Levels and Promotions Committee (LPC)

A number of activities involved in the procedures described in this section will be carried out by the Levels and Promotions Committee (LPC). Its roles include: the review of job postings, the assignment of levels or ranges of levels to job postings, the determination of levels for successful applicants, and the review of submissions for promotions from **Levels I** through **IV**. A librarian can apply for promotion while serving on the LPC. When the application of a serving member is under consideration by the LPC, that member must withdraw from the meeting and be replaced by the former member of the same representation who most recently left the Committee.

The LPC will be comprised of:

- two librarians, one of whom will always be from the Health Sciences Library both of whom will be elected by all MUFA librarians for three year terms
- one faculty member appointed by the Provost for a three year term
- one librarian appointed by the University Librarian for a three year term
- the Human Resources Consultant for the University Library (ex-officio)

The LPC will elect its own chair. The Chair shall have at least one year of experience on the Committee.

A librarian who wishes to be promoted from **Level I to II**, or from **Level II to III**, will submit to the LPC a request for promotion which includes the documentation outlined in the [Promotion Application Guidelines for Librarians](#). The LPC will evaluate the request using the criteria specified for each level in this policy document.

Librarians at **Level I** can apply for promotion once they have been granted a continuing appointment. If the initial application is denied, applications may be resubmitted every six months.

Librarians at **Levels II and III** may apply for promotion no more than once in a twelvemonth period, unless significant change in position responsibilities has occurred.

There are two routes for promotion to **Level IV**: assumption of a major administrative position and/or successful application to the LPC on the basis of exceptional long term accomplishments. Promotion to Level IV, if based on administrative responsibilities, will normally come as the result of successful application for a special position.

Promotion to **Level V** will normally come as the result of assuming administrative responsibility for a broad spectrum of library functions or services. The position responsibilities and accountabilities for level V positions will be determined by the University Librarian and/or the Director of the Health Sciences Library.

All decisions concerning promotion will be formally communicated in writing to the librarian by the Library's Human Resources Consultant.

APPOINTMENT CRITERIA

Policy on Librarian Classification and Salary Administration

This policy recognizes the role that McMaster librarians play in working with faculty and staff to carry out the missions of the University and its libraries. It recognizes that the creativity, teamwork, personal growth and service enshrined in those missions should be exhibited in the performance of both position specific responsibilities and in the professional activities by which the individual librarian can enrich the profession, the Library and the University.

Position Responsibilities are those specified in the Position Responsibility Statement (PRS) for the position which the librarian holds.

Professional Activities are not specifically stated in the PRS but are professional development, contribution and university/library service activities which include such things as: continuing education; teaching; research; publishing; participating in national, provincial or international professional organizations; serving on the committees of, and/or providing service to, the Library and/or the University.

While acknowledging the distinction between position responsibilities and professional activities, this policy is based upon the premise that both are contributions made by individual librarians combining them in daily practice. Further, accomplishment in one enhances accomplishment in the other. It follows that the most effective approach for librarians to develop themselves professionally, and for their performance to be evaluated, involves a consideration of two facets of the librarian integrated into a whole. Consequently, this policy is based upon the identification of five levels of librarianship which involve increasing levels of both positional and professional accomplishment.

Levels I and II are developmental levels in which the librarian builds the positional and professional capabilities of librarianship. **Level III** is the career level for an experienced, professionally accomplished librarian. Achievement of **Level IV** is contingent upon assuming a major administrative position and/or having a record of exceptional long term professional accomplishment. **Level V** is achieved by taking up a senior administrative position which requires broad experience and exceptional capabilities in both positional and professional roles.

At all levels performance is to be judged on both the positional and professional criteria stated for the level and a single, holistic characterization derived.

One consequence of building this classification scheme around the person is that a single job, as traditionally defined, might be occupied by librarians at more than one level, receiving different levels of pay because of the different levels at which they perform their assigned tasks and the overall contribution they make to the library and/or the university. An example of this for the position of reference librarian is shown in the addendum to this policy.

A number of administrative activities entailed in this policy are to be carried out by the LPC which consists of individuals representing the viewpoints of both the librarians and the administration.

JOB DESCRIPTION

This addendum illustrates how a set of "generic" position responsibilities might be performed by a librarian moving through Levels I to III.

Position Responsibilities for Reference Librarian:

- gives instruction in the use of catalogues, reference tools, and electronic resources
- answers reference questions and advises patrons on research strategies
- conducts library tours and instruction sessions
- compiles bibliographies, reference aids and class guides
- provides service in other reference areas as required
- verifies interlending requests
- develops collections for assigned reference subject areas (as appropriate)
- contributes to other projects and committees

As Performed by Librarian I:

A **Level I Librarian** spends a great deal of preliminary time familiarizing her/himself with the reference collection in all its formats and in learning the policies and procedures of the Reference Services unit. Initially, time spent on the reference desk is usually in the company of a more experienced staff member, especially on evenings or weekends. Library tours and instruction sessions will be already scripted or the librarians own script will be developed in consultation with colleagues. Projects involving bibliographies, reference aids and class guides will be undertaken in consultation with colleagues. The librarian will be assigned a subject area for collection development and will work with the Reference Services Manager to develop strategies for maintaining an appropriate collection.

As Performed by Librarian II:

A **Level II Librarian** will be expected to work on the reference desk independently and will consult with his/her colleagues on difficult research problems. He/she develops in-depth expertise in a particular subject area. Bibliographies, reference aids and class guides will be assigned in more broadly based terms, with the end-results reviewed for effectiveness. The librarian will be expected to devise his/her own general and subject-specific tours and instruction sessions in consultation with colleagues. Collection development responsibilities will be undertaken with more independence.

As Performed by Librarian III:

A **Level III Librarian** is a senior member of the Reference team and is the expert in at least one particular area of reference service. The librarian has taken on responsibility for coordinating one aspect of reference service (e.g. instruction, virtual reference, e-learning). The librarian is independently responsible for the quality of the reference collection in his/her assigned subject area. He/she will be able to advise the Reference Services Manager on the priority of this collection area within the context of Library-wide collection policies and University course requirements. The librarian will be expected to head project teams with general guidelines given for the expected result of the project.

Appointment Policy

The University's objective is to appoint the librarian with the greatest potential to meet or exceed the expectations for the position. This will optimize the quality and extent of library services available in the University.

This appointment policy is administered to comply with all relevant laws regarding fair employment practices in the Province of Ontario, and the Employment Equity Policy of the University. The rights of individuals as set out in the *Human Rights Code of Ontario* will be upheld.

Organizational Change

In order to maintain excellence and effectiveness, library management must respond to the changing needs and new opportunities inherent in the provision of academic library service. From time to time, this may require the modification or reorganization of work and/or positions. Multiple circumstances and situations will be encountered which will require different approaches. These will normally fall within the following three broad levels of organizational change:

- 1) When positions and/or work are reorganized, positions may be revised and/or expanded to include some new or different accountabilities. This flexibility will enable the Libraries to optimize the use of human resources.
- 2) When a position becomes redundant, the librarian in that position will be given notice according to their years of service with McMaster that their employment with the University will end. In the event that a new librarian position is created (or an existing position becomes available) within twelve months following the declaration of a redundant librarian position, the competition will be limited to librarians already holding a continuing appointment in the University Library system and the librarian who has been given notice of redundancy. The selection panel will first consider this candidate pool. If the panel is able to identify a librarian in this candidate pool who will meet or exceed the expectations for the position, that person will be recommended. If the panel is unable to identify such a candidate, further applicants will be sought. The librarian under notice of redundancy will compete with all other candidates on an equal basis.
- 3) If, in the judgement of the University Librarian or the Director of the Health Sciences Library & Computing Services, as appropriate, it is believed for good reason that a competition should not be held, s/he will consult with the LPC on the waiving of the competition. In case of a disagreement over the waiving of the competition, the parties will define a process for resolution. It is expected that a response would be made by the LPC within five working days.

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Memorial University has a four-rank salary structure for Librarians.

PROMOTION CRITERIA

To meet the criteria for promotion, the candidate shall provide evidence of a cumulative record of satisfactory performance appropriate to the rank being sought as specified further below and demonstrated professional growth. Considering the professional duties and responsibilities of Librarians as set out in Article 4 (Duties and Responsibilities of Librarians), the areas of assessment for promotion shall be the following, with the greatest weight placed on (a):

- (a) Professional competence and effectiveness as a Librarian. Factors that may be considered include but are not limited to: performance of assigned responsibilities; related activities; and the development of innovations in the Library.
- (b) A demonstrated record of academic service. Service includes internal and external activities related to the functioning of the University. Factors that may be considered include, but are not limited to: participating in University, Library and related Committees; service in professional organizations and associations, for example, through holding office on executive boards and committees; general administrative duties; and community service where the individual has made a contribution by virtue of special academic competence.
- (c) A demonstrated record of research, scholarship, or creative, or professional activities. Factors which may be considered include but are not limited to: the development of innovations in the Library; papers in refereed and non-refereed journals; scholarly presentations delivered at professional meetings; participation in panels; published and unpublished research including current work in progress both supported by funding and not supported by funding; editorial and refereeing duties; creative works and performances; scholarship evidenced by the candidate's depth and breadth of knowledge and general contributions to the research life and creative milieu of the University. Greater weight shall be placed on refereed products of scholarship than on those that have not been refereed. Similarly, published work shall be given greater weight than unpublished work. The quality and originality of both published and unpublished work shall be considered.
- (d) Teaching. Recommendations and decisions shall be based on the evaluation of documentation compiled by the Librarian following suggestions in the CAUT Teaching Dossier (see Appendix B). The Librarian shall select the particular components of the CAUT Teaching Dossier for inclusion in the file. Recommendations and decisions about the quality or quantity of activities shall be based solely on documentation in the file. If the documentation in the file includes no information about one (1) or more of the areas specified in (a), (b), and (c) above, this shall be grounds for a negative recommendation or decision.

The Library may adopt more detailed statements of criteria than those set out in this Article, so long as such statements are consistent with this Collective Agreement and are formally approved by a majority vote by ballot of the Librarians. Copies of such statements shall be circulated to all Librarians at least twenty (20) days before the ballot is distributed. The University Librarian shall forward to the Association any such approved statement within twenty (20) days of the conclusion of the ballot.

Except as provided elsewhere in this Collective Agreement, a **Librarian I** or **Librarian II** shall be considered for tenure during the review which follows the third anniversary date of the tenure-track appointment. If his or her performance indicates satisfactory progress toward tenure using the criteria stated in this Article but does not satisfy the criteria for tenure, his or her tenure-track appointment shall be extended for two (2) years. If tenure is not granted and the tenure-track appointment is extended for two (2) years, the Librarian shall be considered for

tenure again during the review which follows the fifth anniversary date of the tenure-track appointment. A **Librarian III** or **Librarian IV** shall be considered for tenure during the review which follows the second anniversary date of the tenure-track appointment.

Promotion to the rank of Librarian II

The criteria for promotion to Librarian II shall be those specified for the attainment of tenure below (Criteria for Tenure).

Consideration shall be given to the tenure-track period as a whole, and also to relevant professional achievement prior to the tenure-track appointment.

Promotion to the rank of Librarian III

To be promoted to the rank of Librarian III, a Librarian shall normally be expected to have demonstrated achievements in some of the areas specified under (b) and (c) below. In exceptional cases, promotion may be granted if a Librarian II has achieved very high standards in the areas of primary responsibility, specified under (a) alone.

At the time of application or nomination for promotion to Librarian III, a candidate shall normally have completed at least five (5) years of service at the rank of Librarian II, or shall have an equivalent combination of relevant professional experience and service at the rank of Librarian II. Previous experience at other recognized libraries shall be considered, but, will not necessarily be equivalent to years of service at this University.

An application or nomination for promotion to the rank of Librarian III before the candidate has completed five (5) years of service at the rank of Librarian II shall be considered and decided on its merits, with the proviso that promotion under such circumstances shall follow only upon demonstrated excellence and superiority in performance, which may incorporate the holding or attainment of additional relevant degrees or academic qualifications.

Considering the professional responsibilities and duties of Librarians as set out in Article 4, the criteria for promotion to the rank of Librarian III are the following with greater weight on (a):

- (a) professional competence and effectiveness as a Librarian including a consistently high standard of performance of his or her responsibilities, a mature understanding of Librarianship as a whole, and a commitment to keeping current with developments in his or her areas of responsibility;
- (b) a demonstrated record of academic service, including contributions to the University or the profession through appropriate committees, conferences, or other forms of service;
- (c) a demonstrated record of research, scholarship or creative activities, such work to be in addition to that considered at the time of promotion to Librarian II.

Promotion to the rank of Librarian IV

To be promoted to the rank of Librarian IV, a Librarian shall have demonstrated a clear record of consistently excellent performance of his or her responsibilities; significant leadership within the University Library, both in the area of primary responsibility and in more general matters; and evidence of a continuing contribution of a high calibre to the profession or a relevant academic discipline.

At the time of application or nomination for promotion to Librarian IV, a candidate shall normally have completed at least five (5) years of service at the rank of Librarian III, or shall have an equivalent combination of relevant professional experience and service at the rank of Librarian III. Previous experience at other recognized libraries shall be considered, but, will not necessarily be equivalent to years of service at this University.

An application or nomination for promotion to the rank of Librarian IV before the sixth year of service at the rank of Librarian III shall be considered and decided on its merits, with the proviso that promotion under such circumstances shall follow only upon demonstrated excellence and superiority in performance, which may incorporate the holding or attainment of additional

relevant degrees or academic qualifications. Degrees or qualifications which were the basis for promotion or appointment to a lower rank shall not be considered in this respect.

Considering the professional responsibilities and duties of Librarians as set out in Article 4, the criteria for promotion to the rank of Librarian IV are those set out above (Promotion Criteria) with appropriate adjustment to the standards for this rank using those criteria.

Length of service shall not modify the criteria for promotion to the rank of Librarian IV.

Criteria for Tenure

The criteria for the granting of tenure shall be:

- (a) an effective contribution appropriate to the rank in the areas of primary responsibility; in the case of a **Librarian I or II**, the contribution should exhibit a level of skills, judgement and independence appropriate to an academic librarian at the first tenure review specified above;
- (b) demonstrated professional growth since the date of appointment; and
- (c) the promise of future development.

Consideration shall be given to the tenure-track period as a whole, and also to relevant professional achievement prior to the tenure-track appointment.

Considering the professional duties and responsibilities of Librarians as set out in Article 4, the areas of assessment for tenure shall be the following, with the greatest weight placed on (a):

- (a) Professional competence and effectiveness as a Librarian appropriate to the rank. Factors that may be considered include but are not limited to: performance of assigned responsibilities and related activities; and the development of innovations in the Library.
- (b) A demonstrated record of academic service. Service includes internal and external activities related to the functioning of the University. Factors that may be considered include, but are not limited to: participating in University, Library and other relevant Committees; service in professional organizations and associations, for example, through holding office on executive boards and committees; general administrative duties; and community service where the individual has made a contribution by virtue of special academic competence.
- (c) A demonstrated record of research, scholarship, creative or professional activities. Factors which may be considered include but are not limited to: the development of innovations in the Library; papers in refereed and non-refereed journals; scholarly presentations delivered at professional meetings; participation in panels; published and unpublished research including current work in progress both supported and non-supported; editorial and refereeing duties; creative works and performances; scholarship evidenced by the candidate's depth and breadth of knowledge and general contributions to the research life and creative milieu of the University. The quality and originality of both published and unpublished work shall be considered.

Recommendations and decisions about the quality or quantity of activities shall be based solely on documentation in the file. If the documentation in the file includes no information about one (1) or more of the three (3) areas specified above, this shall be grounds for a negative recommendation or decision.

The Library may adopt more detailed statements of criteria than those set out in this Article, so long as such statements are consistent with this Collective Agreement and are formally approved by a majority vote by ballot of the Librarians. Copies of such statements shall be circulated to all Librarians at least twenty (20) days before the ballot is distributed. The University Librarian shall forward to the Association any such approved statement within twenty (20) days of the conclusion of the ballot.

When a Librarian resigns from the University while he or she is in the process of being considered for extension of a tenure-track appointment, promotion or tenure, or is undergoing a non-decision year review, the process of consideration or review shall terminate and the assessment file shall not be entered into the personal file.

APPOINTMENT CRITERIA

The minimum qualification for appointment as a Librarian is a graduate degree from a program in Library Science accredited by the American Library Association or an equivalent organization acceptable to the University.

Assessment of candidates shall be based primarily on their ability to perform the academic and professional duties of the advertised position as evidenced by the candidates' degrees and their records of and potential for a high standard of practice and continued professional development. Notwithstanding the above, the Search Committee shall consider the document circulated by the Joint Equity Committee as per Article 29.10 (Employment Equity).

The Library may adopt more detailed statements than those set out in the preceding clauses governing criteria and procedures for searches and the functioning of Search Committees, as long as such statements are consistent with this Collective Agreement and are formally approved by a majority vote by ballot of the Librarians. Copies of such statements shall be circulated to all Librarians at least twenty (20) days before the ballot is distributed. The University Librarian shall forward to the Association any such approved statement within twenty (20) days of the conclusion of the ballot.

JOB DESCRIPTION

Duties and Responsibilities of Librarians

All Librarians have certain duties and responsibilities which derive from their practice as Librarians and their position as members of the academic community with academic freedom. The duties and responsibilities of Librarians shall be an appropriate combination of:

- (a) professional practice in the University Library by providing professional consultation and assistance to library users and by maintaining and developing the library holdings and information systems on the basis of the needs of Academic Units and the financial resources allocated to the Library. In addition, Librarians are expected to develop their professional knowledge in Library administrative and committee work;
- (b) academic service within the University, which may include working with other members of the University community to enhance the academic excellence of the University and the quality of academic life, and working in the community at large through the application of the Librarian's academic or professional competence or expertise;
- (c) research, scholarship, teaching, creative and professional activities.

The pattern of these responsibilities may vary from time to time and from individual to individual. For the majority of Librarians, however, the principal duties shall be in (a) above.

Librarians have a professional duty to develop and maintain their competence and effectiveness. In carrying out their duties, Librarians shall:

- (a) discharge their assigned responsibilities in accordance with the appropriate Senate resolutions and regulations;
- (b) have the responsibility to foster a free exchange of ideas, to refuse to practice or permit censorship, and to strive to ensure the fullest possible access to library materials for members of the University community;
- (c) have the right to exercise professional discretion provided that they do not infringe upon the academic freedom of others.

Librarians shall have the right and responsibility to take a fair and reasonable share of administrative responsibilities other than those comprising part of their principal responsibilities:

- (a) through membership on appropriate bodies, and on Faculty, School, University, and other Committees and Boards;
- (b) by undertaking other administrative tasks.

A Librarian shall be elected or appointed to such bodies including Faculty, School, University, and other Committees and Boards, or undertake other administrative tasks only with his or her consent. A Librarian shall not unreasonably withhold his or her consent. Those who have the responsibility to make such appointments shall make every effort to ensure that academic service commitments are equitably shared.

Appointment to an administrative position or assignment to administrative duties in the Library shall not be contingent upon rank.

In the exercise of professional or administrative responsibilities, Librarians shall treat academic colleagues and students so that objectivity, fairness, respect for privacy and absence of discrimination are maintained in all deliberations, recommendations and decisions.

Participation of Librarians in the work of learned societies, disciplinary associations, professional organizations and associations, and organizations related to the professional competence or expertise of Librarians shall constitute academic service as described above.

The duty to engage in scholarly activity as set out in above includes:

- (a) the conduct of research, scholarship, and critical, creative, professional or developmental work;
- (b) the dissemination of such work through publication, demonstration, presentation, exhibition or performance, or by other means appropriate to the discipline.

The University Librarian shall ensure that the assignment of duties and responsibilities is fair, equitable and reasonable.

If the responsibilities associated with a Librarian's assigned duties exceed a reasonable amount, he or she shall be granted compensatory reduction by mutual agreement between the Librarian and the University Librarian. The University Librarian shall specify any changes in writing.

- (a) When such an excess would result from a planned change to a Librarian's duties, either on a continuing or a limited-term basis, the compensatory reduction shall be agreed to before the change in duties takes effect.
- (b) When such an excess has resulted from growth in the responsibilities associated with previously assigned duties, the compensatory reduction shall be made within ten (10) days of the Librarian applying to the University Librarian in writing for such a reduction.

UNIVERSITÉ DE MONCTON 2006/2007 ET 2007/2008

CLASSIFICATION DES RANGS

La structure salariale des bibliothécaires de l'Université de Moncton prévoit quatre rangs professionnels.

PROMOTION DES BIBLIOTHÉCAIRES

L'étude du dossier de la bibliothécaire ou du bibliothécaire en vue d'une promotion à un rang supérieur tient compte de tout rendement depuis sa dernière promotion ou depuis son engagement, selon le cas.

Promotion au rang de bibliothécaire III

La **bibliothécaire** ou le **bibliothécaire II** est promu au rang de bibliothécaire III si elle ou il remplit chacune des conditions suivantes :

- .01 être détentrice ou détenteur d'une maîtrise en bibliothéconomie et avoir cinq (5) années d'expérience dans le rang de bibliothécaire II, ou être détentrice ou détenteur d'un baccalauréat en bibliothéconomie et avoir huit (8) années d'expérience dans le rang de bibliothécaire II;
- .02 avoir fourni un rendement satisfaisant relativement à sept (7) des éléments d'appréciation précisés en bas.

Promotion au rang de bibliothécaire IV

La bibliothécaire ou le bibliothécaire III est promu au rang de bibliothécaire IV si elle ou il remplit chacune des conditions suivantes :

- .01 être détentrice ou détenteur d'une maîtrise en bibliothéconomie et avoir huit (8) années d'expérience dans le rang de bibliothécaire III, ou être détentrice ou détenteur d'un baccalauréat en bibliothéconomie et avoir onze (11) années d'expérience dans le rang de bibliothécaire III;
- .02 avoir fourni un rendement satisfaisant relativement à tous les éléments d'appréciation précisés en bas.

Le rendement de la bibliothécaire ou du bibliothécaire dans l'exercice de ses responsabilités professionnelles décrit en haut, est évalué en fonction des éléments d'appréciation suivants :

- .01 l'application efficace des connaissances, qui se manifeste par l'exactitude dans l'accomplissement de son travail;
- .02 le sens de l'organisation du travail, qui se manifeste par exemple par la capacité d'établir des priorités et de choisir des moyens efficaces pour atteindre ses objectifs;
- .03 l'esprit d'initiative et la capacité de collaboration;
- .04 la communication, c'est-à-dire la facilité de transmettre ses idées et de recevoir celles des autres;
- .05 le respect des échéances;
- .06 la faculté d'identifier les problèmes, d'y trouver des solutions et de prévoir les conséquences futures de ses décisions;
- .07 tout autre élément relevant de la fonction d'une bibliothécaire ou d'un bibliothécaire tel que l'acceptation de responsabilités administratives et autres fonctions semblables;
- .08 toute activité professionnelle contribuant à l'atteinte des objectifs de la communauté universitaire, à l'avancement de sa discipline et à son rayonnement sera considérée favorablement en vue de la promotion.

Une bibliothécaire ou un bibliothécaire peut être considéré pour fin de promotion accélérée. Celle-ci est accordée avant le délai normalement prévu pour le passage à un rang supérieur. La candidature à la promotion accélérée est proposée par la ou le chef de service ou la ou le bibliothécaire en chef, la doyenne ou le doyen de la Faculté de droit ou la directrice ou le

directeur du Centre d'études acadiennes. En présentant la candidature, les auteurs ou auteures d'une recommandation doivent préciser qu'il s'agit bien d'un cas de promotion accélérée. Les évaluatrices et évaluateurs doivent circonstancier le rendement exceptionnel soutenu de la bibliothécaire ou du bibliothécaire en tenant compte des exigences prévues en haut.

La procédure de promotion et d'attribution de la permanence pour les bibliothécaires rattachés à la Bibliothèque Champlain est la même que celle prévue au présent article pour les professeurs ou professeuses. Dans l'application de cette procédure :

- .01 bibliothécaire remplace professeuse ou professeur;
- .02 assemblée des bibliothécaires remplace assemblée départementale;
- .03 comité bibliothécaire de promotion et d'attribution de la permanence remplace comité facultaire de promotion et d'attribution de la permanence;
- .04 bibliothécaire en chef remplace doyenne ou doyen.

Procédure pour la Faculté de droit

La procédure de promotion et d'attribution de la permanence pour les bibliothécaires rattachés à la bibliothèque de la Faculté de droit est la même que celle prévue pour les professeurs et professeuses de cette faculté.

Procédure pour le Centre d'études acadiennes

La procédure de promotion et d'attribution de la permanence pour les bibliothécaires rattachés au Centre d'études acadiennes est la suivante :

- .01 La vice-rectrice ou le vice-recteur à l'administration et aux ressources humaines avise la directrice ou le directeur de l'admissibilité à la promotion ou à la permanence de la bibliothécaire ou du bibliothécaire.
- .02 Les paragraphes 25.17 à 25.26 (Promotion au rang de professeuse ou de professeur titulaire) inclusivement ne s'appliquent pas au cas des bibliothécaires du Centre d'études acadiennes.
- .03 La directrice ou le directeur respecte les mêmes échéanciers et a les mêmes responsabilités décrits au paragraphe 25.30 que la doyenne ou le doyen.
- .04 Les paragraphes 25.27 à 25.33 (Promotion au rang de professeuse ou de professeur titulaire) inclusivement ainsi que les paragraphes 25.41 et 25.42 (Promotion au rang de professeuse ou de professeur titulaire) s'appliquent *mutatis mutandis*.
- .05 Les paragraphes 25.35 à 25.40 inclusivement sont remplacés par ce qui suit
 - a) Lorsque les deux recommandations sont positives, la promotion ou la permanence est accordée par l'Employeur.
 - b) Lorsque seulement une des recommandations est positive, le dossier est acheminé par le Comité paritaire à la vice-rectrice ou au vice-recteur à l'enseignement et à la recherche.
 - c) Lorsque les deux recommandations sont négatives, la promotion ou la permanence n'est pas accordée par l'Employeur.

Généralités

La procédure d'attribution de la promotion et permanence décrite dans le présent article entre en vigueur à la date de signature de la convention collective.

Pour fin de promotion dans les disciplines où il n'existe pas de doctorat canadien ou d'équivalent, l'assemblée départementale, le comité facultaire, la doyenne ou le doyen et le comité paritaire doivent respecter les conclusions du comité d'équivalence des grades universitaires dont il est question en annexe de la présente convention collective.

La période d'années mentionnée à l'article 25.02 (Permanence des professeuses, professeurs et bibliothécaires) ne sera pas réputée avoir été interrompue du seul fait que pendant l'une quelconque de ces années, la professeuse ou le professeur a été engagé par l'Université en vertu d'un contrat d'emploi temporaire de moins de douze (12) mois si, pendant cette période, elle ou il avait une charge normale de la composante enseignement proprement dit et les activités qui s'y rattachent tel que stipulé au paragraphe 24.02 (Charge normale de travail) de la convention collective.

Une assemblée départementale peut déléguer une partie du processus d'évaluation d'une demande de promotion ou de permanence à un comité mais la recommandation aux autres instances relève exclusivement d'elle.

Dans le cas où une assemblée départementale comprend moins de trois (3) professeures ou professeurs aptes à se prononcer sur le dossier de demande de promotion ou d'attribution de la permanence d'une professeure ou d'un professeur, il convient d'ajouter un (1) ou deux (2) professeures ou professeurs provenant de disciplines connexes, jusqu'à un maximum de trois (3) membres du comité, pour être en mesure de procéder à l'évaluation. Le comité départemental ainsi formé devra contenir un nombre impair de membres. L'assemblée propose et la doyenne ou le doyen approuve le choix des membres provenant de l'extérieur de l'assemblée départementale.

Toute professeure ou tout professeur ou toute bibliothécaire ou tout bibliothécaire régulier non permanent doit être avisé le 1er janvier précédant le début d'une nouvelle année universitaire que l'Employeur désire ne pas renouveler son emploi.

Les travaux jugés nécessaires pour établir l'équivalence au doctorat canadien ne doivent pas figurer parmi les travaux scientifiques, artistiques, littéraires ou professionnels évalués pour la promotion ou la permanence.

L'année sabbatique est comptabilisée pour la promotion.

Les années complètes de congé non rémunéré, de congé d'étude et d'absence due à la maladie ou à l'incapacité ne sont pas comptabilisées pour la promotion et l'attribution de la permanence.

Une professeure ou un professeur se voit refuser la promotion ou la permanence si sa maîtrise de la langue française est insuffisante au point de l'empêcher de communiquer clairement et avec nuance avec les étudiantes et étudiants.

Dans l'ensemble de l'Université, il n'y a pas de quota établi pour le nombre de professeures et professeurs et bibliothécaires pouvant obtenir la permanence ou une promotion dans une année donnée.

Pour les personnes embauchées avant l'année universitaire 2005-2006, le fait qu'une employée ou un employé soit en instance de thèse n'empêche pas que son dossier soit étudié en vue d'une promotion ou de la permanence.

CRITÈRES DE NOMINATION

Selon ses diplômes et son expérience universitaire, la bibliothécaire ou le bibliothécaire reçoit au moment de son engagement l'un des rangs suivants :

Bibliothécaire II

Celle ou celui qui détient la maîtrise en bibliothéconomie et sciences de l'information ou en sciences de l'information et a trois (3) années d'expérience universitaire; ou celle ou celui qui détient le baccalauréat en bibliothéconomie et sciences de l'information ou en sciences de l'information et a cinq (5) années d'expérience universitaire.

Bibliothécaire III

Celle ou celui qui détient la maîtrise en bibliothéconomie et sciences de l'information ou en sciences de l'information et a huit (8) années d'expérience universitaire; ou celle ou celui qui détient le baccalauréat en bibliothéconomie et sciences de l'information ou en sciences de l'information et a treize (13) années d'expérience universitaire.

Bibliothécaire IV

Celle ou celui qui détient la maîtrise en bibliothéconomie et a seize (16) années d'expérience universitaire; ou celle ou celui qui détient le baccalauréat en bibliothéconomie et sciences de

l'information ou en sciences de l'information et a vingt-quatre (24) années d'expérience universitaire.

En vue d'établir l'équivalence des années d'expérience universitaire de la bibliothécaire ou du bibliothécaire pour établir son rang professionnel, et non son étape de carrière, les normes suivantes seront utilisées :

- .01 une (1) année d'expérience dans l'exercice de sa profession équivaut à une (1) année d'expérience universitaire;
- .02 une (1) année d'expérience universitaire équivaut à une (1) année d'expérience universitaire;
- .03 deux (2) années d'enseignement collégial équivalent à une (1) année d'expérience universitaire;
- .04 exceptionnellement et selon sa pertinence, l'enseignement pré collégial pourrait être reconnu comme équivalant à une expérience universitaire.

DESCRIPTIONS DE TÂCHES

Responsabilités professionnelles de la bibliothécaire ou du bibliothécaire

Les parties reconnaissent que le statut professionnel et universitaire de la bibliothécaire ou du bibliothécaire est relié à l'académique.

Les responsabilités professionnelles de la bibliothécaire ou du bibliothécaire sont constituées des deux éléments suivants :

- .01 la gestion et la diffusion de l'information;
- .02 les activités qui s'y rattachent.

Les activités particulières correspondant à ces deux responsabilités sont énumérées en bas, étant entendu que ces énumérations ne sont pas exhaustives.

La gestion et la diffusion de l'information

Les responsabilités relatives à la gestion et à la diffusion de l'information consistent notamment à organiser et à diffuser les connaissances et à renseigner la communauté tant officiellement que par des méthodes officieuses au sujet des ressources documentaires disponibles et de la façon de les utiliser. À cet égard, les activités du professionnel de l'information relèvent principalement de la bibliothéconomie, de la gestion de l'information électronique, de la gestion stratégique de l'information et de l'archivistique.

La bibliothéconomie

La bibliothéconomie propose un cadre conceptuel et méthodologique permettant d'identifier, d'acquérir, de conserver, d'organiser, de gérer et de diffuser toute forme d'information consignée pour le bénéfice du corps professoral, des étudiantes et étudiants, ainsi que la communauté en général. L'approche préconisée par la bibliothéconomie se caractérise actuellement par des changements importants liés notamment aux nouvelles technologies de l'information.

La gestion de l'information électronique

La gestion de l'information électronique propose un cadre conceptuel et méthodologique pour la conception de systèmes d'information intégrant les outils technologiques requis pour la représentation, le traitement et le transfert de l'information. L'approche préconisée par la gestion de l'information électronique se caractérise par l'intégration optimale des traitements humains et par ordinateur, l'exploitation de techniques d'analyse automatique de l'information et une préoccupation marquée pour la structuration de l'information et la normalisation des formats utilisés pour la représenter.

La gestion stratégique de l'information

La gestion stratégique de l'information propose un cadre conceptuel et méthodologique pour gérer de façon globale et intégrée l'ensemble des ressources d'information d'une organisation, pour utiliser l'information de façon optimale et créative pour développer des pratiques d'intelligence stratégique de l'organisation

L'archivistique

Dans une perspective de gestion intégrée de l'information documentaire et de mise à profit des outils technologiques, l'archivistique intègre l'organisation des archives à des fins administratives, patrimoniales et de recherche et s'intéresse aux principes et aux méthodes qui régissent la création, l'évaluation, l'acquisition, la classification, la description, la communication et la conservation des archives.

Les activités qui s'y rattachent

Ces activités particulières comprennent diverses responsabilités d'encadrement, d'administration et de coordination rattachées à la direction des différents services de la bibliothèque, la supervision d'employées ou d'employés, la mise sur pied de nouvelles méthodes ou de nouveaux services, tels l'automatisation d'un service, la recherche informatisée, le choix, la gestion et le développement des collections générales et spécialisées, l'exécution de projets spécifiques de recherche qui font avancer les connaissances et apportent une contribution pratique et originale aux services professionnels de la bibliothèque, la participation à des réseaux informatisés de bibliothèques au niveau régional, provincial ou national et les autres activités nécessaires au bon fonctionnement d'une bibliothèque.

MOUNT ALLISON UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Mount Allison University has a four-rank salary structure for Librarians.

The librarian salary scales share the same step increment size as the faculty scales. Each rank in the librarian faculty scale has the following number of steps:

- i) The **General Librarian** rank in the salary scale has seven (7) steps. Step six (6) of the General Librarian scale equals the scale floor.
- ii) The **Assistant Librarian** rank in the salary scale has eight (8) steps.
- iii) The **Associate Librarian** rank in the salary scale has eleven (11) steps. The first step equals step seven (7) of the scale for Assistant Librarian.
- iv) The **Librarian** rank in the salary scale has ten (10) steps. The first step shall be equal to step eight (8) of the scale for Associate Librarian.

PROMOTION CRITERIA

Promotion to the rank of **Assistant Librarian** shall be automatic when a librarian commences his/her tenured appointment. Promotion to the rank of **Associate Librarian** shall be granted to a candidate only if it is clear:

- i) that his/her performance of his/her duties in the operation of the library is of high quality, and
- ii) that his/her contributions to librarian ship and/or research and/or scholarship are of high quality and are reasonable in quantity.

A librarian becomes eligible for promotion to the rank of Associate Librarian in his/her sixth academic year at Mount Allison at the rank of Assistant Librarian, or earlier if this was a term of his/her appointment.

A librarian at the rank of Assistant Librarian may be promoted to the rank of Associate Librarian even if she/he is not eligible provided she/he notifies the Librarian Tenure and Promotion Committee ("Committee") before August 15 that she/he will be applying under this clause for special consideration and provided that she/he will have four (4) academic years with the Employer at the rank of Assistant Librarian when the promotion will become effective and she/he meets standards which are appreciably higher than the criteria listed above.

Promotion to the rank of **Librarian** shall be granted to a candidate only if it is clear:

- i) that his/her performance of his/her duties in the operation of the library is of high quality,
- ii) that his/her contributions to librarian ship and/or research and/or scholarship are of high quality, are reasonable in quantity, and
- iii) that she/he has achieved excellence as a librarian through significant achievement in the performance of his/her duties in the library or through significant achievement in research or in librarian ship or in scholarship.

A librarian becomes eligible for promotion to the rank of **Librarian** in his/her eighth academic year at Mount Allison at the rank of **Associate Librarian**, or earlier if this was a term of his/her appointment.

A librarian at the rank of Associate Librarian may be promoted to the rank of Librarian even if she/he is not eligible provided she/he notifies the Committee before August 15 that she/he will be applying under this clause for special consideration and provided that she/he will have at least five (5) academic years with the Employer at the rank of Associate Librarian when the

promotion will become effective and the Committee decides unanimously that his/her work is of such outstanding quality when measured against the criteria listed above that she/he should be promoted early.

The Committee shall consider a librarian's service to the University and may weigh this in assessing whether his/her contributions to librarianship and/or research and/or scholarship are reasonable in quantity.

A promotion shall take effect on the July 1 immediately following the academic year in which it was granted.

Tenure for Librarians

Tenure will be granted only if a librarian has a master's degree in library science, or its equivalent, and it has become clear that she/he has demonstrated:

- i) that his/her performance of his/her duties in the operation of the library is of high quality,
- ii) that his/her contributions to librarianship and/or research and/or scholarship are of high quality and are reasonable in quantity, and
- iii) that she/he is willing to perform reasonable service to the University.

A librarian appointed on a probationary basis shall meet, in his/her third academic year, with the University Librarian to discuss, for formative purposes, the Employee's professional activities.

A librarian appointed on a probationary basis at the rank of Associate Librarian or Librarian shall be considered for tenure in his/her third academic year with the Employer in his/her probationary appointment, excluding academic years when she/he was on leave of absence (see Article 25 of the Collective Agreement), as determined by the Vice-President (Academic and Research) in consultation with the Union on a case-by-case basis.

A librarian appointed on a probationary basis at the rank of General Librarian or Assistant Librarian shall be considered for tenure in his/her fourth academic year with the Employer in his/her probationary appointment, excluding years when she/he was on leave of absence, as determined by the Vice-President (Academic and Research) in consultation with the Union on a case-by-case basis.

A librarian may require the Committee to consider him/her for tenure before the time prescribed above, but she/he must notify the Committee before August 15 that she/he will be applying for tenure under this paragraph if she/he is to be considered in that academic year.

It shall be the responsibility of a candidate for tenure to submit to the Committee the following documents by October 1st:

- i) an up-to-date curriculum vitae;
- ii) a statement of his/her objectives in librarianship and scholarly activities, including teaching and research;
- iii) copies of books she/he has authored or edited, copies of reviews or critical notices of these books, reprints of articles and reviews, and equivalent material of a scholarly or creative nature; and
- iv) other material which the candidate wishes to place before the Committee.

Each librarian, including members of the Committee, shall submit to the Committee his/her own written and signed evaluation of the candidate's performance insofar as the appropriate criteria listed in this article are concerned, together with his/her reasons for the evaluation. This evaluation must be submitted by October 15. If an employee has been transferred for any reason from one department to another since receiving his/her probationary appointment and before applying for tenure, she/he shall be evaluated by employees on a list agreed to by the Employer and the Union. If there is no such agreement, the employee will be deemed to be in both the employee's new department and the employee's former department. If the employee's former department no longer exists, for the purposes of this clause it will be deemed to exist and to be made up of any former members of the department who are still employees. For the purposes of this clause, the Library is a department. To assist an employee in preparing this evaluation, the information noted above shall be available to the employee for review in the

office of the Vice-President (Academic and Research). These evaluations shall be provided to the candidate at least five (5) days in advance of the meeting referred to below. The University Librarian may submit such an evaluation under this section.

Other employees, staff, alumni, or students may submit to the Committee their own written evaluations of the candidate's performance insofar as the appropriate criteria listed in this article are concerned, together with their reasons for these evaluations. However, to be considered such an evaluation must be the work of one individual and must be signed by that individual. To assist such a person in preparing this evaluation, the information submitted as noted above, parts i) through iii) only, shall be available for review in the office of the Vice-President (Academic and Research) provided the Vice-President believes that the request to review these materials is bona fide. Any such evaluations shall be provided to the candidate at least five (5) days in advance of the meeting referred to below.

On a case-by-case basis, the sub-committee may seek advice from up to three (3) external referees chosen by the sub-committee from a short list produced by the University Librarian and the candidate and submitted to the Committee by October 1. The package of information (books, articles, etc.) to be sent out to each referee shall be approved by the chair after the package is agreed upon by the University Librarian and the candidate.

A librarian who is a candidate for tenure shall be invited to meet at least once with the Committee before it makes its decision. If after meeting with the candidate and considering all the evidence the Committee does not propose to grant tenure, it shall so notify the candidate and provide the candidate with a written statement of its reasons which shall refer specifically to the criteria established by this article. The Committee shall meet with the candidate again within ten (10) days of the candidate receiving the reasons, unless the candidate informs the Committee in writing that she/he does not want to meet with the Committee.

All material submitted to the Committee under the provisions of this article and the deliberations of the Committee are confidential. The Committee shall base its decision on the criteria listed in this article, on the evidence presented to it pursuant to this article, and on material contained in the librarian's official file with the Employer. On or before December 31 the chair of the Committee shall communicate the Committee's decision to the librarian concerned, to the Union and to the President.

A librarian who is considered for tenure and not granted tenure shall continue his/her probationary appointment and shall be considered again at the prescribed time. If a librarian is not granted tenure, his/her probationary appointment shall terminate at the end of that academic year. If a librarian is granted tenure, his/her tenured appointment shall begin on July 1 immediately following the academic year in which she/he was considered for tenure.

APPOINTMENT CRITERIA

The parties recognize that the preservation of the integrity of the University's academic programs, given its dedication to excellence in undergraduate education, requires an adequate number of librarians on continuing full-time appointments.

Whenever a librarian dies, goes on long term disability, resigns, retires, is dismissed, goes on leave, or is denied tenure, the Library Council may make a recommendation within a reasonable time on whether or not a vacancy exists and, if the recommendation is that one does exist, may make a further recommendation on the type of appointment, rank, and qualifications desired. Whenever the Library Council is of the opinion that another librarian is needed, it may recommend that an additional librarian be hired, and the type of appointment, rank and qualifications desired.

The Employer shall decide on reasonable grounds whether a vacancy exists and, if one does exist, the type of appointment, rank, and qualifications desired.

The Employer shall decide whether to hire another librarian and the type of appointment, rank, and qualifications desired.

The Employer shall consult with Library Council before creating any part-time librarian position. The chair of the Library Council shall forward a copy of any recommendation to create a part-time librarian position to the Union. Any part-time librarian position which has been created continues only for the term of any appointment which is made.

The Employer shall decide which candidate, if any, is to be offered the appointment, and the rank, salary and type of appointment which is to be offered. If the Employer does not intend to appoint the person recommended by the search committee, the search committee will be informed, in writing, of the intended decision and the reasons for the intended decision and will be given five (5) days for further input before the final decision is made.

Letters of appointment shall state the rank at which the appointment is to be made, the type of appointment; the library department to which the appointee will be assigned; the salary; the market differential component of the salary, if any; the start-up grant, if any; release time, if any; relocation expenses; the year in which the appointee will be eligible for promotion; the length of the probationary period, if any; and the pension and other fringe benefits available to the appointee. A copy of the Agreement shall be included with such letters.

The Employer shall award a start-up grant to each probationary or tenured appointee.

The Employer shall send the Union a copy of the letter of appointment within ten (10) days of receipt of the acceptance by the appointee.

Type of Appointment

A librarian will be appointed on a sessional appointment; or for a limited term; or on probation; or, with the consent of the Librarian Tenure and Promotion Committee, with tenure.

The parties recognize that it would not be in the best interest of the Employer if it were to offer term appointments automatically to all librarians. However, the parties also recognize that the Employer requires the flexibility to make term appointments in certain cases. Hence, these appointments are made on a case-by-case basis and not as policy. Therefore the parties agree that a limited term appointment shall not be created unless:

- i) the vacancy which is being filled is a temporary vacancy,
- ii) the person being appointed to fill the vacancy is not deemed suitable for a probationary appointment to the position being filled, in which case a search will be made for a candidate for a probationary appointment to commence at the end of the term appointment so made,
- iii) the position which is being filled is a temporary position, or
- iv) there are reasonable grounds for making such an appointment. These grounds will be reported to the Union in writing within 14 days of the decision to make such an appointment.

Limited term appointments of librarians are to be made for terms of one (1), or two (2) years. Sessional appointments of librarians are to be made for a term of less than one (1) year. The words 'sessional appointment' refer to an appointment for a term of less than one (1) academic year for faculty members and for a term of less than one (1) year for librarians which was not preceded by an appointment to the same person the previous academic year. The total number of sessional appointments in an academic year will not exceed seven (7). However, sessional appointments made in a bona fide emergency will not count towards this number, and sessional appointments for one (1) full four-month term count as one-half of an appointment.

Employment Equity

The parties share the ideal of having each gender equally represented among the University's librarians. The provisions in this article concerning gender equity are included to assist both parties in achieving this ideal, while at the same time ensuring that the best qualified candidates are appointed in all cases. These provisions recognize that both parties, faculty members, librarians and administrators play an important role in the effort to achieve this ideal.

By May 31 of each year the Employer and the Union shall jointly appoint an Employment Equity Panel made up of at least twelve (12) employees and, if the parties mutually agree, up to twenty

(20) employees. The equity guidelines, as developed by the Employer in consultation with the Union, shall be posted on the University's website so that those guidelines will be available to all members of search committees in advance of the search process.

Each year, by October 15, the Employer shall meet with all Employment Equity Panel members, the heads of all departments and the University Librarian to review these guidelines, to make clear the responsibilities of Employment Equity Panel members and of search committees, to discuss the differing career patterns of men and women, and to discuss the evaluation of dossiers and the conducting of interviews of candidates.

Whenever the Employer decides to hire a librarian, there shall be a search committee, chaired by the University Librarian or designate, made up of either all available librarians or such members as the Library Council shall determine. In the case of interdisciplinary faculty and librarian appointments, the heads of the departments and the directors of the programs concerned and the chair of the Library Council, after consultation with members of their departments, programs, and the Library, shall meet to strike a search committee. If the Library or departments concerned have an underrepresented gender, the Union and the Employer shall jointly appoint one member of the Employment Equity Panel to the search committee. The Equity Panel member shall attend all meetings of the search committee and shall be a full participant in all meetings pertaining to the search, including being a full participant in all discussions at those meetings, but shall not have voting rights.

The Search Committee may decide in an appropriate case on a mechanism for gathering student opinion concerning candidates for the position and for involving students in the process leading to a recommendation. These mechanisms may include but are not limited to: written submissions of students designated to meet and interview candidates, written submissions from students invited to attend presentations by candidates, the selection and appointment of a non-voting student member of the Search Committee.

If, at any point in the procedure leading up to an appointment, the Employment Equity Panel member on the search committee concludes that proper procedures and guidelines, including equity guidelines, are not being followed, she/he will so inform the search committee, the Union and the Vice President (Academic and Research). The Vice President (Academic and Research) shall investigate and, if necessary, intervene, even to the extent of appointing a neutral chair of the search committee.

A gender is underrepresented in the library when persons of the other gender with probationary or tenured appointments which will continue into the next academic year, hold at least fifty (50) percent of the expected complement. The expected complement will be the number of librarians who will be in the library during the next academic year on a full-time basis counting those who will be on leave of absence, but not counting leave replacements or those in temporary positions.

Whenever the vacancy exists in the Library and the Library has an underrepresented gender (as defined in Article 19.21), the search committee shall recommend ways of advertising the vacancy and appropriate publications in which to advertise it to encourage applications by the underrepresented gender. In such cases the search committee shall also where appropriate contact university libraries in Canada requesting the advertisement be brought to the attention of possible candidates and contact organizations within the profession asking them for suggestions of possible candidates. Such advertisements shall be drafted by the search committee and forwarded to the University Librarian, together with a recommended list of publications in which the advertisement is to be placed. The advertisement shall state the rank or range of ranks at which the appointment is to be made; the library department or division, if any; the anticipated type of appointment; the general qualifications and responsibilities, as well as more specific ones which are relevant; an equity statement informing potential candidates that the University is committed to employment equity and encourages applications from minority and other disadvantaged groups; where appropriate the period of the appointment; and that applications and supporting documents should be directed to the chair of the search committee. A copy of the advertisement shall be forwarded to the Union at the same time as it is submitted for publication, along with a list of the publications to which it is being submitted.

The applications and supporting documents of all candidates shall be made available to all members of the search committee and to all other members of Library Council except

candidates for the position. Each librarian, including members of the search committee and other members of Library Council, may make recommendations to the search committee concerning candidates to be invited to campus for interviews. In any case where there is an underrepresented gender, it is the responsibility of the chair of the search committee to monitor applications as they come in. If it appears to him/her that there may be insufficient applications from qualified members of the underrepresented gender, she/he shall consider whether there are steps that can be taken to increase the applicant pool including accepting applications after the deadline and until the position is filled. Any individual who at the time of application was an employee and who meets the minimum academic qualifications for the position shall be interviewed. Within ten (10) days of the deadline for the receipt of applications the search committee shall recommend to the University Librarian candidates to be invited to campus for interviews. In any case where there is an underrepresented gender in the library, if the search committee does not recommend that a candidate from the underrepresented gender be invited to campus for an interview, the search committee shall advise the University Librarian of the best qualified candidate from the underrepresented gender and provide its reasons for not recommending that this candidate be interviewed. If the University Librarian does not intend to follow the search committee's recommendation, the search committee will be informed, in writing, of the intended decision and the reasons for the intended decision and will be given five (5) days for further input before the final decision is made. The University Librarian shall decide those to be invited to campus for interviews.

When there is a vacancy in the library and the library has an underrepresented gender, any recommendation shall be made in accordance with this clause. The search committee shall recommend the candidate who is clearly best qualified. If no candidate is clearly better qualified than the best qualified candidate from the underrepresented gender, taking into account the requirements of the library and the records and potential of the candidates in the areas of librarianship and service, then the best qualified candidate from the underrepresented gender shall be recommended. In any case the name of the best qualified candidate from the underrepresented gender shall be forwarded to the University Librarian along with the name of the recommended candidate or candidates. In addition, within two days of the search committee's submission of its recommendation, the Employment Equity Panel member of the Search committee shall make a report to the University Librarian copied to the Union, on the search process which includes the methods used to encourage applications from the underrepresented gender, the total number of qualified applicants, the numbers of male and female applicants, the number of candidates of each gender interviewed and short-listed, the gender of the top three candidates, and the member's rank-ordered short list which formally presents the qualifications of each qualified candidate and the reasons for the member's ranking. The University Librarian shall review this report prior to recommending any offer of appointment.

JOB DESCRIPTION

Workload of Librarians

The workload of a librarian shall be determined by the University Librarian, following consultation with the Library Council, with due regard for:

- i) what is appropriate and reasonable for librarians,
- ii) the requirements and priorities of the library and the library division and library Department, if any, concerned, and
- iii) the librarian's abilities and specific areas of expertise.

The normal hours of work for full-time librarians shall be thirty-five (35) hours per week. The hours of work scheduled for full-time librarians in the performance of duties in the operation of the library shall not exceed thirty-five (35) hours per week and seven (7) hours per day, and shall be fairly and equitably distributed during the operating hours of the library. If hours are scheduled in excess of thirty-five (35) hours per week equivalent time-off will be scheduled. The normal hours of work for part-time librarians shall be as specified in the letter of appointment. If hours are scheduled in excess of the normal hours of work, equivalent time off will be scheduled.

If a librarian wishes to have a short-term leave with full pay under Clause 25.08 to pursue a research project, creative activity or professional development opportunity without distraction, she/he shall apply to the University Librarian for such a leave in writing specifying the project and its relevance or importance to the librarian's professional responsibilities to the Employer. The University Librarian shall refer the application to the Library Council for its recommendation. After the Library Council has made its recommendation, the Employer shall decide whether the leave will be granted, and that decision shall be final. The librarian shall be informed of the decision in writing within ten (10) days of the recommendation of the Library Council.

MOUNT SAINT VINCENT 2006/2007 AND 2007/2008

RANK CLASSIFICATION

Mount Saint Vincent University has a four-rank salary structure for Librarians.

PROMOTION CRITERIA

The following clauses apply to all full-time, three-quarter-load and half-load continuing librarian appointments.

Consideration of a librarian member's candidacy for reappointment, permanence or promotion shall proceed through three stages of assessment and recommendation: Librarians, University Librarian, and University. The first stage is undertaken by the Librarians' Review Committee (LRC), the second by the University Librarian, and the third by the University Review Committee for Librarians (URCL).

The responsibility for maintaining an up-to-date academic file (see Article 22.2) rests with the candidate. The academic file to be assessed in matters of reappointment, permanence or promotion shall be brought up to date by the candidate prior to its consideration by the LRC. The candidate shall have access to all written reports received by the University Librarian and the URCL in these evaluation procedures. The academic file shall consist of a letter of application, outlining how the academic file demonstrates that the relevant criteria in each of the six (6) categories of evaluation as outlined below have been met, an up-to-date curriculum vitae following the suggested format, a dossier as described below, and a representative sample, selected by the candidate, of publications arising from her scholarly and/or professional activity. Evidence for the assessment of library duties shall take the form of a dossier and shall include:

- statement of the candidate's reflections and commentary on her work as a professional librarian;
- representative sample of her work as a professional librarian.

Considerations in the assessment of candidates include the principles of equity and fairness in matters of reappointment, tenure, and promotion as set out in Article 3 (Equity and Fairness).

The six (6) criteria by which a candidate for reappointment, permanence, or promotion may be assessed are:

- Academic and/or professional credentials as defined above (see Appointment Criteria)
- Performance of library duties;
- Administrative service;
- Scholarly and/or professional activity;
- Internal and external collegial service; and
- Any special conditions stated in the Letter of Appointment.

Academic and professional credentials, performance of library duties, scholarly and/or professional activity, and participation internal and external collegial service shall be assessed for all candidates. In addition, candidates may provide evidence of administrative service.

Every candidate, whether for reappointment, permanence, or promotion, shall write a letter of application as specified above. Evidence for the quality of the candidate's scholarly and/or professional activity shall be restricted to a representative sample of work produced over the past five years, or since the candidate was last reviewed for reappointment, permanence, or promotion, whichever is greater, except in the case of applications for promotion to **Librarian IV**, where a broader sample of her work over the course of her career may be desirable. For scholarly productions such as conference papers or published book reviews, and work produced prior to the past five years the candidate's curriculum vitae shall normally be deemed sufficient evidence. Copies of conference papers, conference programs, letters from conference organizers, etc. shall not normally be required.

The candidate's curriculum vitae shall normally be deemed sufficient evidence of the candidate's record of internal and external collegial service as defined below, it being understood that the candidate's letter of application must outline how that evidence demonstrates that the criteria in the category of service have been met. Internal and external collegial service shall be assessed through consideration of the extent and effectiveness of the candidate's participation in:

- Departmental responsibilities;
- University or Senate committees;
- Administrative activities;
- Faculty Association responsibilities;
- Extension and public service;
- Scholarly and professional organizations.

Permanence

Reappointment after five (5) years of probationary service at Mount Saint Vincent University shall be with permanence and shall be at the rank of **Librarian II** or above. Consideration for permanence during the final year of a candidate's second probationary appointment shall be automatic.

Where major changes in library organization results in a significantly greater workload which may be detrimental to a member's being able to meet the criteria for permanence, the member may apply to the Vice-President (Academic) by no later than 30 March of the year in which the member would automatically be considered for reappointment, to defer such contractual decisions by one year. Following consultation with the University Librarian, the Vice-President (Academic) will forward her decision in writing to the member no later than 15 April of the same year.

In accordance with Parental Leave provisions in the Collective Agreement, a member may elect to defer contractual decisions on permanence by one year. Subsequent deferrals may be granted with the approval of the Vice-President (Academic). Applications for such deferrals shall not unreasonably be denied.

A librarian member may apply for permanence at any time before her fifth year of service with the University only on the basis of previous professional library service. A candidate for permanence shall provide evidence of satisfactory performance of library duties appropriate to the number of years of her professional experience, ongoing involvement and achievement in individual or joint scholarly activity and/or professional activity appropriate to her rank, and continuing participation in internal and external collegial service appropriate to her rank. Evidence of additional academic qualifications or administrative service may be presented for consideration.

The members of the LRC shall review the candidate's file before meeting to consider the candidate's application for reappointment, permanence or promotion in accordance with the criteria and procedures in the Collective Agreement. After consideration of the candidate's application, the LRC shall make a full, reasoned, written recommendation to the URCL concerning her reappointment, permanence or promotion, indicating how the candidate meets, or does not meet the criteria required for each category of assessment. The recommendation shall bear the signature of all members of the LRC who participated in the process. The LRC may solicit further information from the candidate where there are reasonable grounds for doing so. The Committee's written recommendation shall be made to the Chair of the URCL, with copies to the candidate and the University Librarian.

Promotion to Librarian III

Promotion to the rank of Librarian III shall be with permanence. Normally, a librarian member shall serve five (5) years in the Librarian II rank before being eligible for promotion to Librarian III. Members holding the rank of Librarian II may make a single application for permanence and promotion to Librarian III. If the member meets the criteria for Librarian III, permanence shall also be granted. Notwithstanding the above, the LRC, the University Librarian, and/or the URCL may determine that it is appropriate to award permanence but not promotion to Librarian III.

A candidate for promotion to Librarian III shall provide evidence of demonstrated competence in the performance of library duties appropriate to the rank and to the number of years of her professional experience, ongoing involvement in individual or joint scholarly and/or professional activity, appropriate to her rank, that has culminated in publication or an appropriate form of communication, as defined below, and continuing participation in internal and external collegial service appropriate to her rank. Evidence of additional academic qualifications or administrative service may be presented for consideration.

Scholarly and/or professional activity to be considered includes:

- Books and monographs;
- Refereed articles in scholarly and/or professional journals;
- Artistic work where relevant to the discipline;
- Working papers;
- Case studies;
- Chapters in books (peer reviewed and/or solicited);
- The award of peer reviewed external grants and/or funding;
- The award of peer reviewed internal grants and/or funding;
- Research reports and briefs to government or other agencies;
- Policy papers;
- Technical reports;
- Papers in conference proceedings;
- Papers presented at conferences and meetings;
- Computer software and documentation;
- Multi-media productions and materials;
- Book reviews for scholarly and/or professional journals;
- Encyclopedia entries (peer reviewed and/or solicited).

Articles and other work in progress and grant proposals submitted may be considered evidence of an ongoing program of scholarly and/or professional activity. Some external service activities such as principle editorship of a journal, the refereeing of manuscripts and proposals for publishers, periodicals, and research agencies, and service as external examiner on graduate theses may also be considered evidence of recognition of scholarly and/or professional achievement. Course notes do not constitute evidence of scholarly or professional achievement.

Professional activity is understood to be the application of academic approaches for the advancement of a profession or field of professional practice. Professional activity to be considered may include:

- the dissemination of information to the professional field in written form (e.g. briefs, technical reports, directories, newsletter entries, information sheets etc.);
- the development of specialized training materials;
- the development of materials, applications, and methodologies for the practice of the profession (e.g. textbooks, curricula, software, assessment tools, techniques);
- substantive contributions to professional organizations (e.g. major involvement in development of codes of ethics, policy and legislation for the regulation or practice of the profession)

Promotion to Librarian IV

A librarian member may apply for promotion to Librarian IV after ten (10) years of professional service at this or other libraries. Early applications will be considered. A candidate for promotion to Librarian IV shall provide evidence of continuing performance in all categories of assessment consistent with the rank of Librarian III and on-going involvement in individual or joint scholarly and/or professional activities whose results are recognized as a significant contribution to the profession of librarianship.

In addition to these requirements, an application for promotion to Librarian IV shall include assessments of library duties and scholarly and/or professional activity by four external referees who are at arm's-length to the candidate. It shall be the responsibility of the candidate to ensure that external referees, whose independence may be questioned by the LRC, the University

Librarian, or the URCL, are at arm's-length. Queries, including those from the candidate, as to whether an external referee is at arm's-length to the candidate shall be referred to the Joint Committee for adjudication. Where the candidate and the LRC indicate that a sufficient number of arm's-length referees cannot be identified, the use of a non-arm's-length referee must be approved by the Joint Committee.

APPOINTMENT CRITERIA

Appointment of a librarian member shall be to the rank of Librarian I, Librarian II, Librarian III, or Librarian IV, in accordance with the following criteria:

Librarian I: possession of a Master's Degree in Library or Information Science, or a combination of Bachelor's Degree in Library or Information Science and relevant professional experience equivalent to a Master's Degree;

Librarian II: possession of a Master's Degree in Library or Information Science or its equivalent, a minimum of three (3) years of professional experience as a librarian, and either a second Master's Degree in a pertinent field, or a demonstrated capacity to apply professional and related academic expertise in the library;

Librarian III: possession of a Master's Degree in Library or Information Science or its equivalent, a minimum of six (6) years of professional experience as a librarian, and either a second Master's Degree in a pertinent field, or a demonstrated capacity to apply professional and related academic expertise in the library appropriate to the number of years of her professional experience and service;

Librarian IV: possession of a Master's Degree in Library or Information Science or its equivalent, a minimum of six (6) years of experience as a professional librarian, and a record of significant contribution to librarianship through scholarly activities, administrative service, or participation at a senior level in external library organizations.

All bargaining unit appointments for librarians shall be with term, probationary, or without term (otherwise known as permanent appointments). Normally, initial appointments shall be probationary; those with permanence shall be reviewed by the University Review Committee for Librarians. Appointments at the rank of **Librarian III** or above shall be with permanence.

All appointments with permanence carry with them the need for departmental recommendation and consideration of criteria including the principles of equity and fairness in matters of reappointment, tenure, and promotion as set out in Article 3 (Equity and Fairness).

Initial appointments for librarians shall normally be full-time probationary appointments. Continuing partial-time (three-quarters or half-load) appointments may be made upon the request of the member with the concurrence of the University Librarian. Partial-time appointments carry with them a proration of all matters pertaining to contractual considerations, as defined in Article 21 (Reappointment, Permanence and Promotion of Librarians). Initial probationary appointments shall normally be for a period of three years and shall terminate on the thirtieth of June.

When a candidate at the rank of **Librarian I** is reappointed after 3 years of service it shall be at the rank of **Librarian II**.

Appointments with term for librarian members shall be made for the following purposes only:

- to replace a librarian member on leave or secondment;
- to staff a library position funded by a research grant or government programme;
- to staff a library position in response to an emergency arising from the sudden death, illness or resignation of a librarian member;
- to meet a need arising from a significant increase in workload;
- to staff a library position in the event of an inconclusive search to fill a probationary position;
- to staff a library position where there is insufficient time for a full search;

- to retain a librarian member following retirement from the University (renewable on an annual basis);
- to retain a librarian member following a decision not to grant permanence (to a maximum of twelve months);
- to staff positions for such other reasons as may, from time to time be agreed upon by the Joint Committee for the Administration of the Agreement.

Where a member holding a term appointment is being considered for a further term appointment, the University Librarian, having consulted with the other Librarians regarding the member's performance of her duties, may make a written recommendation to the Vice-President (Academic) that she be appointed upon approval of the vacancy by the Vice-President (Academic).

A librarian member who serves in term positions for a total of thirty-six (36) months or more over a four year period shall be offered a probationary appointment and shall be eligible for reappointment and permanence in accordance with the procedures contained in Article 21 (Reappointment, Permanence and Promotion of Librarians). This provision shall not apply retroactively to any term positions served prior to 1 July, 2007. Librarians holding term positions fully funded through off-campus or distance programs of defined duration are not subject to this provision.

All appointments of librarian members shall be made by a standard Letter of Appointment which shall include:

- dates of commencement and termination;
- rank;
- salary;
- type (i.e. term, probationary or permanent);
- where applicable, the condition supporting appointment with term;
- nature (i.e. full-time or partial-time);
- description of special duties, including flexible work schedules pursuant to the Collective Agreement
- any special conditions, including recognition of years of experience or academic and/or professional credentials required for reappointment, promotion or permanence, and/or recognition of up to two years of University experience, as approved by the University Librarian, to count as continuous service towards sabbatical leave.

Letters of appointment shall be accompanied by a copy of the Collective Agreement and by the published documents describing group insurance and pension plans currently in effect.

When a position in the bargaining unit is available, the following shall occur:

Only members holding probationary, permanent or post-retirement term positions are eligible to serve on a Librarian Appointment Committee (LAC). A LAC shall be formed, consisting of all the eligible members, or in cases where there are more than six eligible members, a maximum of six such members, to be elected by the librarian members. Where there are fewer than four (4) such members eligible to vote, the members in consultation with the University Librarian, shall establish an ad hoc LAC, by appointing sufficient tenured or probationary faculty members with expertise in the field to bring the membership of the LAC to four (4). The LAC shall elect a Chair from among its members. The University Librarian, in consultation with the LAC, shall prepare an outline of the qualifications, areas of competence and any instructional responsibilities required of the position, and draft an appropriate advertisement.

The Chair of the LAC shall forward a short list of one or more candidates, ranked as to preference, to the University Librarian. The list shall be based on a review of the complete file of each candidate, including an assessment of the candidate's credentials, competence in the performance of library duties, and competence in scholarship and/or professional activity. Where a member holding an appointment with term possesses the qualifications and specific areas of competence identified in the advertisement, she shall be placed on the short list and be interviewed for the appointment.

The Chair of the LAC, on behalf of the committee, shall make a written recommendation regarding appointment to the University Librarian within five (5) working days of the final

interview. This recommendation shall reflect discussion, and bear the signatures of all LAC members who participated at all stages of the short-listing and interview process. This recommendation shall be supported by reasoned advice regarding type of appointment, rank, previous years of service and any special conditions of employment that may apply.

Upon acceptance of a probationary appointment new librarian members are eligible to apply for a start-up research grant through the Office of Research. The approval process for such applications shall be expedited to ensure the early availability of funding where approved.

Librarian members are eligible to attend the Annual Fair Hiring Workshop for Deans and members of DACs, offered through the office of the Vice-President (Academic) in accordance with the recommendations of the University Employment Equity Plan..

UNIVERSITY OF NEW BRUNSWICK
2006/2007 AND 2007/2008

RANK CLASSIFICATION

The University of New Brunswick has a four-rank salary structure for Librarians.

PROMOTION CRITERIA

The term promotion designates the transition from **Librarian I** to **Librarian II**, from **Librarian II** to **Librarian III**, and from **Librarian III** to **Librarian IV**. Leave without pay shall not normally count as service towards eligibility for promotion. Librarians may apply for promotion by forwarding a request to the Director of Libraries (Fredericton), the Vice-President (Saint John) or his/her designate, or Dean of Law, as appropriate, together with any additional appropriate documentation not already contained in the Official File. Such requests must be received by the Director of Libraries (Fredericton), the Vice-President (Saint John) or his/her designate, or Dean of Law, as appropriate, not later than December 1 for consideration for promotion with effect from the beginning of the next academic year.

Appointments made subject to promotion will be reviewed automatically after three (3) years' service (i.e. in the fourth year) as **Librarian II** for promotion to **Librarian III** and after four (4) years' service (i.e. in the fifth year) as **Librarian III** for promotion to **Librarian IV**.

Librarians above the classification of Librarian I may apply for promotion to the next classification one (1) year prior to the automatic review set out above or in any subsequent year, unless a shorter period has been specified in the librarian's letter of appointment. When promotion is granted, it will take effect from the beginning of the academic year following the year in which the assessment is begun. In the assessment of librarians for promotion purposes, the procedures of Article 25C (Assessment Committee Procedures) and the criteria of Article 25F (Assessment Criteria) shall be used.

For probationary appointments within the **Librarian I** classification, promotion to the classification of **Librarian II** shall be automatic upon the granting of tenure. However, promotion from **Librarian I** to **Librarian II** does not automatically result in the granting of tenure.

Taking into account the recommendations under Article 25C concerning assessment of the librarian, the President shall recommend and the Board of Governors shall grant promotion when the librarian has met the appropriate criteria set out in Article 25F.

Considering the professional responsibilities and workload of professional librarians as set out below in Job Description and in Article 19C (Workload of Librarians), a librarian at the **Librarian II** classification or above may be recommended for promotion when the librarian has met the following criteria:

Promotion to Librarian III

- a) demonstrated continuing professional competence in the librarian's specialization and classification; and
- b) continuing performance of assigned responsibilities in an effective manner; and
- c) at the time the promotion becomes effective, a period of service as a Librarian II which, typically, will be four (4) years. A relevant subject specialization at a Master's level or above or an advanced professional certificate or diploma may reduce the typical period of service by two (2) years, subject to recommendations that result from the assessment process.

Promotion to Librarian IV

- a) continuing high level of effective performance of assigned responsibilities; and
- b) demonstrated continuing professional competence in the librarian's specialization and classification; and

- c) at the time promotion becomes effective, a period of service as a Librarian III which typically will be five (5) years. A relevant subject specialization at a Master's level or above or an advanced professional certificate or diploma may reduce the typical period of service by one (1) year, subject to recommendations that result from the assessment process.

Evaluation of professional competence and performance shall be based on the principal responsibility of librarians as set out below (see Job Description) and shall include their assigned responsibilities. Professional competence and performance may be demonstrated by the attainment of recognized professional qualifications (BLS, MLS, MLIS, MIS relevant subject Master's or other equivalents), performance of assigned responsibilities in an effective manner, effective supervision of subordinates when applicable, continuing efforts to keep up with and contribute to advances in the profession, and research, if any, carried out in accordance with the Job Description (Professional Responsibilities of Librarians).

Assessment of demonstrated continuing high level of competence for promotion to Librarian III shall take into account the professional responsibilities and workload of the librarian, and shall assess whether the overall performance of the librarian reflects a level of competence and activity which is appropriate for the level of promotion under consideration in accordance with Assessment Committee procedures (see Articles 25A and 25C). Although time in rank is not a criterion for promotion or tenure, in practice, at the time of the promotion or granting of tenure the period of service in rank required to achieve the appropriate level will have typically been four (4) years. The Parties anticipate that the level of competence and activity which is appropriate for promotion may gradually evolve and increase over time.

An acceptable record of participation in committee service in the Library or elsewhere in the University shall be considered in assessing candidates for promotion. Consideration will be given to whether the Employee has demonstrated a willingness to contribute to the work of the University.

LIBRARIAN APPOINTMENTS

Appointments of librarians shall be to one (1) of the following classifications: Librarian I, Librarian II, Librarian III, or Librarian IV.

Appointments of librarians to positions in the bargaining unit shall be made in accordance with this article only after the positions have been advertised by the University of New Brunswick on both campuses and in appropriate publications, in either print or electronic versions, including at least Feliciter. The University of New Brunswick may also advertise in other professional publications taking into account any recommendations by the Library Department Head concerned. Where appointments must be made urgently for sound reasons, exceptions to this practice may be authorized by the appropriate Vice-President, who shall inform the Association immediately giving these reasons. Such exceptions shall be limited to term appointments.

Appointments of librarians may be made by the University of New Brunswick at any time, and shall be of the following types: term, probationary or tenured.

The University of New Brunswick shall determine for all librarian appointments, the classification, type of appointment, credit (if any) for previous experience, the salary, the length of employment (in the case of term appointments) and any special applicable conditions and responsibilities which are not in conflict with this Collective Agreement. For appointments to positions in the bargaining unit, the University of New Brunswick shall take into account any recommendations of the Library Assessment Committee concerning these matters.

Term appointments of librarians may be made by the University of New Brunswick only for one (1) of the following purposes:

- a) to appoint a suitably qualified person to replace a librarian who is on leave;
- b) to cater to specific needs of limited duration which, for sound reasons, should not result in a probationary or tenured appointment;
- c) to make appointments for such other reasons as may, from time to time, be agreed upon by the Parties.

When the University of New Brunswick makes a term appointment it shall inform the Association of the name, rank, salary and starting date of the new Employee within thirty days after the first pay day, and shall state the reason as provided under the appropriate subsection (a) to (c) listed above. Full-time term appointments to positions in the bargaining unit shall be made for periods not exceeding two (2) years. With the written agreement of both Parties, the total duration of term appointments may exceed four (4) years.

The duration of a probationary appointment for persons appointed after the signing of this Collective Agreement shall be four (4) years, unless a shorter period was stipulated in the letter of appointment.

In the event that a librarian holding a term appointment is given a probationary appointment, the probationary period shall be reduced on a year-for-year basis (to a maximum of two (2) years) for any time served in a librarian rank on a term appointment. Credit, if any, for other relevant experience may be granted by the University of New Brunswick taking into account any recommendations under Article 25 (Assessment Committee Procedures).

When sound reasons exist for doing so, a librarian's appointment may include responsibilities in two (2) or more Libraries or Library Departments on the same campus. Such appointments shall be of the same type and with the same salary rate in the units concerned.

The best qualified Canadian applicant who meets the advertised requirements shall be offered the appointment unless no qualified Canadian who meets the advertised qualifications is available, in which case the appointment may be offered to a non-Canadian provided that such appointment is justified on the basis of superior academic or professional qualifications or expertise. The requirements shall not deliberately place Canadian applicants at a disadvantage. For the purpose of this Article, Canadian shall mean any person who is a Canadian citizen, a permanent resident or a resident holding a ministerial permit.

In evaluating a candidate for a proposed classification, the criteria shall be the nature of the library duties to be performed, the quality and character of the degrees held and the record of, and/or potential for, performance of the candidate. The evaluation shall be objectively made on sound professional grounds in relation to the appropriate standard of the University for the librarian classifications:

- a) for appointment at **Librarian I**, the potential for achieving a tenured appointment in accordance with the criteria set out in Article 25F (Assessment Criteria - Librarians);
- b) for appointment to other classifications, the criteria for those classifications as set out in Article 25F (Assessment Criteria - Librarians).

In some cases, the provisions of Article 14.02 (Academic Freedom) shall be subject to the requirements of certain externally-funded research or teaching projects. Such requirements shall be set out in writing to the Employees concerned, with a copy to the Association at the same time. Employees wishing to be employed in connection with such projects shall accept these requirements as conditions of employment. All faculty members and librarians shall be entitled to contractually agree to participate in such projects.

Taking into account the recommendations under Article 25C.01 (Assessment Committee Procedures), the President may recommend to the Board of Governors that an initial appointment be made in a particular classification when the proposed appointee:

- a) holds that Library classification elsewhere, or
- b) has shown evidence of performance which meets the criteria for promotion to that classification as set out in Article 25F (Assessment Criteria - Librarians).

Taking into account the recommendations under Article 25C (Assessment Committee Procedures), the President may recommend to the Board of Governors that a tenured appointment be granted on initial appointment when the proposed appointee:

- a) holds a tenured appointment as a professional librarian elsewhere; or
- b) has shown evidence of performance which meets the criteria for a tenured appointment set out in Article 25F (Assessment Criteria - Librarians).

Taking into account the recommendations under Article 25C (Assessment Committee Procedures), credit for service towards eligibility for a tenured appointment may be granted on initial appointment when the proposed appointee has shown evidence of performance which meets the criteria for a librarian in a probationary appointment at this University.

JOB DESCRIPTION

Librarians have certain rights, duties and responsibilities which derive from their positions as librarians in a University Library.

The principal responsibility of librarians is to support the academic work of the University by providing professional consultation and assistance to library users and by maintaining and developing the library holdings on the basis of the needs of Faculties and Academic Departments and the financial resources allocated to the Library. In addition, librarians are expected to develop their professional knowledge and may be asked to participate in Library administration by the Director of Libraries (Fredericton), the Vice-President (Saint John) or his/her designate, or Dean of Law, as appropriate. In addition, librarians may be involved in committee service in the Library or elsewhere in the University, when invited or elected to the extent that such involvement does not prevent the librarians from fulfilling their principal responsibility. Such committee service shall be discussed in advance with the Director of Libraries (Fredericton), the Vice-President (Saint John) or his/her designate, or Dean of Law, as appropriate, to ensure that this service is not in conflict with the librarian's principal responsibility.

The Director of Libraries (Fredericton), the Vice-President (Saint John) or his/her designate, or Dean of Law, as appropriate, may also assign reasonable duties which are not in conflict with this Collective Agreement. There shall be consultation with librarians prior to the assignment of such duties. The pattern of these responsibilities may vary from individual to individual and from time to time, subject to the Director of Libraries (Fredericton), the Vice-President (Saint John) or his/her designate, or Dean of Law, as appropriate, assignment of workload as set out in Article 19 (Workload). The University of New Brunswick shall make every reasonable attempt to facilitate the assigned work of librarians.

Librarians may be involved in research to the extent that such involvement does not prevent the librarians from fulfilling their principal responsibility. Such research, if any, shall be outside the librarian's responsibilities to the University of New Brunswick except with the approval of the Director of Libraries (Fredericton), the Vice-President (Saint John) or his/her designate, or Dean of Law, as appropriate. The purpose of research conducted by librarians is to increase knowledge and understanding and to improve the professional competence of librarians. Research carried out by a librarian shall conform in all respects, as applicable, to Article 16A.05 (Professional Responsibilities).

Librarians have the responsibility to deal fairly and ethically with students, faculty, and other members of the academic community, to avoid discrimination, to foster a free exchange of ideas and to refuse to practice or permit censorship, to respect the principles of confidentiality in a manner consistent with their role, to seek the highest possible standards of professional knowledge and performance, to acknowledge their indebtedness to students and/or colleagues in relation to their own research (if any), to uphold and to protect the principles of academic freedom, and to strive to ensure the fullest possible access to library materials.

Whenever possible, there shall be prior consultation with librarians on the assignment of professional duties. Once such duties have been assigned by the Director of Libraries (Fredericton), the Vice-President (Saint John) or his/her designate, or Dean of Law, as appropriate in accordance with Article 19 (Workload), it is the responsibility of librarians to conscientiously perform the assigned duties. These may include working with colleagues, supervising the support staff and providing professional services to Library users (e.g., public service, collections development, bibliographical control and technical Library operations).

Consistent with their principal duties, librarians have the right and responsibility to participate actively in the work of the University through active membership on appropriate Library committees and other committees in the University, when invited or elected. Librarians have the

right, and are encouraged, to participate actively in the work of appropriate academic and professional associations provided such activities do not interfere with their principal duties.

NIPISSING UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Nipissing University has a three-rank salary structure for Librarians.

PROMOTION AND APPOINTMENT CRITERIA

In the event that a position of Professional Librarian who will be a Member of the Bargaining Unit is to be filled, the parties agree to negotiate appropriate provisions at that time.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
2006/2007 AND 2007/2008

RANK CLASSIFICATION

As the nature of their work and the qualifications required to carry it out are essentially academic, librarians are partners with faculty in the support and promotion of UNBC's educational goals.

The minimum academic qualifications for a Librarian's appointment shall be a professional degree or its equivalent from an accredited school of library and/or information studies or its equivalent.

All appointments of Librarian Members are at one of the following ranks:

Librarian I
Librarian II
Librarian III
Librarian IV

APPOINTMENT AND PROMOTION CRITERIA

Continuing appointments and promotion to the ranks of **Librarian II, III and IV** shall take place only when the Librarian member has satisfied the requirements of this article as they relate to the duties and responsibilities outlined below in Job Description, and the distribution of duties and responsibilities attendant to Library functions commonly associated with the exclusive duties and responsibilities of professional librarians in Canadian universities. Considering these duties and responsibilities as set out further below and the distribution of duties and responsibilities described above, the criteria for continuing appointment are:

- (a) Performance of duties and responsibilities (as described in Job Description);
- (b) Competence in the Librarian Member's specialization;
- (c) Professionalism during the probationary period; and
- (d) Participation in activities that contribute to the functioning of the library and/or the University.

The criteria for appointment to the **Librarian I** is:

- (a) An ALA accredited Masters Degree in Library Science; or
- (b) Have the required educational background of a Master's degree in archival studies or a related discipline.

The criteria for promotion from **Librarian I** to **Librarian II** are:

- (a) A record of effective execution of core professional function(s);
- (b) Evidence of service that has a positive impact to the University community, the professional community or the community at large;
- (c) Evidence of relevant research, scholarly activities, or innovative practice.

The criteria for promotion from **Librarian II** to **Librarian III** are:

- (a) A record of sustained high quality execution of core professional function(s);
- (b) A record of significant participation in service to the University community, the professional community or the community at large;
- (c) A record of sustained and relevant research, scholarly activities, or innovative practice.

The criteria for promotion from **Librarian III** to **Librarian IV** are:

- (a) A significant record of sustained high quality execution of core professional functions(s).

- (b) A record of significant service to and leadership in the University community, the professional community or the community at large.
- (c) A record of sustained, relevant and substantive research, scholarly activities, or innovative practice.

Compensatory Considerations

For promotion to any Library rank, the following compensatory considerations are:

- (a) Exceptional performance in research, scholarship or innovation may compensate for a lesser amount of University and either professional and/or community service, provided that the performance expectations in core professional functions are fully met.
- (b) Exceptional performance in University and either professional and/or community service may compensate for a lesser amount of research, scholarship or innovation, provided that the performance expectations in core professional functions are fully met.

Types of Appointment

Initial appointments may be made to any of the four ranks depending on the appointee's experience and level of achievement. Credit for years of service and credit for years in a rank at another university library, or equivalent experience elsewhere, may be recognized, and the agreed upon credit, if any, shall be stated in a letter of appointment.

Appointments of Librarian Members shall be of the following types: Probationary, Continuing, or Limited Term.

Probationary Appointment

A Probationary appointment shall be for a two-year term if the appointment is at the rank of **Librarian I**; otherwise it shall be for one year. By exception, the probationary appointment may be shorter for an appointment at the rank of **Librarian III** and/or **Librarian IV**. A Member holding a probationary appointment shall be considered for a Continuing appointment in accordance with the provisions of the Collective Agreement.

Continuing Appointment

A Continuing appointment signifies the right of a Member to continuous and permanent employment, which may be terminated only through resignation, or retirement, or financial exigency under the provisions of the Agreement or by dismissal for just cause under the provisions of the Agreement. A Librarian with appropriate academic qualification and professional experience may be granted a Continuing appointment without serving a probationary appointment.

Limited Term Appointment

A Limited Term appointment carries no implication of renewal or continuation beyond the contractual term. A person holding such an appointment may apply for a Probationary or Continuing Appointment if such a position is available.

When the University makes a Limited Term appointment, the Vice President (Academic) and Provost shall inform the Association of the appointment within ten days of making the appointment stating the reason. The reasons for making Limited Term appointments are as follows:

- (a) To meet temporary needs created when a Librarian Member is on leave or temporarily transferred to another duty within the University;
- (b) To appoint a Librarian who holds a Continuing appointment at another institution, and who is therefore designated as "Visiting";
- (c) To appoint a Librarian for a specific project of fixed duration;
- (d) For appointments based upon provisional funding or activities of a trial nature;
- (e) To fill a vacant position for which no fully suitable candidate has yet been identified; or
- (f) To offer a post retirement contract.

Limited Term Appointments may be made for periods of up to twenty-four months.

When a consecutive Limited Term appointment is granted, where the duties are essentially the same, the Librarian Member shall not be assigned a rank lower than the rank of her/his previous appointment. When a Librarian Member on Limited Term appointment receives a new Limited Term appointment for all or part of the next academic year, the Librarian Member shall receive adjustments in compensation pursuant to the Agreement.

Where sound reasons exist for doing so a Librarian Member may request a Librarian Shared appointment with another Librarian Member. The application shall be made to the University Librarian and the authority for granting a Librarian Shared appointment rests with the Vice President (Academic) and Provost. A Librarian Member shall not receive a Librarian Shared appointment without her/his consent in writing.

If a Member who has held a Limited Term appointment subsequently receives a Probationary appointment, periods of service in Limited Term appointments which proceed without an interruption of longer than twelve months, shall be deemed periods of probationary service toward a Continuing appointment, and periods of service for promotion in rank.

The Parties do not intend that multiple Limited Term appointments should be used for the purpose of avoiding a Continuing appointment.

Librarian Shared Appointments

A Librarian Shared appointment is an appointment shared by two Librarian Members. Where sound reasons exist for doing so a Librarian Member may request a Librarian Shared appointment with another Librarian Member. The application shall be made to the University Librarian and the authority for granting a Librarian Shared appointment rests with the Vice President (Academic) and Provost. A Librarian Member shall not receive a Librarian Shared appointment without her/his consent in writing.

Before a Librarian Member agrees to a Librarian Shared appointment, she/he shall meet with the Vice President (Academic) and Provost and the University Librarian, and shall reach agreement on how the Members' work is to be shared between the Librarian Members who share the appointment, and how the procedures used in assessing each Librarian Member for subsequent or Continuing appointment, CDI, MI and promotion are to be applied.

The terms and conditions of the Librarian Shared appointment shall be in writing signed by the two Librarian Members and the Vice President (Academic) and Provost. Within five days of its signing the Vice President (Academic) and Provost shall send a copy of the agreement to the Association.

Librarian Appointment and Promotion Committee (LAPC)

The Librarian Appointment and Promotion Committee (LAPC) as constituted in Article 12 (General Appointment Procedures) shall assess and recommend applicants for Probationary, Continuing, and Limited Term appointments, including application for promotion in rank in the University Library. In assessing candidates, the LAPC shall give consideration to the nature of the duties to be performed as advertised. The assessment shall be made objectively on sound academic and other relevant grounds. The Chair of the LAPC shall submit the recommendations of the committee, which shall be the name of a single candidate, or, if the LAPC prefers, a rank-ordered list, to the Vice President (Academic) and Provost who shall forward her/his own recommendation along with the recommendation of the LAPC to the President who shall make the final decision.

JOB DESCRIPTION

The rights, duties and responsibilities of Librarian Members derive from the academic, professional and collegial nature of their work in the Library and at UNBC, and from their position as members of the academic community. Librarian Members' duties and responsibilities shall be an appropriate combination of:

- (a) Professional practice in the University Library;
- (b) Academic and community service within UNBC; and
- (c) Scholarly and/or professional activity.

The exact distribution of individual duties and responsibilities may vary from time to time and from individual to individual. Without minimizing the importance of (b) and (c), for the majority of Librarian Members the principal duties shall be those noted in (a) above.

The University agrees that Library functions commonly associated with the exclusive duties and responsibilities of professional librarians in Canadian universities will be performed by professional librarians, and the University will endeavour to assign responsibilities and workload accordingly.

A Librarian Member's normal workload shall consist of duties and responsibilities specified in herein, as well as in Article 15 (Appointment of Librarians) and Article 24 (Promotion and Continuing Appointment of Librarians), and as assigned by the University Librarian. Adjustment to the normal workload will be made when a Librarian Member, with his/her consent, undertakes a special assignment requested by the University Librarian

Professional Practice in the University Library

Librarian Members concern themselves primarily with the academic needs of the UNBC community. Through the collection, organization, and dissemination of materials and information, they facilitate access to, and expansion of, the world of knowledge. They perform an instructional, consultative, and research role through formal and informal instruction in the methods and source of bibliography; advice on library research techniques; direction towards appropriate resources of information; and the search and retrieval of specific information requested by the Library's users. Librarian Members' responsibilities include participating in assigned Library administrative and committee work and keeping informed of trends in library and information science applicable to their duties and responsibilities.

Archivists concern themselves with the academic needs of the UNBC community. They are primarily responsible for the appraisal, selection, acquisition, preservation and accessibility of archival records including special collections of media for the University administration, Faculty, students and public users. They identify, manage, preserve, and make available records of enduring value for documentation, research, teaching and other purposes. Archivists ensure the availability of institutional records needed for documentation, legal and other purposes, as well as support transmission of cultural information and historical and other research. They perform custodial and curatorial responsibilities to ensure the survival and usability of records, encourage researchers to use archival records through the production of finding aids, search and retrieve information for archives users, and perform instructional, consultative and research roles through formal and informal instruction. As information professionals, archivists work closely with allied professionals such as librarians, records managers and information technology specialists. Archivist Member's responsibilities include participating in assigned library administrative and committee work and keeping informed of trends in archival practice applicable to their duties and responsibilities.

Academic Service within UNBC

Academic and community service within UNBC includes the performance of administrative duties and membership on University or Association committees. Such academic and community service may be recognized as part of the Librarian Member's workload. Where participation on University committees or such other bodies is by election or appointment, a Librarian Member shall be elected or appointed only with his/her consent.

Scholarly and/or Professional Activity

Librarian Members have the right to engage in scholarly and/or professional activities. Librarian Members have the right and obligation to develop and maintain their professional competence and effectiveness. Scholarly activity, including research and study, can play an important role in enhancing and maintaining competence and effectiveness, as well as contributing to the academic reputation of UNBC, the profession and the individual.

Librarian Members engaged in research projects have the right to apply for University support in the form of financial assistance, use of University facilities, and/or leaves of absence. An individual Librarian Member shall inform the University Librarian in writing as to the nature of any scholarly or outside professional activity, including research or study, that he/she is planning to engage in. The University Librarian and the Librarian Member shall attempt to reach agreement on the amount of time which will be accorded for such activities. Any such agreement shall be in writing with a copy given to the Association.

The University Librarian shall not unreasonably refuse an appropriate proposal by a Librarian Member to be allowed to use a reasonable amount of regular working hours for scholarly or professional activity.

Any productivity that results from a Librarian Member's engagement in scholarly or outside professional activity shall be taken into consideration when that Librarian Member is applying for promotion.

Librarian Members are expected to demonstrate due diligence in the exercise of their duties and responsibilities. Librarian Members are expected to adhere to University policies.

NORTHERN ONTARIO SCHOOL OF MEDICINE **2006/2007 AND 2007/2008**

RANK CLASSIFICATION

NOSM has a four-rank salary structure for Librarians.

PROMOTION CRITERIA

For promotion to the rank of **Librarian II** a member shall:

- (i) hold a continuing appointment; and
- (ii) have a minimum of one (1) year of full time professional experience in a medical school or university library.

For promotion to **Librarian III** a member shall:

- (i) hold a continuing appointment;
- (ii) have a minimum of seven (7) years of full time professional experience, of which at least five (5) were in a medical school or university library;
- (iii) have given valued service to the Library;
- (iv) have developed his/her professional expertise; and
- (v) have given valued service to the profession and/or the School

For promotion to **Librarian IV** a member shall:

- (i) hold a continuing appointment;
- (ii) have a minimum of five (5) years of service as a director or department head in a medical school or university library or a minimum of ten (10) years of full-time professional experience, of which at least five (5) were in a medical school or university library;
- (iii) have given valued service to the Library;
- (iv) show evidence of sustained professional development; and
- (v) show evidence of professional leadership and/or professional scholarship and/or valued service to the School which represents a contribution that is additional to the requirements of (c)(v). Achievement(s) must be of sufficient significance to be recognized both within and beyond the Medical School and the local university community.

APPOINTMENT CRITERIA

Upon appointment, NOSM faculty and librarians will have one of the following academic ranks: Lecturer, Assistant Professor, Associate Professor, and Professor; Librarian I, Librarian II, Librarian III and Librarian IV.

The appropriate academic rank shall be determined at the time of initial appointment and shall take into account the appointee's qualification, experience and achievements.

For the rank of **Librarian I**, appointment criteria includes a Master's degree, in Library or Archival Studies.

JOB DESCRIPTION

Professional Librarianship / Archives Management

Members have an obligation to develop and to maintain their scholarly competence and effectiveness as librarians within the area of their expertise.

Librarians shall be permitted to pursue research, study, educational and other scholarly activities and such pursuit shall constitute a normal component of a librarian's workload and the

scheduled duties of librarians shall be arranged so that there is regular and sufficient uninterrupted time for the pursuit of such activities.

Librarians are entitled to be engaged in collegial discussions with their peers and the Director of the Library on the subject of their assigned duties. While it is recognized that whenever possible there shall be adequate consultation and agreement between the Member and the Director of the Library as to the assignment of duties, once such duties have been assigned in a fair and equitable manner by the Director of the Library, it is the responsibility of the Members to perform their duties at the time and place designated by the Director of the Library. Assignment of professional library duties shall be consistent with Article 2.2 (Academic Workload).

It is the responsibility of Members to deal ethically and fairly with those to whom they render professional service. Ethical and fair dealing with clients and colleagues includes respecting any applicable NOSM policy on Harassment. It is also the responsibility of Members to foster a free exchange of ideas, to avoid discrimination, to respect the principles of confidentiality in a manner consistent with the performance of their academic role, and to acknowledge their indebtedness to their academic colleagues in relation to their own professional activities.

Members shall have the right and responsibility to adopt reasonable means to maintain an orderly and productive learning environment in the library and archives.

Members, if involved in scheduled work-related activities, shall not alter or cancel such scheduled activities except with prior permission of the Director of the Library in any but exceptional circumstances. Such permission shall not be unreasonably refused. Both Parties agree that every reasonable effort will be made to notify the person affected. Absences are governed by Article 3.11 (Absence - General).

Scholarly Activity

Members of Faculty and **Librarians with doctorates** shall have the right and responsibility to devote a reasonable proportion of their time to scholarly activity. Librarians without doctorates shall have the right to propose devoting a reasonable proportion of their time to scholarly activity. Such requests shall not be unreasonably denied.

It is understood that for the purposes of this Collective Agreement the term "scholarly activity" means:

- a) research directed towards a contribution to knowledge, and the dissemination of its results; and/or
- b) participation in those academic activities that contribute to the enhancement, creation and dissemination of knowledge; and/or
- c) creative and professional activities which contribute to one's discipline.

Scholarly activity may involve, although not necessarily be limited to the following, but in each case the Member must demonstrate that the activity is of good quality and is consistent with the contribution to knowledge described in paragraph 2 above. It is understood that this list does not imply an order of priority. It is also understood that the following forms of scholarly activity are not necessarily to be given equal weight and application for each discipline when a Member is being evaluated for an annual increment, tenure, continuing appointment, or promotion. In such evaluations, where the evidence does not rest on externally reviewed publications, other evidence of scholarly activity must be considered, but the burden of proof rests upon the candidate.

Scholarly activity may involve:

- a) The writing or editing and publication of books, textbooks, journals and of articles.
- b) The acquisition of additional appropriate academic and/or professional qualifications.
- c) Research carried out on research grants and contracts.
- d) The writing of case studies.
- e) The development of teaching/library materials of an innovative sort which have a wider application than the Member's own teaching/library activities.
- f) The compilation and publication of scholarly bibliographies and literary work,
- g) The translation and publication of scholarly or literary work.

- h) Literary and artistic works appropriate to one's discipline.
- i) Demonstrated leadership in the area of professional education, including workshops.
- j) Creative application of existing knowledge through such activities as consulting or workshops.

The Parties agree that scholarly activity does not normally include research directly related to the immediate and normal preparation for teaching activity. Where appropriate in their published work, the Members shall indicate affiliation with the School and acknowledge their indebtedness to students and their academic colleagues in relation to their own research. The Parties encourage all Members of the Bargaining Unit to deposit one signed copy of their published material in the Library. The Employer agrees to pay for reasonable expenses incurred by a Member in making such material available to the Library.

Members have the right to participate in the activities of professional or learned societies and the like, providing such activities do not conflict with the reasonable fulfillment of assigned duties.

It is recognized that a level of scholarly competence may be achieved by a faculty member such that, without extensive publication, he/she becomes an acknowledged authority in her/his field, and is regularly consulted by established researchers or authorities outside the School and Lakehead and Laurentian Universities. Evidence of such extensive use as a research resource shall be accepted as evidence of scholarly activity.

Workload

On the average the workload for a librarian member is 35 hours per week. In the assignment of workload by the Director of the Library, the normal hours of scheduled student contact for Health Information Resource Centre librarians shall not exceed twelve (12) per week, scheduled fairly and equitably and on the recommendation of the Unit.

Whenever practicable, the Member concerned shall be consulted with respect to the schedule to be assigned. A Member shall not be scheduled for more than one evening and one weekend shift per week for reference and information desk services, except for special conditions such as staff shortages owing to vacations, illness, vacancies, special projects.

Librarians assigned to work by the Director of the Library on holidays as defined in Article 3.1 (Recognized Holidays) shall be entitled to compensatory time off at the rate of one and a half hours for each hour worked. The scheduling of such time off shall be subject to the approval of the Director of the Library.

Librarians may be offered case-based learning (CBL) small group teaching opportunities by their Division Head. Such opportunities shall not be imposed and if such work is accepted by the librarian member it shall form a component of the librarian member's 35 hour work week.

The immediate supervisor may include in Members' workloads any teaching/professional library or archival assignment related to their discipline and any short term and part time, administrative activity (save for an administrative post or posts as per Article 5 - Administrative Duties) that the immediate supervisor considers necessary for the effective operation of School.

The determination of the workload shall be subject to the following conditions:

- a) The immediate supervisor, in accordance with Article 1.3 (Academic Freedom), shall not impose specific tasks in scholarly activities and research. When seeking Members to take up specific tasks related to the internal governance of the Unit immediate supervisors shall seek volunteers before assigning responsibilities to particular Members. The immediate supervisor may assign specific responsibilities concerning a School and/or University related community activity in consultation with the Member.
- b) From time to time, the immediate supervisor in consultation with the Unit may request a Member to undertake additional teaching and/or professional librarian duties (as appropriate) over and above the normal workload. In such instances, an overload payment or overtime shall be made or allocated, as per Article 4.4 (Overload and Overtime). The Member shall not unreasonably refuse such assignments.

- c) In the event that a workload assignment, with regard to teaching or professional librarian duties, is not acceptable to the Member, after discussion with the immediate supervisor, the Member may appeal to the Dean by 1 July. The decision of the Dean shall be communicated in writing to the Member before 1 August.

Once assigned, workloads shall not be altered except in cases of emergency. If a proposed workload must be altered, such alteration will be taken into consideration in the annual report. If the immediate supervisor, for non-emergency reasons, deems it necessary to alter the workload of a Member once it has been assigned, the immediate supervisor must obtain the agreement of the Member.

If a Member finds difficulties in following the workload plan, the Member shall arrange to meet with his/her immediate supervisor in a timely manner to discuss possible revisions of the plan. The immediate supervisor shall not unreasonably refuse any suggested changes provided that the requests do not cause significant disruption to the program.

Notwithstanding the provisions of this Article, when an assigned teaching assignment is cancelled because of the cancellation of that teaching role in the School there arises an obligation on the part of the Member to undertake additional work in order to maintain fairness and equity within the Academic Unit. The nature and extent of such work shall be determined in discussions between the Member and the immediate supervisor. In the event that the Member was scheduled to receive an overload payment such a payment should be reduced appropriately.

The determination of the workload for Members of the teaching faculty shall also be subject to the following conditions:

- a) Members may make a request of their immediate supervisor to supervise graduate students or to teach an undergraduate course or courses at Lakehead and/or Laurentian Universities and such requests shall not be unreasonably refused. Supervision and teaching at the host universities is teaching on overload and shall not be compensated by the Employer but by the host universities.
- b) In order to enhance the ability of Members to undertake scholarly activity, it is desirable to schedule the teaching activities in such a way as to create blocks of time free of scheduled teaching activities. Members wishing to create such teaching-free blocks shall approach the immediate supervisor with an appropriate request. The immediate supervisor shall make reasonable efforts to accommodate such requests within the constraints imposed by requirements of offering programs and courses to students. When competing requests for teaching-free time blocks cannot be met for all applicants, priority shall be given to those individuals who earlier have had such requests refused, provided that these were based on credible proposals to enhance scholarly activity.
- c) Members teaching in programs where the preparation of a thesis is mandatory for students have an obligation to participate in the thesis supervision provided that they are qualified to do so. However, the Parties agree that the close working relationship desirable for the successful preparation of a thesis is best achieved under conditions that allow for mutual choice on the part of the Member and the student before entering the supervisor/student relationship.

In order to promote scholarly activity as defined above, a Member may have his teaching/library service workload altered.

A Member with a regular teaching load or equivalent of library service may request to buy-out teaching or library service in order to concentrate on research activities. It is acknowledged that certain grants may require a reduction in teaching loads. Except where explicitly required by the grant no person may buy out more than half their teaching load or 20% of their library service. The buy-out must be applied for no later than April 1 of the year preceding the academic year for which it is requested and the immediate supervisor shall not unreasonably refuse such request. The immediate supervisor shall communicate his/her decision by May 1. The buy-out shall cover the normal cost (including benefits) to replace the teaching/professional library work it being understood that the Board wishes normally to replace the Member with a fully qualified individual (in the case of faculty an individual with a doctorate who could be appointed as an

assistant professor; in the case of librarians an individual beyond probation). A Member shall not be refused such a request for three (3) consecutive years.

The workload of any or all Members shall be made known to the Association on request.

NOVA SCOTIA COLLEGE OF ART AND DESIGN
2006/2007 AND 2007/2008

RANK CLASSIFICATION

The ranks for regular and limited-term Librarians are:

- (i) Librarian I
- (ii) Librarian II
- (iii) Librarian III
- (iv) Librarian IV

A librarian member shall be assigned the rank for which he/she is qualified according to the following criteria:

(i) Librarian I - A librarian member shall normally be assigned the rank of Librarian I when he/she has a MLS Degree, and when there is evidence of an aptitude for librarianship at the post-secondary level.

(ii) Librarian II - A librarian member shall normally be assigned the rank of Librarian II when he/she has met the qualifications of Librarian I and when he/she has two (2) years of experience as a librarian at the post-secondary level or other equivalent and relevant professional experience.

(iii) Librarian III - A librarian member shall normally be assigned the rank of Librarian III when he/she has met the qualifications of Librarian II and when he/she has sustained a high level of professional service over a period of six (6) years or more at the post-secondary level.

(iv) Librarian IV - The rank of Librarian IV is reserved for those exceptional librarian members whose sustained records of professional service, development of professional knowledge, contributions to librarianship and scholarship, and Service to the University is of an outstanding quality, and who have received major regional, national or international recognition for their work. The overall record shall be determined by considering the librarian's various areas of responsibility in combination, balancing different levels of achievement in those areas. Librarian members are not normally given an initial appointment at this rank. Length of service shall neither automatically entitle nor exclude a librarian for consideration for the rank of Librarian IV.

PROMOTION CRITERIA

Librarian I to **Librarian II**:

Fulfillment of the criteria for Librarian II as described above.

Librarian II to **Librarian III**:

Fulfillment of the criteria for Librarian III as described above.

Librarian III to **Librarian IV**:

Fulfillment of the criteria for Librarian IV described above.

In cases where a faculty member requests that his/her Professional and/or Scholarly achievement, or Service to the University in conjunction with the high quality Professional and/or Scholarly Activity requirements of Article 15.02(B) (Ranks) substitute for the degree criteria respecting Assistant or Associate Professor, the Committee on Status and Affairs shall request written comments on the appropriateness of such a substitution from the Vice-President (Academic Affairs and Research) or from other appropriate faculty members within the University. The Committee on Status and Affairs may also request written comments on the appropriateness of such a substitution from qualified individuals outside the University. Copies of all comments shall be forwarded to the applicant. The applicant may also include relevant letters from qualified individuals from inside or outside the University.

Recognition of effective professional service for librarian members shall be based on:

- (i) letters of support from colleagues. If such colleagues are serving on the Committee on Status and Affairs, such colleagues shall, for the duration of relevant deliberations, withdraw from the Committee on Status and Affairs;
- (ii) evaluative comments from the supervisor; and
- (iii) other materials, limited to the following:
 - (a) letters from knowledgeable professional colleagues elsewhere;
 - (b) reviews solicited pursuant to Article 15.04(D) (Procedure for Promotion); and
 - (c) publications and professional papers, including electronic formats, commissions, consultations, documentation of significant service with professional organizations, service to the community at large, other recognized accomplishments related to the employee's professional field including special awards and citations.

LIBRARIAN APPOINTMENTS

Appointments to positions in the Bargaining Unit shall be as follows:

- (i) Regular Full-Time faculty and librarian appointments;
- (ii) Regular Pro-Rated faculty and librarian appointments;
- (iii) Regular Part-Time faculty appointments;
- (iv) Limited Term Full-Time and Limited Term Pro-Rated faculty and librarian appointments; and
- (v) Sessional faculty appointments.

Limited Term Full-Time, Limited Term Pro-Rated Faculty and Librarian Appointments and Sessional Faculty Appointments

Limited Term or Sessional Appointments shall be made for the following purposes and periods only:

- (i) to replace an employee on leave or secondment [corresponding to the period of leave or secondment to a maximum of forty-eight (48) months];
- (ii) to staff a position funded by a research grant or government program [to a maximum of thirty-six (36) months];
- (iii) to staff a position in response to an emergency arising from sudden death, illness, or resignation of an employee [to a maximum of twenty-four (24) months];
- (iv) to meet a need arising from a significant enrollment increase [to a maximum of twenty-four (24) months];
- (v) to staff a position in the event of an unsuccessful search [to a maximum of twenty-four (24) months]; or
- (vi) to staff positions for such other reasons as may, from time to time, be agreed upon by the Employer, the Chair of the affected Division, and the Union.

If the Board appoints an employee who has held a Limited Term Appointment(s) or Sessional Appointments for a total of twelve (12) months to a Regular Full-Time or Regular Pro-Rated Appointment, the appointment shall be at the first year of an Initial Appointment. If the Board appoints an employee who holds or previously held a Limited Term Appointment(s) or Sessional Appointments for a total of twenty-four (24) months, and in addition, has held at least one (1) such Appointment within the previous twenty-four (24) months, to a Regular Full-Time or Regular Pro-Rated Appointment, the appointment shall be at the second year of the Initial Appointment as provided in Article 16.06 (Required Standard for Tenure).

A Limited Term faculty appointment or Sessional Appointment shall continue until the earlier of the expiry of the term of the appointment, resignation, layoff (pursuant to Article 25 - Exigency and Lay-off of Employees), retirement, or dismissal for cause. A Limited Term faculty Appointment is subject to Article 13 (General Responsibilities of Faculty and Librarians), except for Article 13.03 (B) (ii) and (iv).

Required Standard for Tenure

In the case of librarians, the required standard for the granting of a Third Appointment with Tenure to a librarian is a high level of overall achievement in the librarian's responsibilities as

described below (Rights, Duties and Responsibilities of Librarians), achieving at least a good level in each of their areas of responsibility. Overall achievement shall be determined by considering the librarian's record in these areas of responsibility, balancing different levels of achievement in these areas.

JOB DESCRIPTION

Rights, Duties and Responsibilities of Librarians

A librarian's responsibilities to the University shall include the provision of a high level of professional service, the development of professional knowledge of library and information science, contributions to librarianship and scholarship, and Service to the University.

The normal hours of work shall be thirty-five (35) hours per week.

Librarians desiring to attend conferences or who receive invitations to lecture at other institutions or who intend to be absent for similar reasons must obtain the prior written permission of the Vice-President (Academic Affairs and Research). The Librarian seeking permission shall submit to the Vice-President (Academic Affairs and Research) a written request containing all relevant details, including dates away from the University and alternative arrangements.

It is the responsibility of each librarian to keep the Vice-President (Academic Affairs and Research) informed of University related activities. Each Librarian shall submit to the Vice-President (Academic Affairs and Research) each year a completed Professional Activities Report (see Appendix "C"). This report shall form part of the Librarian's Official Personal File.

ONTARIO COLLEGE OF ART AND DESIGN
2006/2007 AND 2007/2008

RANK CLASSIFICATION

As part of the academic employees group (including Professors, Counsellors and Librarians), Ontario College of Art and Design (OCAD) librarians are on a salary grid without ranks. For Professors and Counsellors and Librarians the applicable maximum is the step on the schedule reflecting their individual qualifications.

APPOINTMENT AND PROMOTION CRITERIA

Classification Plan for Professors and Counsellors and Librarians

A) Experience: Relevant Teaching/ Relevant Occupational

Relevant occupational experience generally means full years of experience in a field of work related to the material to be taught or the job to be done, or to some allied aspect of it. The values to be given for experience are:

- First 5 years: 1 point per year
- Next 9 years: 2/3 point per year
- Next 12 years: 1/2 point per year

B) Relevant Formal Qualifications

Formal qualifications are those which constitute the norm in institutions of post-secondary education in the Province of Ontario. Only full years of post-secondary education at successively higher levels, and leading to a diploma, professional accreditation or degree, are recognized.

- University Degree - per year (level) completed: (Maximum of 6 years) 1½ points

C) Computing Initial Placement

- i) The minimum qualifications requirement is a count of 8 points based upon the appointment factors. Since this is the minimum requirement, a total of 8 points corresponds to the minimum rate. (This is not intended to preclude a College from hiring an individual whose qualifications and experience total less than 8 points. In such cases, however, the individual would be hired at the minimum of the scale.)
- ii) Computation of the initial salary is, therefore, $A + B - 8$. The product is rounded to the next higher number, e.g.

$$\begin{aligned} A &= 8 \text{ points} \\ B &= 4\frac{1}{2} \text{ points} \\ A + B &= 12\frac{1}{2} \text{ points} \\ 12\frac{1}{2} - 8 &= 4\frac{1}{2} = 5 \end{aligned}$$

The starting position is the corresponding step (Step 5) on the scale.

- iii) No individual will have a starting salary of less than the minimum on the salary scale.

The probationary period will be one year's continuous employment for full-time librarians who hold a Bachelor's Degree in Library Science or a Master's Degree in Library Science and who have one year or more of full-time experience as a professional librarian in a Canadian Province or Territory.

If a given individual's qualifications and experience are such that the College concerned considers that person to be particularly important to its program but the salary as established by

the plan is inadequate, the College may grant up to three additional steps on appointment provided the resultant rate does not place the individual above the maximum salary.

Progression Factors

As per Article 14.03(A)(2)(a), (b) and (c) (Control Point Table) annual base salary step increments up to and including the appropriate control point of the applicable salary schedule are based upon experience. Above the control point and up to the employee's maximum attainable salary step, annual base salary step increments are based on the employee's performance.

JOB DESCRIPTION

The assigned hours of work for Counsellors and Librarians shall be 35 hours per week.

The College shall allow each Counsellor and Librarian at least ten working days of professional development in each academic year. Unless otherwise agreed between the Counsellor or Librarian and the supervisor, the allowance of ten days shall include one period of at least five consecutive working days for professional development. Where Counsellors and Librarians are assigned teaching responsibilities the Colleges will take into consideration appropriate preparation and evaluation factors when assigning the Counsellors' and Librarians' workload.

Class Definition

Librarian 1

This class covers the positions of Librarians who are responsible for one or a number of professional functions within the library where the size and/or complexity of such functions do not create a requirement for subordinate professional librarian staff. Examples of professional function(s) within the library are the development, implementation and control of bibliographic, cataloguing and classification systems, reference services, students' tutorial services, etc. They will normally be responsible for providing guidance to sub-professional support staff assigned to their areas of responsibility.

OR

Where the size and/or complexity of the professional function(s) create a need for working-level professional Librarians, then librarians allocated to this class work in support of a more senior Librarian or administrative official. They classify and catalogue a variety of difficult material, participate in reclassification and re-cataloguing projects, take part in book selection, etc. They carry out a variety of reference assignments, compile bibliographies, instruct users in reference methods and sources, etc. They generally assist the administration of their area, carrying out various professional assignments as directed and assisting in the training of junior staff.

Qualifications

- 1) Professional Librarian, e.g. B.L.S., M.L.S., or the equivalent in formal education and experience as determined by the College.
- 2) Ability to maintain effective working relationships with library staff and users.

Librarian 2

This class covers the positions of experienced Librarians who are responsible for one or a number of professional functions within the library where the size and/or complexity of such function(s) require the employment of other professional librarians. Examples of professional functions are the development, implementation and control of bibliographic, cataloguing and classification systems, reference services, students' tutorial services, etc. In some libraries the size and complexity of the professional functions may be such that all professional functions will be the responsibility of one Librarian 2. At the other extreme, the size and complexity of the professional functions may be such that there will be a requirement for a Librarian 2 in each. Hence, generally speaking, the larger the library, the greater the degree of professional specialization. In all cases, these employees coordinate other professional and support staff

assigned to work within their functions.

Qualifications

- 1) Professional Librarian, e.g. B.L.S., M.L.S., or the equivalent in formal education and experience as determined by the College.
- 2) At least three years' experience as a Librarian 1 or equivalent as determined by the College.
- 3) Ability to coordinate staff as well as the ability to develop and maintain effective working relationships with library users and staff.

UNIVERSITY OF OTTAWA
2006/2007 AND 2007/2008

RANK CLASSIFICATION

The ranking system is composed of five ranks: I, II, III, IV, and V. These are available on the basis of personal promotion, and the specific criteria are given below. These ranks are not linked to any position.

PROMOTION CRITERIA

Promotion is achieved through the administrative stream or the research stream, depending on the librarian member. Only promotions to **Ranks IV and V** involve distinct streams, as noted below.

The administrative stream assumes that the librarian gradually acquires a significant amount of administrative duties by attaining a major administrative position, defined as the direction of a department, service, or library, which include: the supervision of employees, the management of activities, services and budgets, and responsibility for procedures and policies.. The research stream assumes that the librarian participates in scholarly and/or academic service activities (as defined in Articles 20.5.3 and 20.5.4 respectively) in an increasingly significant manner. Both streams recognize the professional accomplishments of the librarian member. There is no obligation for a librarian to remain in one stream or the other for the duration of her career.

Criteria for Promotion to Librarian II or III

A **Librarian I** shall be promoted to **Librarian II** when she:

- (a) meets the conditions stated in Article 23.5.3.1 (Equivalent of MLS);
- (b) will have completed, by the time the promotion is to take effect, at least 1 year of service at the University of Ottawa since receiving a continuing appointment;
- (c) has given evidence, through the performance appraisals carried out in accordance with the provisions set forth in Article 23.5.2 (Performance Appraisal), of satisfactory performance in professional activities during the last 2 years of service with the employer.

A **Librarian II** shall be promoted to **Librarian III** when the following conditions have been met:

- (a) The member meets the requirements described in Article 23.5.3.1 (Equivalent of MLS).
- (b) The member will have acquired, by the time the promotion is to take effect, at least 4 years of experience at Librarian II.
- (c) The member has given evidence, through the performance appraisals carried out in accordance with the provisions set forth in Article 23.5.2 (Performance Appraisal), of at least a satisfactory performance in professional activities during the last 4 years.
- (d) The review -- by the persons and committees called upon to consider the member's request for promotion -- of the performance appraisals in the most recent 2 or 3 years of the 4 years under consideration shows that the member's performance in the majority of categories is "more than satisfactory" as defined in Article 23.5.1.4.
- (e) Notwithstanding the above, the carrying out of specific scholarly activities evaluated as "satisfactory", or the carrying out of academic service activities evaluated as "satisfactory", may be considered if the member's record does not seem to meet the above requirement. It is understood that the scope of these activities should compensate for not having met the criteria in (d) above.

Criteria for Promotion from Librarian III to Librarian IV

A librarian member shall be promoted from Librarian III to Librarian IV when the conditions in either (a) or (b) below have been met.

(a) Administrative stream

- (i) The member shall have acquired, at the time the promotion is to take effect, at least 3 years of experience at Librarian III.
- (ii) The review - by the persons and committees called upon to consider the member's request for promotion - of the performance appraisals in the most recent 2 years of the period under consideration shows that the member's performance in the majority of categories is "more than satisfactory" as defined in Article 23.5.1.4.
- (iii) The member has held some administrative activities (as defined further below) for a minimum 3-year period and the overall performance of these activities has been evaluated as "more than satisfactory".
- (iv) The member has engaged in scholarly activities or academic service activities of sufficient quantity and the significance of which is deemed to be satisfactory by peers at the University of Ottawa.

(b) Research stream

- (i) The member shall have acquired, at the time the promotion is to take effect, at least 6 years of experience at Librarian III.
- (ii) The review - by the persons and committees called upon to consider the member's request for promotion - of the performance appraisals in the most recent 5 years of the period under consideration shows that the member's performance in the majority of categories is "more than satisfactory" as defined in Article 23.5.1.4.
- (iii) The member has held some administrative activities for a minimum 5-year period and the overall performance of these duties has been evaluated as "satisfactory".
- (iv) The member has engaged in scholarly activities or academic service activities the quality of which is evaluated as more than satisfactory by her peers at the University of Ottawa and elsewhere, pursuant to Article 18.2.4.2.

Criteria for Promotion from Librarian IV to Librarian V

A librarian member shall be promoted from Librarian IV to Librarian V when the conditions in (a) or (b) below have been met.

(a) Administrative stream

- (i) The member shall have acquired, at the time the promotion is to take effect, at least 5 years of experience at Librarian IV.
- (ii) The review - by the persons and committees called upon to consider the member's request for promotion - of the performance appraisals in the most recent 4 years of the period under consideration shows that the member's performance in the majority of categories is "more than satisfactory" as defined in Article 23.5.1.4.
- (iii) The member has held a major administrative position (as defined further below) during the 5 preceding years and the performance of these duties has been evaluated as "more than satisfactory".
- (iv) The member has engaged in scholarly activities or academic service activities of sufficient quantity and the significance of which is deemed to be satisfactory by peers at the University of Ottawa.

(b) Research stream

- (i) The member shall have acquired, at the time the promotion is to take effect, at least 8 years of experience at Librarian IV.
- (ii) The review - by the persons and committees called upon to consider the member's request for promotion - of the performance appraisals in the most recent 6 years of the period under consideration shows that the member's performance in the majority of categories is "more than satisfactory" as defined in Article 23.5.1.4.
- (iii) The member has held a major administrative position (as defined further below) during the 5 most recent years since promotion to Librarian IV, and the performance of these duties has been evaluated as "more than satisfactory".
- (iv) The member has engaged in scholarly activities or academic service activities the quality of which is evaluated as more than satisfactory by her peers at the University of Ottawa.

Ottawa and elsewhere, pursuant to Article 18.2.4.2, and pursuant to Article 23.3.2.7 (Outside Evaluators), *mutatis mutandis*, with the FTPC being replaced by the LPC.

Procedures

The procedures in Article 18.2.5 (Promotion Procedures) apply when a librarian member requests a promotion on a personal basis. Furthermore:

- (a) the member shall submit any relevant documentation in accordance with Article 23.3.1 and, in accordance with the provisions of Article 23.3.2 (Outside Evaluators), a list containing the names of at least 3 persons able to act as outside evaluators;
- (b) the opinion of 3 outside evaluators shall be solicited regarding the works submitted by the member, it being understood that, in the administrative stream, the outside evaluators are normally within the University community, but in certain instances may include an evaluator external to the University community;
- (c) the provisions of Article 25.4 (Tenure and Promotion Procedures) concerning outside evaluators apply, *mutatis mutandis*.

APPOINTMENT CRITERIA

Criteria for Librarian I

The rank of **Librarian I** is appropriate for a position which requires that its incumbent:

- (a) have a master's degree in Library Science (MLS) or training and experience deemed equivalent in accordance with Article 23.5.3 (Equivalent of MLS), and
- (b) be assigned solely to professional activities.

Types of Appointment

The librarian who has fulfilled the requirements of a preliminary appointment, in accordance with the following provisions shall be granted a continuing appointment. A continuing appointment shall be granted to a librarian member when:

- (a) her performance, evaluated in accordance with the provisions of Article 23.5 (Performance Appraisal), is satisfactory;
- (b) the specific conditions of the preliminary appointment, if any, are met.

The performance of a librarian holding a preliminary appointment shall be evaluated twice during that appointment, it being understood that:

- (a) the first evaluation shall be carried out during the first half of the preliminary appointment, but not before 4 or 8 months, depending on whether the appointment is for 12 or 24 months;
- (b) the second evaluation shall be carried out at least 3 months before the end of a preliminary appointment of 24 months, and at least 2 months before the end of a preliminary appointment of 12 months;
- (c) the evaluations shall be carried out in accordance with the provisions of Article 23.5 (Performance Appraisal) for the annual evaluation of performance;
- (d) following these 2 evaluations, the University Librarian shall solicit from the immediate supervisor and the LPC -- after informing them of the results of these evaluations and, if applicable, of the specific conditions of the member's preliminary appointment -- their recommendations as to the appropriateness:
 - (i) in the case of the first evaluation, of continuing or terminating the member's preliminary appointment;
 - (ii) in the case of the second evaluation, of granting or refusing a continuing appointment to the member or, where the preliminary appointment was for 12 months, of extending the preliminary appointment by 6 months before making a final decision.

The decision to continue or to terminate the member's temporary appointment following her first evaluation shall be taken by the University Librarian. In order to make the decision, she shall

give proper consideration to the recommendation of the LPC.

Administrative Stipends

Effective for appointments to major administrative positions (as defined further below) after the date of ratification, an administrative stipend equivalent to a minimum of 2 PTRs and a maximum of 3 PTRs shall be paid annually to librarians holding such positions, the amount dependent upon the scope of the duties related to the position. It is understood that administrative stipends are not included in the librarian's base salary and are terminated once the librarian no longer holds a position involving major administrative duties unless promotions have occurred to higher ranks as described below:

- (a) for appointments of a librarian holding the rank of **Librarian III**, with an administrative stipend equivalent to 2 PTR's, 1 PTR shall be added to the base salary upon promotion to Librarian IV and one administrative stipend will be maintained; upon a subsequent promotion to Librarian V, 1 PTR will be added to the base salary and no administrative stipend will be paid;
- (b) for appointments of a librarian holding the rank of **Librarian III**, with an administrative stipend equivalent to 3 PTR's, 1 PTR shall be added to the base salary upon promotion to Librarian IV and two administrative stipends will be maintained; upon a subsequent promotion to Librarian V, 2 PTR's will be added to the base salary and no administrative stipend will be paid;
- (c) for appointments of a librarian holding the rank of **Librarian IV**, with an administrative stipend equivalent to 2 PTR's, 1 PTR shall be added to the base salary upon promotion to Librarian V and one administrative stipend will be maintained;
- (d) for appointments of a librarian holding the rank of **Librarian IV**, with an administrative stipend equivalent to 3 PTR's, 2 PTR's shall be added to the base salary upon promotion to Librarian V and one administrative stipend will be maintained.

JOB DESCRIPTION

Professional Activities

A librarian member's professional activities shall be those described in the member's job description, established in accordance with Article 22.3.2.4 (Job Description) together with the workload established annually in accordance with Article 23.5.2.1 (Performance Appraisal). The professional activities of a member may include, but are not limited to:

- (a) providing information services (reference interview, researching of relevant sources, sourcing citation styles, specific works and their methodology), and individual consultation (in-depth research, relevant formats);
- (b) ensuring collection development (developing and maintaining collection development policies, selecting and researching information sources for acquisition, making expert recommendations, negotiating and managing licenses, overseeing allocated budgets and making qualitative and quantitative evaluations of collections and their use to determine their relevance as well as to respond to the needs of OCGS, CARL or other organizations);
- (c) ensuring access to, and controlling of, the collections (metadata, original cataloguing, quality control of derived cataloguing, advanced searching, development and monitoring of internal standards and authority control);
- (d) teaching research methodology to the student community at all levels as well as the faculty community, developing training tools, course notes, in the member's areas of specialization;
- (e) preparing research tools (pathfinders, help guides) in various formats and bibliographic works in collaboration with professors; quality control of activities leading to the production of research tools or teaching tools;
- (f) representing the Library Network to departments, faculties, schools, programs and services of the University, other universities, and to vendors, according to the member's areas of specialization and promoting the activities of the Library Network;
- (g) providing orientation and training to new librarians and others, and as needed, ongoing training; developing training programs and related materials;
- (h) participating in professional activities outside the Library Network that are related to library and information science, such as contributing to the effective operation of CLA, OLA,

ASTED, or similar organizations by serving on their governing bodies or participating in the work of their committees.

All other activities in which the member engages for the purpose of preparation or fulfilling each of the above activities or related, are considered professional activities.

Administrative Activities

A librarian member's administrative activities shall be those described in the member's job description established in accordance with Article 22.3.2 (Job Description), together with specific goals and objectives established annually in accordance with Article 23.5.2.1 (Performance Appraisal). These administrative activities comprise the following: direction of a service, department or library; supervision of employees; management of activities, services or budgets (this last point does not refer to spending allocated amounts in a discipline or group of disciplines); coordination of a specific activity within a service or department, library, or the Library Network; responsibility for policies and procedures; chairing of a committee or similar entity, and management of a project; planning, developing and ensuring the implementation of the required infrastructures for the good functioning of the Library Network by evaluating and analyzing needs, performance, and problem solving as required.

Major administrative positions shall be defined as the direction of a department, service, or library, which include: the supervision of employees, the management of activities, services and budgets, and responsibility for procedures and policies.

Scholarly Activities

A librarian's scholarly activities are those which contribute:

- (a) through research activities to the advancement of knowledge in her area of specialization;
- (b) through artistic/literary creation to the advancement of the arts and letters;
- (c) through various professional development activities to the advancement of the library profession.

The above assumes a cumulative level of knowledge through a librarian's career.

Scholarly activities referred to in the Collective Agreement for librarians are those whose form makes peer evaluation possible and those which aim at being communicated in a form permitting peer evaluation.

It is understood that the existence of scholarly, artistic or literary works, or professional development activities may not be – in and of itself – proof of competence or satisfactory performance in scholarly activities.

Scholarly activities for librarians contribute to the advancement of knowledge and include, but are not limited to:

- (a) conceiving, developing and carrying out research projects, individually or with others;
- (b) conceiving, developing and carrying out critical or innovative analyses of existing knowledge, including bibliographic analyses;
- (c) presenting the results of research or critical studies at, or actively participating in scholarly meetings, colloquia, or research groups;
- (d) preparing reports, articles, chapters or books presenting results of the member's research or critical studies, including works published in collaboration with others;
- (e) academic study leading to a post-secondary degree (including advanced degrees beyond the qualifications previously held), diploma, certificate in a field relevant to the member's area of specialization;
- (f) work done under contract, provided it contributes to the advancement of knowledge, and the results are accessible in a form permitting peer evaluation;
- (g) editing of a scholarly publication, where there is evidence that the member's work extends beyond customary editorial duties and includes a significant contribution to the advancement of knowledge;
- (h) developing new electronic applications (eg. tools or systems) that improve library activities such as information literacy training or information retrieval.

Any work directly overlapping with the immediate day-to-day fulfillment of professional activities as defined in her job description is not considered part of research activities, in the sense of this collective agreement.

Transformation of a Position

Librarian positions within the University of Ottawa Library Network may be transformed, whether or not they are vacant.

A position shall be deemed to be transformed when its job description undergoes a major revision, but the carrying out of these duties requires from the incumbent essentially the same qualifications as the old job description and, when the position is occupied, the incumbent is deemed capable of performing the new duties without difficulty, subject to the usual training period for a new position.

When the University Librarian considers transforming a position, she shall solicit the opinion of the Library Council and shall give proper consideration to said opinion. This opinion shall be forwarded to the Administrative Committee or to its delegate when the University Librarian forwards her own recommendation, if she intends to carry out her plan. The University Librarian shall also inform the Library Council of any action she may have taken consequent to its opinion.

The transformation of a position implies that a new job description is to be prepared and approved in accordance with the provisions of Article 22.3.2.4 (Job Description). If the position is occupied at the time of transformation, the salary of the incumbent librarian shall not be changed except where there is a administrative stipend as previously noted.

UNIVERSITY OF PRINCE EDWARD ISLAND
2006/2007 AND 2007/2008

RANK CLASSIFICATION

The minimum qualifications for appointment to any rank are: an undergraduate degree plus a Master's degree in Library Science from an ALA accredited institution, or equivalent academic qualifications such as: the British F.L.A., the A.L.A., or B.L.S. granted in 1974 or earlier.

Librarian I

This is the rank at which the professional career normally begins. To qualify for appointment to the rank of Librarian I, a candidate shall have the minimum qualifications as outlined above. Appointment to the rank of Librarian I will normally begin with a probationary period of four (4) years. At the conclusion of the four (4) year probationary period the Librarian may apply for permanency, or the probationary period may be extended (but not beyond an additional two (2) years), or the appointment may be terminated. Upon successful completion of the probationary period and successful application, promotion to the rank of Librarian II will be granted.

Librarian II

To qualify for appointment or promotion to the rank of Librarian II, the candidate shall have the minimum qualifications as required for Librarian I; and shall normally have four (4) years' professional experience as a Librarian I or other pertinent experience. As a primary criterion for appointment or promotion to this rank, a candidate shall have a record of successful performance in professional practice and demonstrated potential in scholarly endeavours and/or professional development activities. For the rank of Librarian II, the greatest weight shall be placed on academic qualifications and professional practice (Articles E7.3 and E7.4).

Librarian III

To qualify for appointment or promotion to the rank of Librarian III, the candidate shall have the minimum qualifications as required for Librarian II; and shall normally have at least six (6) years' experience as Librarian II, academic qualifications in a relevant speciality. There should be clear evidence of continuing professional development and demonstrated ability to handle increased responsibilities. For the rank of Librarian III, the greatest weight shall be placed on academic qualifications, professional practice, and scholarly endeavours and/or professional development activity.

Librarian IV

To qualify for appointment or promotion to the rank of Librarian IV, the candidate shall have the minimum qualifications as required for a Librarian III; and shall normally have a minimum of six (6) years' experience as a Librarian III, or have pertinent qualifications such as a relevant post-graduate degree or equivalent in a pertinent subject field; and have made significant contributions to the Library, the University, or the Library community, e.g., demonstrated significant leadership. The Librarian must submit evidence of continuing performance consistent with the rank of Librarian III in the following areas and evidence of clearly superior achievement in at least one (1) of the following areas: academic activities including scholarly endeavours; publication and teaching relevant to the Library; service to the Library, University service; or professional endeavours, including significant involvement in professional organizations.

APPOINTMENT AND PROMOTION CRITERIA

Candidates for appointment and/or promotion must meet the minimum criteria set out in the above (Rank Classification).

In considering a Librarian for a permanent appointment or for promotion, the following criteria shall be used: academic qualifications; professional practice; scholarly and/or professional development activity; and University, professional and community service. The Librarian's professional practice record within the Library is of primary importance at all ranks. The following items shall be used fairly and equitably by all committees in assessing candidates.

Types of Appointment

There are three (3) types of appointments for Librarians:

- a) probationary;
- b) permanent; and
- c) term.

Librarian appointments are general in nature, specific responsibilities will be assigned in accordance with Article A-9 (Responsibilities of Academic Librarians).

All appointments of Librarians shall be to one of the ranks as noted above. At the time of the appointment, it shall be determined whether the appointment is probationary (the length of the probation period to be specified), permanent, or with term (the length of the term to be specified).

Probationary Appointment

The purpose of a probationary period is mutual appraisal for the Employer and the candidate. Probation does not imply that permanent appointment will inevitably be granted. It does imply that the Employer will give serious consideration to such an appointment. Denial of permanent appointment does not necessarily imply incompetence or even dissatisfaction with the Librarian involved.

The probationary period for a Librarian will normally be four (4) years. The period of probation may be reduced in certain appointments at the Librarian II, III or IV ranks, if the candidate has held such an appointment at another library, or if the candidate has successfully worked four (4) to six (6) years in another library. Such reduction shall be determined at the time of appointment.

The University Librarian shall meet with all new probationary Librarians within two (2) months of the commencement of his or her appointment, to explain to him or her, the criteria and procedures of permanency consideration, and to determine when normal consideration for permanency should occur. All Librarians appointed as probationary shall be eligible to apply for consideration for permanent appointment at the end of the specified probationary period. The University Librarian shall encourage Librarians to start collating all relevant documentation for their permanency file as provided for in the Collective Agreement. In addition, the University Librarian shall, as part of the annual review, discuss the progress of the permanency file with the Librarian.

Permanent Appointment

The holding by a Librarian of a continuing appointment provides the right of the Librarian not to be dismissed except for just cause. Such appointments shall be subject to layoff or termination only in accordance with the terms of the Collective Agreement. Promotion for Librarians means advancement from one rank to another in the Librarian classification structure.

Permanent appointment may be granted at the time of initial appointment at the **Librarian III or IV** level, in the case of a Librarian who has outstanding qualifications and has held such an appointment at another library.

If permanent appointment is not granted at the end of the specified probationary period, the candidate shall be advised in writing whether the probationary period is to be extended and for how long, or whether employment with the University is to be terminated at the end of the probationary period.

All Librarians with a permanent appointment shall be eligible to apply for promotion through the ranks. If the application for promotion is not approved in a given year, the candidate may, without prejudice, apply again the following year.

Term Appointment

Term appointments may be made for varying periods of time up to and including thirty-six (36) months. Term appointments do not imply that the appointee is on probation for a permanent appointment. In the event that a Librarian holding a term appointment is given a probationary

appointment, the probationary period may be reduced on a year-for-year basis for any time served in a librarian rank on a term appointment.

Replacements

Where it has been determined that a Librarian on leave of absence will be replaced, the President, in consultation with the Librarians through the University Librarian, will determine the means of replacement. Term appointments of less than twelve (12) months shall be filled according to the President's direction, in consultation with the Librarians through the University Librarian. Term appointments of twelve (12) months or more shall be filled in accordance with the process described in Articles B5.9 (Library Appointments Committee) and B5.10 (Hiring Procedures for Librarians).

QUEEN'S UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Librarian Members shall be appointed at one of the following ranks, subject to Article 31 (Renewal, Continuing Appointment and Promotion for Librarian and Archivist Members):

- (a) General Librarian;
- (b) Assistant Librarian;
- (c) Associate Librarian, or
- (d) Librarian

Archivist Members shall be appointed at one of the following ranks, subject to Article 31 (Renewal, Continuing Appointment and Promotion for Librarian and Archivist Members):

- (a) General Archivist;
- (b) Assistant Archivist;
- (c) Associate Archivist, or
- (d) Archivist

PROMOTION CRITERIA

Renewal for Continuing-track librarians and archivists shall be granted when there is clear evidence of a commitment to academic excellence, some demonstrated professional growth, and the prospect (based on the record of accomplishments to date) of future development, as reflected in the following:

- (a) A record as a good librarian or archivist, who has demonstrated the ability to assume assigned responsibilities; and
- (b) Some evidence of high quality academic and/or professional development which is normally, but not necessarily, demonstrated by presentation or publication, in a suitable professional, academic or artistic forum.

In a decision about Renewal, there shall be a presumption in favour of Renewal. In order to refuse an appointment, the University must be able to demonstrate that the weight of evidence is in favour of non-Renewal.

A Continuing appointment is a librarian or archivist appointment with rank and a full range of librarian or archivist responsibilities which can be terminated only by normal retirement, resignation, voluntary early retirement, dismissal for cause, or layoff pursuant to the Collective Agreement. Continuing appointment shall be granted when there is clear evidence of demonstrated professional growth and the promise of future development as reflected in the following:

- (a) A record as a good librarian or archivist who has demonstrated the ability to assume responsibility and to perform assigned duties successfully;
- (b) Evidence of high quality academic and/or professional development which is normally but not necessarily demonstrated by presentation or publication in a suitable professional, academic or artistic forum; and
- (c) A record of professional, university or community service which has contributed to the Library, Archives, University or broader academic community.

In order to be granted Continuing appointment as defined above, the Member must show that the evidence favours granting Continuing appointment.

Promotion is the recognition by academic peers and the University of increased status of the Member in her/his respective discipline. A librarian/archivist Member will be assessed for promotion on her/his professional and academic development, her/his service to the Library or Archives, the University, the broader academic community and to the librarian and archivist

professions.

The normal expectations for Promotion to the following Librarian/Archivist ranks are as follows:

General Librarian/General Archivist: The Member will have a Master of Library Science, Master of Archival Studies or the equivalent and show both potential for successful performance and promise for future professional and academic activity. This is the rank at which a professional career normally begins.

Assistant Librarian/Assistant Archivist: The Member has demonstrated a continuing record of successful performance as a General Librarian/General Archivist and the ability to assume assigned responsibilities and has some evidence of high quality academic and/or professional development.

Associate Librarian/Associate Archivist: The Member has demonstrated successful performance of assigned duties, and demonstrated abilities to handle increased responsibilities. Evaluation of the Member's performance shall also include consideration of service to the University and professional or scholarly development.

Librarian/Archivist: The Member must show a continuing record of professional accomplishment and a demonstrated ability to handle increased responsibility. The Member must demonstrate scholarly and/or professional development and significant achievement in the field of service or specialization.

LIBRARIAN AND ARCHIVIST APPOINTMENTS

An Initial Continuing-track appointment is a librarian or archivist appointment of not less than two (2) years and ten (10) months and not more than three (3) years and ten (10) months less one (1) day, but normally being three (3) years. All such contracts shall end on June 30. This appointment is with appropriate rank and a full range of librarian/archivist responsibilities. The Member is normally expected to apply for a Renewed Continuing-track appointment in the final year of an Initial Continuing-track appointment.

A Renewed Continuing-track appointment is a librarian or archivist appointment, normally of three (3) years duration, with appropriate rank and a full range of librarian/archivist responsibilities. The Member is normally expected to apply for a Continuing appointment in the final year of an Renewed Continuing-track appointment.

A Continuing appointment is a librarian or archivist appointment with rank and a full range of librarian or archivist responsibilities which can be terminated only by normal retirement, resignation, voluntary early retirement, dismissal for cause, or layoff pursuant to the Collective Agreement.

Variations to Appointments

Joint Appointment:

See MOA 7th October 2005 Re: Cross-Appointments - RMC Faculty. A joint appointment is shared by two (2) or more Units. Financing is arranged among the Units, and approved by the respective Deans or their delegates, or the University Librarian or the University Archivist. The allocation of responsibilities among the respective Units shall be set out in the letter of appointment. Decision-making pursuant to the Collective Agreement shall, where appropriate, be divided according to this allocation. Procedures to be used for personnel decisions shall be agreed between the appointee and the Units concerned at the time of appointment.

Cross-Appointment:

Any appointment type may be the subject of cross-appointment. A cross appointed Member is based in a home Unit at Queen's but has prescribed and limited responsibilities in another Unit, as agreed to by the appointee and the respective Dean(s) (and Heads if applicable), or the University Librarian or the University Archivist. The filing of annual reports, and applications for renewal, tenure, promotion are directed to and handled through the home Unit.

UNIVERSITY OF REGINA
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Every appointment of a librarian is made at one of the following ranks:

Librarian IV

Librarian III

Librarian II

Librarian I

Throughout the Collective Agreement, the position of "Archivist" is included in the general title of "Librarian".

An academic staff member with an appointment in the laboratory instructor or librarian category who is appointed by the University to teach one or more courses shall be appointed as a Sessional Lecturer. The level of appointment shall be in accordance with the qualifications outlined in Article 13.6 (Sessional Lecturer).

PROMOTION CRITERIA

Career-Progress Decisions

Career-progress decisions concern career-growth increments, merit increments, promotions, renewal of tenure-track appointments, and granting of tenured appointments. Career-progress decisions shall be based solely on reviews of the performance of academic staff members. All career-progress decisions are made by Deans or equivalent. Deans' decisions on renewal of tenure-track appointments or granting of tenure, however, are subject to the approval of the Board of Governors or its delegate.

For academic staff members in the faculty, librarian, instructor and laboratory instructor categories, career-growth increments shall be awarded to members whose performance has met the standards for their level of appointment, subject to the limitations of the salary range for the category and rank and to the provisions of the Collective Agreement.

Merit increments shall be awarded to those academic staff members who, considering their present category, rank and duties, demonstrate exceptional service or sustained performance that is well above average. Decisions on merit increments shall be based on the academic staff member's performance since the last merit increment received or, if the member has never received a merit increment, since initial appointment. While decisions on merit increments are based primarily on a member's performance of the duties listed in Article 16 (Performance of Duties) for that category of member, outstanding contributions in the areas of scholarship and administration shall be given due consideration even if these are not among the duties listed for that category of member. The initial reviewer and/or peer review committee may recommend an academic staff member to the Dean or equivalent for a merit increment, whether or not the member has applied for a merit increment.

Academic staff members with appointments in faculty, librarian, instructor, or laboratory-instructor categories shall be promoted when there is evidence of consistent performance of the duties specified below (Librarians Duties). Tenure-track appointments shall be renewed when academic staff members have performed their duties in a satisfactory manner and it is deemed that they should be given a further opportunity to progress towards a tenured appointment.

Academic staff members with appointments in the faculty, librarian, instructor, or laboratory-instructor categories shall be granted an appointment with tenure when there is

evidence of consistent performance that has met the standards for their category and rank of appointment through the probationary period (including, in the case of faculty members and librarians, professional growth and development demonstrated by contributions to their discipline and to the University) and where there is promise of future contributions that will enhance the academic reputation of the University.

Faculty criteria documents may elaborate upon, but shall not prescribe outside, the provisions noted above pertaining to the grounds for awarding merit increments, promotions and tenure.

LIBRARIAN APPOINTMENTS

Nature of Appointments

The University supports the concept that a full-time academic staff enhances the academic reputation of the University and shall plan its employment practices, as it is financially able to do so, in accordance with this view.

The University shall appoint academic staff members in one of the following categories:

- a. Full-Time
A full-time appointment is one in which the academic staff member is working full-time on a year-round basis.
- b. Reduced
A reduced appointment is one in which the academic staff member works on a year-round basis at less than full time, for some part of each year at full time, or for some part of each year at less than full time.

No full-time academic staff member shall be required to accept an appointment that is not full-time. An academic staff member holding an appointment with tenure may request a transfer to a reduced appointment with tenure. Such transfers shall not be withheld unreasonably. No academic staff member on a reduced appointment shall be required to accept an assignment of duties beyond those stipulated in the letter granting the reduced appointment. If a member agrees to take on additional duties, the member shall receive pro-rated pay and benefits for this work. The Faculty Association shall be notified in a timely manner of any such change in duties.

The University shall assign all appointments to one of the following types:

1. Sessional
A sessional appointment is one in which the academic staff member is hired to teach one or more courses in a particular semester.
2. Term
A term appointment has a terminal date, normally one to five years from the appointment date.
3. Tenure-Track
A tenure-track appointment is normally for a period of two years when an academic staff member is first appointed and may thereafter be renewed annually. Tenure-track appointments shall be renewed when duties have been performed in a satisfactory manner and it is deemed that the academic staff member should be given a further opportunity to progress toward an appointment with tenure. The period during which an academic staff member holds a tenure-track appointment is referred to as the probationary period.
4. With Tenure
An appointment with tenure (also referred to as “a tenured appointment”) shall be granted when the academic staff member has met the relevant performance standards and shows promise of future contributions that will enhance the University’s academic reputation. Normally the member’s eligibility for an appointment with tenure shall be determined during a prior probationary period at the University. An appointment with tenure shall continue indefinitely subject only to Articles 19 (Termination of Employment) and 25 (Financial Exigency) or to retirement.

Conditions Governing Appointment Types

1. Sessional
The University shall work to reduce the proportion of appointments that are of the sessional type.
2. Term
The terminal date of term appointments shall be stipulated in the letter of appointment. Should the University wish to extend or renew a term appointment, it shall send the academic staff member notice of its intention at least six weeks before the term appointment expires. The academic staff member is not obliged to accept such an offer of extension or renewal. Term appointments other than a visiting appointment shall normally be for twelve months. Term appointments may be made for less than twelve months in unusual circumstances such as:
 - when unforeseen circumstances prevent or delay a position from being filled before the beginning of the academic year;
 - when an academic staff member is granted leave for a period of less than twelve months;
 - when necessitated by planning decisions arising under Article 5 (Academic Planning);
 - when the candidate's availability limits the appointment.

Appointments shall be made at the academic category and rank appropriate to the academic staff member's qualifications. No academic staff member shall hold a term appointment, or a series of term appointments, for more than five consecutive years. An appointment in the sixth consecutive academic year shall be an appointment with tenure. Members shall be deemed to have held a term appointment in a given academic year if they held a term appointment during any part of that academic year.

JOB DESCRIPTION

Librarians Duties

The duties of a librarian shall include one or more of the following:

- a) position responsibilities consistent with the status of a professional librarian and associated with serving the needs of the University Library and the University community;
- b) scholarship, research or equivalent professional activities;
- c) administrative duties; and
- d) public service.

Position responsibilities shall be assigned by the University Librarian, or designate, following consultation in committee with academic staff members in the library. A librarian may apply to the University Librarian for a release from normal duties to pursue a professional research or scholarly assignment. The release shall be for two weeks per academic year, provided that:

- i) such an assignment is scheduled by mutual agreement between the librarian and the University Librarian or designate;
- ii) the University Librarian or designate and the librarian requesting the assignment shall, in the process of mutual consultation, discuss the research/scholarly/professional proposal;
- iii) the work for which the research/scholarly/professional assignment was granted shall be evaluated as part of the normal review process.

Release time for these purposes, if not taken in a given academic year, may be accumulated for up to four weeks. An application indicating intent to accumulate time for research/scholarly/professional assignment must be submitted in writing to the University Librarian or designate at least three months before the end of the academic year. Requests for research/scholarly/professional assignment shall not be refused unreasonably.

RYERSON UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

There shall be two ranks of Librarian: **Librarian** and **Senior Librarian**. All Librarians as of the date of ratification of the Collective Agreement shall hold the rank of Librarian. No more than 50% of the Career Librarians may at any one time hold the Rank of Senior Librarian relative to the established career complement of librarians positions within the Library.

PROMOTION CRITERIA

Promotion to Senior Librarian

The term promotion designates the transition from Librarian to Senior Librarian. For promotion to the rank of Senior Librarian, the candidate normally must:

- a) be a career employee;
- b) have served as a career employee at the University for a minimum of five (5) years;
- c) hold an accredited graduate degree in Library Science.

Professional Librarians may apply for promotion by forwarding a request to the Provost and Vice President, Academic. Such requests, and all accompanying documentation, must be received by the Provost and Vice President, Academic, copied to the Chief Librarian, not later than October 1 for consideration for promotion with effect from the beginning of the next academic year (September 1).

The Provost and Vice President, Academic shall ensure that a Library Promotion Committee is established by December 1 to consider requests for promotion. The LPC shall consist of 2 Senior Librarians, one elected by the Professional Librarians and one chosen by the Chief Librarian, and shall include the Chief Librarian as Chair of the LPC. For the initial transition and until there are at least 2 Professional Librarians promoted to the rank of Senior Librarian, two external Librarians shall be asked to form the LPC. One shall be chosen by the Chief Librarian and the second shall be elected by the Professional Librarians.

Evaluation of professional competence and performance shall be based on the principal responsibilities of Professional Librarians as set out in Article 16.2 (Duties and Responsibilities of Librarians, see below), and shall include their assigned responsibilities. Professional competence and performance may be demonstrated by the attainment of recognized professional qualifications, performance of assigned responsibilities in an effective manner and continuing efforts to maintain competence and contribute to advances in the profession.

For promotion to the rank of Senior Librarian the candidate normally must:

- a) demonstrate an overall high standard of performance in discharging his/her duties and responsibilities as a professional librarian;
- b) demonstrate on-going efforts to contribute to the university and the community;
- c) demonstrate, where appropriate, satisfactory application to scholarly, applied research and creative activities.

For evaluation purposes members of the LPC shall be guided by, but not limited to, the examples listed below:

Professional Duties:

- a) professional competence as demonstrated by knowledge applied within the position in an effective and efficient manner on an on-going basis;
- b) ability to communicate and interact effectively and co-operatively with all colleagues and patrons;
- c) ability to relate his/her functions to the overall goals of the Library and/or the University;
- d) ability to take initiative and to be innovative;

- e) special skills and aptitudes which are utilized in the performance of his/her duties.

Service Duties:

- a) supervision, or co-ordination, of Library personnel or activities;
- b) demonstrated administrative ability or capacity for administration;
- c) service and leadership in library-wide and university affairs;
- d) service in the community and professional associations.

SRC Activities:

- a) publication of books, articles, reviews and reports of a scholarly or instructional nature and relevant contributions of a creative nature, as well as consideration of the extent of the candidate's intellectual activity in support of the research activities of others;
- b) formal study taken to broaden and/or improve skills or relevant professional subject knowledge;
- c) study for relevant advanced professional and/or related academic qualifications;
- d) active participation in professional associations;
- e) efforts for professional growth through further study (including attendance at workshops);
- f) contributions in matters of Library administration (e.g. Committee work).

Professional Librarians who are denied promotion shall not be eligible, for a period of two years, to apply for promotion from the date of application.

LIBRARIAN APPOINTMENTS

General

Appointments of Librarians shall be limited to probationary or career positions, and shall normally be made at the rank of Librarian. Each new Librarian member shall be appointed by the Board on recommendation of the Provost and Vice Provost. The appointment will have been recommended to the Provost and Vice Provost by the Library Appointments Committee. The University has the sole and exclusive authority to determine complement levels.

Normally, the minimum qualification for a career stream Librarian member shall be a graduate degree from a program in Library and Information Science accredited by the American Library Association.

Chief Librarian Appointment

A person appointed from outside the bargaining unit to the position of Chief Librarian, at the University's discretion, may be assigned simultaneously to a professional librarian career position. In these circumstances, upon completion of his/her administrative duties, he/she shall assume the full scope of duties and obligations of a career librarian within the Library. The terms and conditions of such appointment (Chief Librarian) lie within the University's discretion.

Library Appointments Committee

A Librarians Appointment Committee (LAC) shall be established annually. Normally the committee shall consist of the Chief Librarian as the Chair, an appointed career Librarian, and an elected career status Librarian. Where a larger LAC is appropriate the committee may be expanded through the addition of one elected career status librarian and one appointed member; the latter may be drawn from other than the Library depending on the needs of the LAC for particular expertise, but shall normally be either a career status Librarian or a tenured faculty member.

The responsibilities of the LAC shall be to conduct suitable search procedures for new positions, to recommend a candidate for each position, and to conduct assessments of probationary members. The recommendation of the LAC will be forwarded to the Provost and Vice President, Academic and Vice Provost, Faculty Affairs. The Provost and Vice Provost have the sole discretion and authority to accept or reject the LAC's recommendation. The Chief Librarian shall write a letter of appointment to each professional librarian indicating the terms of the appointment and any specific conditions or expectations to be met before transfer to Career status.

Probationary Period

A probationary appointment is a period of appraisal during which time the member is expected to meet the standards of performance required for career positions. The probationary period for Professional Librarians shall be two years. The probationary appointment may be extended for up to one year in accordance with the procedure set out in Article 16.6.E (Assessment of Probationary Librarians, see below).

Assessment of Probationary Librarians

The performance of a member on a probationary appointment shall be formally reviewed every six months during the probationary period. The Chief Librarian shall be responsible for conducting the formal review and for producing an assessment report. The formal assessments by the members of the LAC, or summaries of them, shall be incorporated into the Chief Librarian's report. The Chief Librarian shall meet with the LAC to review the assessments and shall take their views into account when formulating the report. The Chief Librarian shall also consult with the probationary member's administrative unit/department head, if any. The report shall indicate clearly any areas of performance which are not meeting the standards expected of a career librarian.

If at any time during the probationary period, including prior to or subsequent to any of the first three six-month reviews, the probationary member is not demonstrating satisfactory progress in meeting the standards expected of a career librarian, the Chief Librarian shall indicate clearly any areas of performance which need improvement, and shall provide the probationary member with a reasonable period of time for such improvement. If after this period of time the probationary member is still not demonstrating satisfactory progress, the Chief Librarian may recommend dismissal pursuant to the above, or Articles 16.17.A (Discipline) and 16.17.B (Dismissal).

No later than one month before the end of the probationary period the Chief Librarian shall have concluded a final assessment of the probationary member's performance in accordance with the above. A copy of this report shall be given to the probationary member and to the Vice Provost, and shall include the recommendation of the Chief Librarian, and all LAC assessments or summaries thereof, including any written opinions dissenting from the Chief Librarian's recommendation. The Chief Librarian shall render one of three recommendations to the Vice Provost: (i) that the member be transferred to Career status; (ii) that the probationary period be extended for up to one year either where the probationary member's performance has been marginally satisfactory and may be expected to improve, or where the probationary period has not provided a suitable opportunity for the member to demonstrate satisfactory performance, or (iii) that the member's employment be terminated for failure to meet the standards expected of a career professional librarian.

JOB DESCRIPTION

Duties and Responsibilities

The duties and responsibilities of Librarian members shall be an appropriate combination of:

- a) professional practice which consists of providing consultation and assistance to library users and managing, maintaining and developing the library holdings and information systems based on the needs of the University within the financial resources available (hereinafter, "Professional duties");
- b) service to the university, the profession and the community (hereinafter, "Service duties"); and
- c) where approved by the University, scholarly, applied research and creative activities (hereinafter, "SRC duties").

While carrying out their duties, Librarian members shall treat colleagues, other employees and students ethically, so that objectivity and fairness are maintained in all deliberations, including assessment of performance of any colleague, other employee or student.

The distribution of these responsibilities may vary between individual Librarian members. The

“appropriate combination” mentioned in A.1. above, will be determined by local norms and approved by the Chief Librarian, subject to university standards.

Professional Duties

Librarian members are obliged to develop and maintain their professional competence, currency and effectiveness as librarians, and perform the professional duties assigned to them. Librarian members' professional responsibilities include, but need not be limited to, the following:

- a) to provide professional consultation and assistance to library users which, within the financial resources available, reflects the current state of the profession;
- b) to manage, develop and maintain the library holdings and information systems through participation within the Library;
- c) to adhere to Academic Council's, the Library's and the University's policies as they pertain to their assigned responsibilities;
- d) to foster a free exchange of ideas, to refuse to practise or permit censorship, and to strive to ensure the fullest possible access to library resources, both internal and external, for members of the University community;
- e) to be available for student and faculty consultations;
- f) to meet scheduled appointments including workshops, classroom presentations, reference work and library management meetings and to obtain advanced approval from the Department Head/Chief Librarian for deviations from their scheduled hours or courses of studies;
- g) to be responsible for the preparation, supervision, co-ordination and evaluation of staff assignments, where appropriate; and to be responsible for the supervision of staff, if applicable, and to participate in the administration of the Library;
- h) to undertake special assignments.

Professional duties and responsibilities shall be fairly, reasonably and equitably distributed amongst Librarian members, in accordance with operational requirements.

SRC Duties

In circumstances where the University approves SRC activities:

The purpose of SRC activities by a Librarian member shall normally be to increase knowledge and understanding in information sciences. Librarian members may choose the topics, or areas in which they will carry out their SRC duties. However, the selection of topics must be consistent with the academic mission of the University and the Library's mandate, goals and priorities. The topics and/or areas in which they will carry out their SRC duties, must have the support and approval of the Chief Librarian and the Provost and Vice President, Academic, which shall not be withheld unreasonably.

Service Duties

Service to the University

Consistent with their primary professional and service responsibilities, Librarian members shall participate in the administration of their department and the Library through active membership on appropriate bodies such as departmental management groups and shall participate to a reasonable extent on other University bodies including Departmental, Library and University committees, Academic Council and the Board when called upon to do so by, or when elected to, such bodies.

Service to the University shall be counted as part of the Librarian member's normal workload and shall be fairly, reasonably and equitably distributed, in accordance with operational requirements.

Service to the Profession and the Community

Librarian members have the right to participate in the work of learned societies, professional associations, and union/labour organizations, including the Faculty Association, the Ontario Confederation of University Faculty Associations, and the Canadian Association of University Teachers. When a Librarian member's service on such bodies conflicts with scheduled

professional or administrative duties, the Librarian member must seek the approval of his/her Department Head, or equivalent, and the Chief Librarian for proposed alternative arrangements to ensure that such scheduled professional and/or administrative duties are fulfilled. A Librarian member's service to such societies and associations shall be considered in the assessment of the performance of the Librarian member.

Librarian members are encouraged to serve the community in a manner that enhances the reputation of the University. However, except when specifically authorized to speak on behalf of the University, Librarian members must make it clear that their positions and opinions are personal.

Outside Professional Activities

Suitable contact with the public and private sectors offers a means by which Librarian members may practise and enhance their professional knowledge and skills. Such activity shall be subject to the following:

1. such professional activity shall not conflict or interfere with the fulfillment of his/her duties and responsibilities to the University as provided in the Collective Agreement;
2. such professional activities shall not reflect adversely on, or be to the detriment of, the University. This Article does not diminish the academic freedom of Librarian members recognized in Article 11 (Academic Freedom);
3. a written statement of the nature, scope and extent of the activity shall be given to the Chief Librarian or his/her designate who shall review the same in the light of (1) and (2) immediately above;
4. the Library shall be reimbursed, at the prevailing rate set by the Library, for supplies, equipment, facilities and the space used in connection with the outside professional activity, it being understood that Library activities shall have priority in the use thereof; and
5. the name of the University or the University letterhead shall not be used in correspondence between a Librarian member and his/her client, or in any report he/she may submit, and the name of the University shall not appear in any publicity or commercial presentation of the results of the consulting work nor shall the Librarian member represent himself/herself as an agent of the University.

SAINT MARY'S UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

The following specific criteria for different ranks shall apply:

Librarian I

A Librarian I shall have a master's degree in Library Science or its equivalent as a minimum qualification.

Librarian II

A Librarian II, in addition to meeting the qualifications of Librarian I, shall ordinarily have three (3) years of successful relevant experience as a Professional Librarian and evidence of professional development.

Librarian III

A Librarian III, in addition to meeting the qualifications of Librarian I, shall ordinarily have seven (7) years of successful relevant experience as a Professional Librarian and evidence of on-going professional development.

Librarian IV

A Librarian IV, in addition to meeting the qualifications of Librarian I, shall ordinarily have twelve (12) years of successful relevant experience as a Professional Librarian and evidence of significant professional development and evidence of administrative and/or organizational ability.

Professional Development

Professional development includes such things as research; publication; presentation at professional conferences; participation at a responsible level in library organization; service on committees within the university; completing courses, workshops or seminars; and receiving additional degrees, diplomas and/or certificates.

PROMOTION CRITERIA

Promotion is in no sense automatic. A Professional Librarian shall ordinarily meet the requirements of a higher rank before becoming eligible for that rank and he/she must demonstrate a standard of excellence appropriate to the rank sought.

The general criteria to be used for promotion consideration for all full-time Professional Librarians shall be as follows:

- (a) Job performance with an emphasis on demonstration of judgement, initiative, and the ability to communicate and interact effectively;
- (b) Competent fulfilment of the duties and responsibilities of the librarian's position;
- (c) Ability to work constructively with other library staff and in the interest of the Library and the University in general;
- (d) Service to the University and the profession;
- (e) Practical experience and credentials including professional qualifications, degrees, special studies and honours.

The rank qualifications as outlined above are not exhaustive but will serve only as a general guideline in classifying present Professional Librarians and appointing and promoting these members of the Union within the classification of Professional Librarian.

After ordinarily meeting the specified qualifications in each rank and upon providing proof of those qualifications appropriate to a higher rank, Professional Librarians will be eligible for consideration for promotion. There may be accelerated promotion if warranted in the Employer's judgement.

Ordinarily, promotions shall take effect on September 1st of each year.

Seniority shall mean continuous compensated service in the employ of the Employer. For Professional Librarians holding probationary appointments as defined in Article 10.2.60 at the conclusion of the probationary period, the member's seniority will revert to his/her hiring date.

LIBRARIAN APPOINTMENTS

Professional Librarians

Whenever a vacancy occurs among Professional Librarians or whenever a new professional position is created, the University Librarian, in consultation with the Library Council, shall advertise the position within thirty (30) days. Applications for appointment will be directed to the University Librarian who shall establish a list of all applicants. The University Librarian shall, in consultation with the Academic Vice President, negotiate the terms of the appointment with the successful candidate (as per the process identified in Article 10).

Each new Professional Librarian and the President of the Union shall receive from the Employer a letter of appointment which shall include the following:

- (a) The effective date of the appointment;
- (b) The terminating date of the appointment in the case of an appointment for a limited term;
- (c) The rank and salary of the Professional Librarian as of the effective date of the appointment.

Each letter of appointment shall be accompanied by a copy of the Collective Agreement.

New Professional Librarians, other than those appointed for a limited term, will be considered as probationary employees until they have been employed for a period of eighteen (18) months. During the probationary period, progress appraisals will be performed at three (3) month intervals, the results of which will be communicated to the Professional Librarian in writing and placed in his/her personnel file. Consecutive with the fifth performance appraisal, the opinion of the Professional Librarians will be sought on the appropriateness of the candidate for confirmation. A Professional Librarian may be confirmed at any time during the probationary period.

If a Professional Librarian, other than a probationary librarian as defined above, wishes to terminate his/her employment, he/she shall give at least one (1) month's notice in writing to the University Librarian. However, employment may be terminated by mutual agreement in writing at any time.

Each full-time Professional Librarian shall be entitled to receive reimbursement of travel costs for him/herself and dependents from the Appointee's place of residence to Halifax, Nova Scotia, for actual costs up to the amount of economy airfare; and upon production of receipts, he/she shall be entitled to receive up to five thousand dollars (\$5,000) for moving expenses.

University Librarian

In appointing a University Librarian the President shall strike a Search Committee to be chaired by the Academic Vice President. The Committee shall be comprised of the Academic Vice President, a Dean appointed by the President, two Professional Librarians appointed by the Professional Librarians, a Faculty Member appointed by Senate, a member of the library support staff appointed by the library staff, an external professional librarian appointed by the President in consultation with the internal Search Committee members and one additional member appointed by the President from the Saint Mary's University community.

The Search Committee shall set the formal qualifications required for the position. The vacancy shall be advertised in relevant academic and professional journals and publications, including the CAUT Bulletin, the AUCC University Affairs and Feliciter and in mailing lists for Canadian academic libraries and library schools. The advertisements should appear at least one month before the close of competition. The Search Committee shall establish a short list of up to five (5) candidates to be interviewed. The decision on the appointment shall be made by the President.

The appointment of a University Librarian shall be for a specified term of not more than six (6) years. A formal review process shall be conducted during the last year of the term of the appointment. In each case, the Review Committee shall be composed in the same manner as the Search Committee as outlined above. The Review Committee shall consult widely and shall provide ample opportunity for input from Professional Librarians and library staff. The Review Committee shall make a written assessment of the performance of the incumbent. The assessment shall be forwarded to the incumbent who shall be afforded the opportunity to meet with the Review Committee to discuss the review and any recommendations. The incumbent shall also have the opportunity to make a written response.

If the President fails to re-appoint an incumbent to the position of University Librarian, she/he shall be offered continuing appointment as a Professional Librarian within the bargaining unit in keeping with Article 21.1 (Entry or Re-entry to the Bargaining Unit of Academic Administrators and Related Provisions).

The process outlined in this Article does not apply to the appointment of an Acting University Librarian.

ST. FRANCIS XAVIER UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

The University recognizes four Librarian ranks. The four ranks are indicated below with the conditions and qualifications required for each.

Librarian I

This is the beginning career level. It assumes little or no professional experience. A person appointed to this rank shall possess an ALA accredited Library Science degree or in the case of an archivist a relevant University degree in Archival Studies. No one shall remain in this rank more than five years, except in cases involving leave of absence.

Librarian II

This is one in which the librarian achieves a competent level in professional practice. For initial appointment, it requires relevant experience as a professional librarian. A person appointed to this rank shall possess an ALA accredited Library Science degree or, in the case of an archivist, a relevant University degree in Archival Studies, and shall normally have a minimum of three years of full-time experience as a professional librarian or archivist.

Appointment to the rank of Librarian II will be granted only if a Librarian has demonstrated:

- a) that she or he has achieved a satisfactory level in professional practice (see Promotion and Appointment Criteria below);
- b) that she/he has started to contribute and shows on-going development in the area of Academic service

Librarian III

This rank is normally a career rank. The rank requires demonstrated ability to perform at a high level in professional practice. A person appointed to this rank shall possess an ALA accredited Library Science degree, or in the case of archivist a relevant University degree in Archival Studies, and shall normally have a minimum of five years of full-time experience at the Librarian II level or equivalent.

Appointment to the rank of Librarian III will be granted only if a Librarian has demonstrated:

- a) that she or he has developed a high level of her or his professional practice;
- b) continues to build expertise at a satisfactory level in the area of Academic Service;
- c) continues to build expertise at a satisfactory level in the area of Scholarly and/or Research Activity.

Librarian IV

This is the rank reserved for those who have made outstanding contributions to the profession and/or academic community. Normally a person appointed to this rank shall possess the Doctorate degree or a second Masters degree in an area relevant to the Library's services and have a minimum of eight years at the previous rank.

Appointment to the rank of Librarian IV will be granted only if a Librarian has:

- a) excelled in service to the library;
- b) shown evidence of professional leadership and exemplary service to the University.

A Librarian's service to his or her academic/professional community or exceptional service to his or her community may be considered but not in place of any minimum requirement for appointment to a rank.

PROMOTION AND APPOINTMENT CRITERIA

The University Librarian shall meet with all new Librarians early in their first academic year, at which time the University Librarian will explain the University's expectations in the areas that will be used to evaluate applicants for the renewal of a term, probationary appointment, advancement in rank, or grant of a permanent appointment. The University Librarian will provide an annual performance review for the purpose of assisting the candidate in his/her academic career.

In recognizing and assessing professional competence, the following factors shall be taken into account:

- a) Professional Practice
- b) Academic Service
- c) Research, Scholarly or Creative Activity

See Rank Classification for more detail on evaluation criteria.

Advancement in Rank

Consistent with the qualification requirements of the rank concerned, all Librarians, whether notice of permanent appointment is given or not, shall be eligible to apply for advancement in rank. A Librarian shall ordinarily spend a minimum number of years in each rank before becoming eligible for the next higher rank. The minimum periods of service within each rank shall be as follows:

Librarian I - three (3) years;
Librarian II - five (5) years;
Librarian III - eight (8) years.

By October 1 the Academic Vice-President and Provost, as Chair of the Librarian Promotion and Assessment Committee, will send a reminder to Librarians that those who are about to complete the prescribed minimum of years in the rank of **Librarian II** or **Librarian III** and who wish to be considered for advancement in rank must apply in writing to the Chair of the Librarian Promotion and Assessment Committee by November 1. Any other Librarian seeking advancement in rank must apply, in writing, to the Chair of the Librarian Promotion and Assessment Committee by November 1.

Accelerated promotion may be sought by a Librarian on the grounds of exceptional professional competence and exceptional service to the University and the profession. A Librarian who seeks early consideration as an exceptional case shall apply in writing to the Chair of the Librarian Promotion and Assessment Committee by November 1. The application shall include a detailed rationale as to why early consideration is merited.

The procedures and criteria for evaluation that shall be used in the review of applications for advancement in rank are described in Job Description (further below) and Article 3.2.2 (Agents of Evaluation) of the Collective Agreement.

Terms of Appointment

Academic librarians may be granted term, part-time, probationary or permanent appointments. Term or part time appointments are governed by Article 3.1.3.10 (Terms of Appointment - Part-time Appointments).

Unless otherwise specified in a letter of appointment, the initial appointment of a Librarian shall normally be probationary for a period of two years, subject to renewals for a further period of up to three years.

The maximum period of probationary appointments shall be five years, and at the end of such time, a permanent appointment is to be granted, or notice of termination of employment given. At least six months before the expiry date of the applicable probationary period, a Librarian shall be notified that her or his appointment is being terminated, extended or confirmed.

During the fifth year of employment, (or earlier if requested by the University Librarian) the Librarian Promotion and Assessment Committee (LPAC) shall meet to review the performance of the Librarian holding a probationary appointment, using the criteria set out at the beginning of this section, and make a recommendation to the President on the offering of a permanent appointment. Initial Permanent Appointments must be approved by the LPAC. Every letter of appointment or confirmation shall be addressed to the appointee and shall be signed by the Academic Vice-President and Provost.

Part-time Appointments

If the requirements of the Library dictates, part-time or term appointments may be made. A part time appointment is one that is less than 75% of full time employment as a librarian. A part-time appointment is one in which the member's regular duties and responsibilities require some specified proportion of full-time employment. Part-time librarians will be recruited and hired according to Article 3.1 (Recruitment and Appointment Procedure). Salary and other eligible benefits for a part-time Librarian shall be pro-rated according to the number of hours worked and shall be identified in the letter of appointment.

Initial part time appointments shall be up to one year's duration and may or may not be renewed at the discretion of the University Librarian. Part time or term appointment Librarians shall participate in pension and other benefits if eligible according to Human Resources policy. For the purpose of this contract, current term or part time employees are grandfathered at their current rank.

Permanent Appointments

A permanent appointment is a means to an end in that it provides economic security and assurance of continued opportunities to teach and/or search for knowledge and provide for its free dissemination.

Academic freedom and economic security, i.e., holding a permanent appointment, are indispensable to the success of an institution of higher learning in fulfilling its obligations to its students and to society generally. Librarians, therefore, should have a permanent appointment after the expiry of a specified probationary period. The services of a Librarian may be terminated by: retirement, permanent disability, financial exigency or for cause (see Articles 3.1.9, 3.1.9.1, 3.5.1, and 3.6.9 respectively).

Librarians who are about to complete the maximum number of years service allowed for Probationary Appointments in the rank of **Librarian I** or **Librarian II** (see Article 3.1. - Terms of Appointment) will be reviewed automatically during the academic year preceding such completion of service in the probationary state. By October 1, the Academic Vice-President and Provost, as Chair of the Librarian Promotion and Assessment Committee, will send a reminder to those Librarians who are to be reviewed automatically that his or her review will be considered by the Librarian Promotion and Assessment Committee. It is the responsibility of a Librarian who will be considered for a permanent appointment in an academic year to ensure his or her Personal Dossier is complete by November 1.

Any other Librarian seeking grant of a permanent appointment must apply, in writing, to the Academic Vice-President and Provost by November 1. For each appointment at the rank of Librarian I or Librarian II, a librarian may only be considered once for a permanent appointment.

The procedures and criteria for evaluation which shall be used in the review of applications for a permanent appointment are described in Article 3.2 (Evaluations) of the Collective Agreement.

JOB DESCRIPTION

Professional Responsibilities of Librarians

Librarians have certain rights, duties, and responsibilities which derive from their practice as librarians and as members of the academic community and which reflect the rightful expectations of St. Francis Xavier University, the faculty members, and the students.

Librarians have the duty to deal fairly and ethically with students and other members of the academic community, to avoid discrimination, to foster a free exchange of ideas and to refuse to practice or permit censorship, to respect the principles of confidentiality in a manner consistent with their academic role, to acknowledge their indebtedness to students and/or colleagues in relation to their own research, to uphold and to protect the principles of academic freedom, and to seek the highest possible standards. St. Francis Xavier University shall make every reasonable attempt to facilitate the work of librarians.

The responsibilities of librarians shall be determined by the University Librarian in consultation with the individual librarian. These should entail an appropriate combination of:

- Professional Practice;
- Academic Service; and
- Research, scholarly or other creative activities

The pattern of these responsibilities may vary from individual to individual and from time to time, taking into account that for the majority of Librarians, the principal duties will be in the area of Professional Practice.

Professional Practice

This entails the ability to perform at a high professional level in areas which contribute to the education and research mission of the Library and the University such as library instruction, information literacy, research consultation, information systems; acquiring, developing and maintaining library and archival holdings; and the provision of access to knowledge and information in a variety of formats. In addition, librarians are expected to develop expertise in planning and managing various library services.

The following description of Professional Practice for librarians takes into consideration the needs of the Library and of the University and recognizes the professionalism of individual librarians. A Librarian may be engaged in from time to time and as assigned, the following:

- a) Collection development and management
- b) Bibliographic control, access to, and organization of, library materials
- c) Direction, planning, implementation and supervision of Library systems, databases and electronic resources
- d) Research services, including reference, instruction and information literacy
- e) Managing, planning, organizing, implementing and directing the delivery of services
- f) Liaison and collaboration with faculty members and students

Academic Service

Consistent with their principal duties, librarians have the right and responsibility to participate actively in the work of the University through active membership on appropriate bodies such as Library and University Committees where eligible. Librarians have the right, and are encouraged, to participate actively in the work of academic and professional associations, provided such activities do not interfere with their principal duties. Academic Service involves such things as contributions to interdepartmental cooperation and management of, and planning for, Library services or programmes; internal and external activities related to the research and teaching functions of the University and to its vision of community research or the academic needs of the Library.

Research, Scholarly or Creative Activity

This involves the creation of new knowledge, and/or the creative use of existing knowledge, and/or the organization and synthesis of existing knowledge and/or creative expression, in the librarian's area of expertise. Research, scholarly or creative activity within their area of expertise conducted by librarians in the course of their duties shall have as primary objectives the increase of knowledge and understanding, and the improvement of the librarian's professional practice and scholarly competence.

Librarians have a responsibility for the proper use of resources provided for the purposes of research. Librarians have an obligation to develop and maintain their competence and

effectiveness in carrying out their duties within their area of expertise. They shall keep current on issues and trends as they affect the research or scholarly needs of the University community. As appropriate, there shall be prior consultation with librarians on the assignment of duties and scheduling of public service desks. Once such duties or schedules have been assigned by the University Librarian or designate, it is the responsibility of librarians to fulfill the assigned duties or schedule.

Librarians will from time to time and upon request by the University Librarian or university administration review the services provided against the needs of the University community and adapt these services as required.

ST. THOMAS MORE COLLEGE **2006/2007 AND 2007/2008**

RANK CLASSIFICATION

The Librarian's rank will be Librarian I, Librarian II, Librarian III or Librarian IV according to the schedule of ranks applicable in the Library of the University of Saskatchewan.

The status and work of the Librarian are governed by the Library Policy as approved by the Faculty-Administration Forum and the Board of Governors. The provisions of the Agreement regarding the Librarian are the same as those for members of faculty unless otherwise specified in the Agreement. Modifications and additional provisions affecting the Librarian with regard to appointments, award of tenure, promotion, and salary review are included in this article.

PROMOTION CRITERIA

The criteria, methods and standards for promotion shall be consistent with those for the award of promotion within the academic ranks, except that teaching (Policy 12.2.0, ii) shall not be a criterion and that practice of professional skills in the task of running the Library shall be one.

A Librarian shall be considered formally for promotion to the next rank if s/he is five or more Career Development Increases above the floor for that rank, or has received a total of five Career Development Increases in that rank. The standards for promotion in any rank shall be at least equivalent to those established by the University Council.

For promotion from Librarian II to Librarian III the criteria, methods and standards for promotion shall be the same as those for the award of permanent status (Article 13.4.3). In the case of a first appointment at the rank of Librarian III, the criteria for promotion to Librarian III (Article 13.4.3.1) will be used. The candidate will have had a reference regarding his or her practice of professional skills in previous library work. In addition the candidate will be required to develop his or her understanding of the position of Librarian in the College and have that development assessed by at least two persons in an equal or superior rank, one of whom is to be external to the College and both of whom will be selected by the Appointments Committee.

For promotion from Librarian III to Librarian IV the candidate's case file shall include but is not limited to an assessment of the candidate's practice of professional skills (as in Article 13.4.3.1) and a written evaluation of the candidate's performance of those skills by three persons in the rank of Librarian IV or greater at least two of whom must be employed by university libraries external to the University of Saskatchewan. The external referees shall be selected from a list of five established by the President after consulting with the candidate. The referees selected must be sufficiently at arm's length' from the candidate so as to provide an objective assessment of performance. The candidate may request that a particular referee be excluded, but may in turn be asked to provide an explanation of this exclusion. When names are excluded, others will be added so that a minimum of five names remain. The President shall submit a description of the credentials/background of the external referees to the candidate's committee. The President shall select three names of the external referees from the list and approach them, requesting an assessment of the candidate's work. The names of the referees will be confidential and only made available to members of the candidate's committee and the College Tenure & Promotion Committee. For promotion from Librarian III to Librarian IV the candidate shall also be evaluated by comparing the candidate's statement (Article 13.4.4.4) to the Library Policy. The candidate's committee shall interview the candidate about her or his case file.

LIBRARIAN APPOINTMENTS

The provisions for appointments to the faculty (Article 5) shall apply to the Librarian, except for the modifications and additional provisions in this article.

Rank on Appointment

- i) The initial appointment of the Librarian shall be at least at the level of Librarian II.
- ii) When the Librarian is given tenure it shall be at the rank of Librarian III or IV.

Tenure for the Librarian

The provisions for the award of tenure to faculty (Policy 11, Agreement Article 7) shall apply to the award of tenure to the Librarian, except for the following modifications and additional provisions. An appointment with tenure shall continue subject only to the provisions of the articles relating to discipline (Article 24), resignation (Article 21.1), retirement (Article 21.2), and financial exigency (Article 22).

Types of Appointments

The appointment of the Librarian shall be under one of the following conditions:

- i) part-time;
- ii) on probation;
- iii) with term;
- iv) with tenure;
- v) without term.

Part-Time Appointment

A part-time appointment as Librarian is one in which the appointee's duties require less than full-time employment and in which the appointee is required to work on the basis of less than full days, less than full weeks, less than six months, or a combination of these. Conversion from full-time to part-time status as Librarian is governed by the provisions of Article 5.1.10.2.

Probationary Appointment

The initial appointment of the Librarian shall be probationary unless otherwise specified and shall be for three years. An employee initially appointed as a full-time Librarian may elect to be considered during the third year of probation for tenure or for an additional two-year probationary appointment. If the probationary period is renewed, the employee may elect to be considered for tenure in the fourth or fifth or sixth year of appointment. The employee must inform the Dean by June 15 whether the employee wishes to be considered in the next academic year. The Tenure and Promotions Committee will consider applications for renewal. If the probationary period is not renewed or tenure is not granted, the appointment shall terminate at the end of the probationary term. In extenuating circumstances and with the approval of the Consultation Committee, the Librarian may be permitted to serve one additional year of probationary service. The Librarian shall forward the request to extend probation because of extenuating circumstances to the President by June 15 (of the 4th year). Under no circumstances, shall the years of probationary service exceed six years. The Librarian may be considered for early tenure in accordance with Article 5.1.6.2.

Length of Limited Term Appointments

The maximum period for accumulated limited term appointments as Librarian shall be five years (see Article 5.1.1.2).

JOB DESCRIPTION

Librarian Duties

The performance and assignment of duties for the Librarian shall be in accordance with the Library Policy as approved by Faculty Council and the Board of Governors. Duties shall be assigned equitably among employees of the College taking into consideration:

- (i) the full range of academic responsibilities of individual members, including teaching, consultation with students, research and scholarly work, library, extension and

- administrative work, and service to clinical programs, to academic committees, and to the public, to professional bodies, and to the Faculty Union; and
- (ii) relevant department, college and university standards for renewal of probation, tenure and promotion.

COLLÈGE UNIVERSITAIRE DE SAINT-BONIFACE
2006/2007 AND 2007/2008

CLASSIFICATION DES RANGS

CUSB a les rangs professionnel 1 et professionnel 2. Le poste de bibliothécaire nécessite une diplomation de maîtrise et se retrouve automatiquement au niveau de Professionnel 2.

DESCRIPTION DE TÂCHES

Bibliothécaire responsable des services au public

Le/la titulaire de ce poste gère la planification, l'organisation et la supervision de l'ensemble des services au public sous la responsabilité du directeur de la bibliothèque.

Tâches

- Planifier, organiser et surveiller l'ensemble des services public.
- Préparer des outils de travail destinés aux usagers (bibliographies et guides de recherche) et répondre aux requêtes.
- Organiser et offrir les services de renseignement ainsi que les sessions de formation selon les besoins.
- Organiser l'ensemble du service de prêts spéciaux et de prêt entre bibliothèques.
- Évaluer l'état des collections et voir à la sélection des documents selon les politiques et les besoins.
- Peut être demandé de préparer des analyses de coûts selon les besoins.
- Gérer le site Web de la bibliothèque, interroger les banques de données en ligne et les moteurs de recherche Internet.
- Suggérer l'achat de logiciels nécessaires aux services au public et voir à leur implantation.
- Voir à l'organisation du réseau interne de la bibliothèque et recommander l'achat des équipements requis.
- Participer au choix du personnel affecté à son service; coordonner leur travail et voir à leur formation.
- Préparer et tenir à jour les manuels et procédures et les statistiques de son service.
- En consultation avec le directeur de la bibliothèque, initier et participer aux projets coopératifs entre les institutions, les organisations et les entreprises privées qui affectent les services au public.
- Peut être demandé de participer à différents comités internes ou externes du Collège.
- Peut être demandé d'accomplir certaines tâches administratives.
- Accomplir toute autre tâche connexe confiée par son supérieur.

Qualifications, expérience et formation

- Maîtrise en bibliothéconomie ou sciences de l'information serait un atout.
- Expérience en milieu bibliothécaire serait un aout.

UNIVERSITÉ SAINT PAUL
2006/2007 ET 2007/2008

DESCRIPTIONS DE TÂCHES

Tronc commun (Bibliothécaire)

Catalogage

- Dans le respect des règles et procédures du catalogage, entrer les données en format MARC et améliorer leur format pour rencontrer les exigences de l'AACR2 applicables dans un environnement de bibliothèque spécialisée;
- Créer des notices de collections et des entrées analytiques; cataloguer et classifier les livres de la bibliothèque, en particulier la collection de microformes et créer les données bibliographiques originales au besoin.

Politiques et procédures

- Soumettre au bibliothécaire en chef la mise à jour les politiques et procédures de la bibliothèque; s'assurer que les méthodes, les procédures et les outils utilisés par la bibliothèque sont à jour;
- Avec les autres bibliothécaires, agir en tant que personne-ressource pour l'interprétation des politiques et procédures déjà établies;
- Vérifier et suggérer des ressources et des outils pour améliorer le travail, la chaîne documentaire.

Choix des livres

En collaboration avec les autres bibliothécaires, et en tenant compte des suggestions faites par les professeur(e)s, collaborer au choix et à la sélection courante et rétrospective de livres, microformes, livres d'occasion, livres rares, périodiques et de tout autre document bibliographique visant à soutenir les programmes des facultés de l'Université

Service de référence

Effectuer le service de référence et d'assistance à la recherche au comptoir de services selon les besoins pendant les heures normales de bureau ainsi que certains soirs et fins de semaine; répondre aux demandes d'information par téléphone, courrier et par courriel concernant les livres en général ainsi que sur la collection imprimée; participer à l'élaboration du programme d'instruction de la bibliothèque. acquisitions ou commandes, importer et modifier les notices d'autres bibliothèques afin de rendre les points d'accès disponibles aux clients le plus rapidement possible, dans les cas où l'importation et/ou la modification est impossible, imprimer les notices d'autres bibliothèques.

Mise en valeur de la collection

- Déterminer, à partir de ses connaissances, les critères qui guideront le choix des livres rares à numériser; mettre à jour ces critères au besoin;
- Créer un catalogue des livres rares que possède la bibliothèque et développer un programme de numérisation; choisir les livres rares devant être numérisés selon les critères établis et en vigueur;
- Préparer régulièrement des expositions.

Divers

Voir à son développement professionnel et informer son superviseur de ses besoins et des différentes opportunités de formation qui se présentent.

A. Bibliothécaise au catalogage

Résumé des fonctions:

Sous la direction du bibliothécaire en chef, et en collaboration avec les autres bibliothécaires (bibliothécaire au catalogage, bibliothécaire au développement des collections et bibliothécaire en chef) et le groupe de travail du catalogage, assurer le catalogage et la classification de l'ensemble des documents de la bibliothèque

Fonctions spécifiques:

- a) Catalogage 60 %
 1. Conforme au tronc commun;
 2. En collaboration avec l'autre bibliothécaire au catalogage, s'assurer que le catalogage des données tirées de la collection des microformes est effectué selon les échéanciers, en important et en modifiant les données d'autres bibliothèques; participer à tout autre projet spécial de la bibliothèque, selon les demandes du bibliothécaire en chef;
 3. Créer les autorités auteurs/collectivités et des titres uniformes en fonction des politiques établies et élaborer toute nouvelle politique à cet égard au besoin;
 4. Créer dans les deux langues les nouvelles vedettes-matière et choisir les sujets, principalement mais non exclusivement, à l'intérieur des répertoires des vedettes-matière de la Bibliothèque du Congrès et de l'Université Laval; en collaboration avec l'autre bibliothécaire au catalogage, résoudre les problèmes de sujets et de classification erronés identifiés pendant la saisie de données du répertoire de vedettes-matière de l'USP;
- b) Politiques et procédures 10 % (Conforme au tronc commun, spécifiquement au niveau de la mise à jour de la politique du catalogage, du catalogage des microformes, des livres d'occasion et des documents électroniques)
- c) choix des livres 10 % (Conforme au tronc commun)
- d) Service de référence 16 % (Conforme au tronc commun)
- e) Divers 2% (Conforme au tronc commun)
- f) Mise en valeur de la collection 2 % (Conforme au tronc commun)

Effectuer toutes autres tâches connexes confiées par son superviseur. 2 %

Expériences et connaissances requises:

- Maîtrise en bibliothéconomie ou une formation équivalente;
- Baccalauréat ou diplôme de 2 ou 3 cycle en théologie ou en philosophie serait un atout;
- Expérience du catalogage;
- Excellentes connaissances du format MARC et des règles AACR2;
- Expérience du développement des collections serait un atout;
- Aptitude démontrée pour l'interprétation des règles et procédures de catalogage, principalement en ce qui a trait aux plates-formes non-traditionnelles;
- Excellentes connaissances de l'informatique documentaire;
- Bilinguisme (oral et écrit);
- Atout : Savoir lire le latin, le grec et l'hébreu classique, et les langues européennes (Italien, Allemand, etc.); connaissance des langues slaves.

Qualités essentielles:

- Connaissance du milieu universitaire; connaissance du milieu ecclésiastique serait un atout;
- Flexibilité et capacité à faire face au changement;
- Haut niveau d'engagement dans ses activités professionnelles, notamment dans les activités de formation et les activités académiques;
- Capacité à communiquer et à travailler efficacement en groupe de travail, ainsi qu'avec ses supérieurs et collègues;
- Capacité à travailler en équipe, tout spécialement dans l'entretien et le développement des collections;
- Compréhension et adhésion aux standards professionnels ainsi qu'aux principes d'éthique et de liberté intellectuelle;

- Connaissance de l'informatique documentaire;
- Connaissance des dernier développements et des nouvelles méthodes en matière de catalogage;
- Habileté à bien gérer son temps et ses priorités.

B. Bibliothécaire au développement des collections

Résumé des fonctions :

Sous la direction du bibliothécaire en chef, et en collaboration avec les autres bibliothécaires et l'équipe des acquisitions, assurer le développement des collections, i.e le choix des livres et des périodiques. Avec les autres bibliothécaires, cataloguer et classer notamment - et non uniquement - les documents en langues slaves.

Fonctions spécifiques :

- a) Catalogage 10 % (conforme au tronc commun)
- b) Politiques et procédures 10 % (conforme au tronc commun, spécifiquement au niveau de la mise à jour de la politique du développement des collections, de la préservation de la collection et de celle en cas de force majeure)
- c) Choix des livres 60 % (conforme au tronc commun)
- d) Service de références 16 % (conforme au tronc commun)
- e) Divers (conforme au tronc commun)
- f) Mise en valeur de la collection 2 % (conforme au tronc commun)
- g) Effectuer toutes autres tâches connexes confiées par son superviseur 2 %

Expériences et connaissances requises :

- Maîtrise en bibliothéconomie ou une formation équivalente;
- Baccalauréat ou diplôme de 2e ou 3 cycle en théologie ou en philosophie serait un atout;
- Excellentes connaissances du format MARC et des règles AACR2;
- Expérience du développement des collections;
- Aptitude démontrée pour l'interprétation d'une collection spécialisée comme la nôtre, et de celle des livres rares en particulier;
- Excellentes connaissances de l'informatique documentaire;
- Bilinguisme (oral et écrit);
- Connaissance des langues slaves serait considérée comme un atout. Atout : Savoir lire le latin, le grec et l'hébreu classique, aussi bien que les langues européennes (Italien, Allemand, etc.).

Qualités essentielles :

- Connaissance du milieu universitaire; la connaissance du milieu ecclésiastique est un atout;
- Flexibilité et capacité à faire face au changement;
- Haut niveau d'engagement dans ses activités professionnelles, notamment dans les activités de formation et les activités académiques;
- Capacité à communiquer et à travailler efficacement en groupe de travail, ainsi qu'avec ses supérieurs et collègues;
- Capacité à travailler en équipe, tout spécialement dans l'entretien et le développement des collections;
- Compréhension et adhésion aux standards professionnels ainsi qu'aux principes d'éthique et de liberté intellectuelle;
- Connaissance de l'informatique documentaire;
- Connaissance des dernier développements et des nouvelles méthodes en matière de catalogage;
- Habileté à bien gérer son temps et ses priorités.

UNIVERSITÉ SAINTE-ANNE 2006/2007 AND 2007/2008

CLASSIFICATION DES RANGS

Le Conseil octroie le rang approprié au Membre qu'il embauche en fonction de la qualité de son dossier et des exigences d'accès aux rangs telles qu'elles sont présentées à cet article.

Le Membre bibliothécaire a au moins la maîtrise en bibliothéconomie ou l'équivalent.

Les exigences des rangs sont les suivants :

Bibliothécaire I

(i) Ce rang est normalement attribué au Membre bibliothécaire à l'embauche.

Bibliothécaire II

- (i) Ce rang est normalement attribué au Membre bibliothécaire qui a dix (10) ans d'expérience; ou
- (ii) Ce rang est attribué au Membre bibliothécaire détenant un doctorat en bibliothéconomie ou l'équivalent.

Échelon de carrière à l'embauche et avancement accéléré dans le rang

Le Vice-recteur détermine à quel échelon de carrière le candidat devrait être placé en fonction de son dossier et en appliquant les critères de la catégorie appropriée tels qu'ils sont présentés ci-dessous. Une année d'expérience équivaut à une année de travail à temps plein comme bibliothécaire suivant l'obtention de la maîtrise en bibliothéconomie ou son équivalent. Les années d'expérience pertinente précédant l'obtention du diplôme précisée ci-dessus peuvent être comptées chacune comme un demi-échelon jusqu'à un maximum de huit échelons.

CRITÈRES DE PROMOTION

Une promotion est le passage du rang de **Bibliothécaire I** à celui de **Bibliothécaire II**. Le rang de **Bibliothécaire II** est attribué par voie de promotion à un Membre bibliothécaire détenant le rang de Bibliothécaire I. Pour être considéré pour cette promotion, le Membre doit avoir au moins cinq ans d'expérience au rang de Bibliothécaire I et fait preuve d'excellence dans son travail et ses contributions à la bibliothèque et à l'Université. Le rang de Bibliothécaire II est attribué par voie de promotion à un Membre bibliothécaire détenant le rang de bibliothécaire I lorsque celui-ci obtient un doctorat en bibliothéconomie.

Les Membres professeurs universitaires ainsi que les Membres bibliothécaires font une demande de promotion au Comité d'évaluation au plus tard le 15 septembre conformément à l'article 16 de la convention (Contrat probatoire). Si le Conseil accorde la promotion, celle-ci entre en vigueur le 1er juillet suivant.

DESCRIPTION DE TÂCHES

Les tâches du Membre comprennent:

- (i) remplir les tâches relatives aux différentes fonctions de la bibliothèque, au développement et à la gestion de la collection;
- (ii) assurer un service de consultation professionnelle à l'intention des usagers;
- (iii) l'administration académique;
- (iv) les services à l'Université et à la communauté.

Les Membres bibliothécaires fournissent normalement 35 heures de travail par semaine selon un horaire établi par le directeur de la bibliothèque. Exceptionnellement, lorsque les circonstances l'exigeront, les Membres accepteront d'excéder le nombre d'heures requis.

UNIVERSITY OF SASKATCHEWAN
2006/2007 AND 2007/2008

RANK CLASSIFICATION

The University of Saskatchewan has a four-rank salary structure for Librarians.

PROMOTION AND APPOINTMENT CRITERIA

Probationary Appointments

Appointments to the rank of Lecturer, Assistant Professor, Associate Professor, Librarian or Extension Specialist are probationary unless otherwise specified. The initial probationary period shall be for three years. A probationary appointment or renewal does not imply ultimate appointment with tenure. Initial appointments taking effect before November 1 shall be considered, for purposes of calculating the period of probationary service, to have been made from July 1 of that year. Initial appointments taking effect on or after November 1 shall be considered, for purposes of calculating the period of probationary service, to have been made from July 1 of the succeeding year. Service in a limited term or without term appointment shall qualify as probationary service for a tenurable position, if the employee so elects. An employee may be promoted to a higher rank during the probationary period, but an employee so promoted shall complete the probationary period for the rank at which the employee was initially appointed. Continuity of probationary service shall not be interrupted by leave of absence from the University but the period of leave shall not count as qualifying service for tenure, except as provided for in Article 21.7.1.7 (Parental Leave).

Employees may be considered for early tenure in accordance with Article 15.6 (Early Consideration for Tenure).

Librarian I, II, or III

For an employee initially appointed as a full-time Lecturer, Assistant Professor, Extension Specialist II or III or Librarian I, II, or III, renewal of the probationary period shall be considered in the third year of appointment. The appointment shall be terminated or renewed for an additional three-year probationary term. The employee may elect to be considered for normal tenure in the fourth, fifth or sixth year of appointment. The employee must inform the Employer by June 15 whether the employee wishes to be considered for tenure in the next academic year. If the probationary period is not renewed or tenure is not awarded, the appointment shall terminate at the end of the academic year. In extenuating circumstances and with the approval of the Joint Committee for the Management of the Agreement, an employee may be permitted to serve one additional year of probationary service. The Joint Committee for the Management of the Agreement may consult with the Appointments Committee. The employee shall forward the request to extend probation because of extenuating circumstances to the Dean with a copy to the Department Head (in a departmentalized College), Vice-President Academic and Provost and to the Faculty Association by June 15. Under no circumstance shall years of probationary service exceed seven years.

Librarian IV

An employee initially appointed as a full-time Associate Professor, Extension Specialist IV or Librarian IV may elect to be considered during the third year of probation either for tenure or for an additional two-year probationary appointment. Election must be made by June 15 of the second year of probation. If the probationary period is renewed, the employee may elect to be considered for normal tenure in the fourth or fifth year of appointment. The employee must inform the Employer by June 15 whether the employee wishes to be considered for tenure in the next academic year. If the probationary period is not renewed or tenure is not awarded, the appointment shall terminate at the end of the academic year. In extenuating circumstances and with the approval of the Joint Committee for the Management of the Agreement, an employee may be permitted to serve one additional year of probationary service. The Joint Committee for the Management of the Agreement may consult with the Appointments Committee. The

employee shall forward the request to extend probation because of extenuating circumstances to the Dean with a copy to the Department Head (in a departmentalized College), Vice-President Academic and Provost and to the Faculty Association by June 15. Under no circumstance shall the years of probationary service exceed six years.

Appointment of Librarian IV with Tenure

On the recommendation of the Search Committee and the Appointments Committee, an employee initially appointed as an Associate Professor, Extension Specialist IV or Librarian IV may be appointed with tenure if they have previously been awarded tenure at a comparable institution or have completed probationary service at a comparable institution equivalent to the minimum required at the University of Saskatchewan in accordance with Article 13.3.4 (Appointments with Tenure).

Limited Term Appointments

Limited term appointments are not a substitute for probationary appointments. They are made in the professorial, librarian, extension specialist, lecturer and instructor ranks only where a position is not tenurable because:

- (i) it is a replacement for an employee on leave; or
- (ii) it is a replacement for an employee who is appointed to another position within the University but who retains a tenurable academic rank; or
- (iii) the appointment is funded from research grants, contracts, or similar sources; or
- (iv) a position is tenurable, but there has been inadequate opportunity to conduct a satisfactory search for an appointee; or
- (v) a search has failed to produce a candidate considered suitable for a probationary appointment; or
- (vi) funds, budgeted for part-time appointments (Article 13.2.1), are combined.

The Faculty Association shall be informed of all such appointments, indicating whether they fall into category (i), (ii), (iii), (iv), (v), or (vi). The Faculty Association shall be informed of the source of funds under category (iii).

Tenure

Tenure means the appointment of an employee to a permanent position on the academic staff of the University. Such appointment shall continue subject only to the provisions of Article 15.16 (Early Consideration for Tenure). Tenure is intended to guarantee academic freedom for the employee as described in Article 6 (Academic Freedom). Tenure is not intended to protect the employee from the withholding of promotion in accordance with Article 16 (Promotion) or from reprimand, dismissal, or severance in accordance with Articles 30 (Layoff and Severance) and 31 (Discipline).

Tenure shall be awarded only to employees holding full-time appointments in the ranks of Professor, Associate Professor, Assistant Professor, Lecturer, Extension Specialist and Librarian. All tenured positions are held within departments or non-departmentalized Colleges, depending on the appointment held at the time of the award of tenure. Tenurable rank may be held in more than one department or College, but tenure shall be awarded only in one. If an employee's salary is equally divided between two or more departments or Colleges, the employee shall have the right to elect the one within which to be a candidate for tenure. Tenure shall not apply to offices such as Assistant Dean, director or Department Head. However, an employee with tenure shall not relinquish faculty tenure upon receiving such an appointment.

Early Consideration for Tenure

A candidate may request a department or College renewals and tenure committee to consider them for tenure in any year of the candidate's probationary term. Tenure considered in years one, two, or three of an initial probationary period for a Lecturer, Assistant Professor, Extension Specialist II or III or Librarian I, II or III shall be deemed early consideration for tenure. Tenure considered in years one or two of an initial probationary period for an Associate Professor, Extension Specialist IV or Librarian IV shall be deemed early consideration for tenure. Prior service counted towards a probationary period in accordance with Articles 13.3.3.3 (Service

Towards Tenure) and 13.7.3 (Reappointment and Probationary Service) may affect whether tenure consideration is early or normal for a candidate. Candidates shall advise their Department Head or Dean by June 15 of their decision to seek early tenure in the following academic year. If tenure is denied at that time, the candidate's appointment shall terminate at the end of the academic year, as if the candidate had completed the probationary term and had been considered for tenure at the normal time.

Associate Members of Departments

A faculty member or librarian with tenure or a probationary appointment in one department, College or the Library, or a person holding a permanent academic or professional appointment in the University, in a teaching hospital, or in an institution federated or affiliated with the University in accordance with The University of Saskatchewan Act, may be given an associate appointment in a department or College. The institution, College or department in which the permanent appointment is held is referred to as the principal unit, the College or department in which the associate membership is held is referred to as the secondary unit.

Examples of the purposes for which associate appointments are suitable are supervision of graduate students, graduate or undergraduate course delivery, clinical activities; research activities; extension activities.

Faculty members so appointed shall have the title "Associate Member" in the secondary unit. The extent of participation of an associate member in the committees of the secondary unit shall be related to the purpose of the associate member's conjunct appointment. Work done in the secondary unit shall be considered in assignment of duties (Article 11), and in consideration of renewal of probation (Article 14), tenure (Article 15), promotion (Article 16), and salary review (Article 17).

SIMON FRASER UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Librarian 1

This is the entry level rank for librarians who have less than two years of experience. Librarians of this rank must be able to perform a narrow range of responsibilities under the direct supervision of a librarian who holds a higher rank.

Librarian 2

A Librarian who has successfully completed two years as a Librarian 1 or who has had equivalent experience in another library setting shall be promoted to or appointed at this level. A Librarian of this rank must be able to carry out a range of responsibilities more independently, although still under the broad supervision of a librarian who holds a higher rank. S/he may be expected to supervise a Librarian 1 and support staff.

Librarian 3

A Librarian with a minimum of five years of successful, relevant professional experience is eligible for promotion or appointment at this rank. A Librarian of this rank must be capable of performing an extensive array of complex responsibilities without supervision. S/he may be expected to supervise Librarians 1 and 2 and support staff.

PROMOTION CRITERIA

The general standard for promotion will be one of continuous improvement in the areas of professional expertise, accuracy and efficiency, the standard and quantity of the librarian's work, analytical and communication skills, initiative and participation in other professional activities.

Promotion from Librarian 1 to Librarian 2

To be eligible for promotion, a Librarian 1 must have a minimum of two years of professional experience, including at least one year as a Librarian 1 at Simon Fraser University. Promotion to Librarian 2 requires a high level of performance in carrying out her/his Librarian 1 responsibilities and the ability to perform the librarian functions described in paragraph 1 above with broad supervision of a librarian who holds a higher rank.

Promotion from Librarian 2 to Librarian 3

To be eligible for promotion, a Librarian 2 must have a minimum of five years of professional experience, including at least one year as a Librarian 2 at Simon Fraser University. Promotion to Librarian 3 requires a consistent high level of performance in carrying out her/his Librarian 2 responsibilities as well as increased expertise and intellectual and professional growth. S/he must be able to perform complex tasks independently and to foster the best interests of the library system as a whole. There must also be a record of participation in other forms of professional activities.

APPOINTMENTS

When a vacant position exists, or when a new position has been authorized by the Vice President, Research, a search shall be conducted to fill the position. In exceptional circumstances where there is an urgent need to fill a limited term position, a full search may not be required.

Librarians of all ranks shall be informed when a new or vacant position is advertised.

All librarian appointments regardless of rank may be full or part-time.

Limited term appointments can be made at any librarian rank when the temporary employment of a librarian is required. Initially, a limited term appointment shall normally be for a period of one year or less. It may be renewed at the discretion of the University for one or two year terms

to a maximum of five years in total. If the employment of a librarian is still required at the end of five years, a continuing appointment shall be made. In the event that a limited term librarian is appointed to a continuing librarian position, continuous years of service as a limited term librarian immediately preceding the continuing appointment shall count toward promotion and eligibility to apply for Study Leave.

With the exception of limited term librarian positions, initial appointments shall be for a probationary period of twelve months.

When a librarian appointment is made continuing it will be made without term, but may be terminated as provided for in the Agreement.

Normally, a Librarian Administrator position is an appointment without term. Where a Librarian vacancy exists, however, a Librarian Administrator may be considered for the position. If appointed her/his salary will be at the Librarian level.

JOB DESCRIPTION

Responsibilities and Qualifications

The principal responsibilities of librarians are the selection, organization and dissemination of information to support the research, teaching and learning activities of the University. They are expected to have a broad understanding of the role of the Library in a University context. They are also expected to maintain currency with developments in the profession and in their specific fields, and participate in other forms of professional activity. Service to the University through membership on appropriate committees is encouraged.

All librarians must have a bachelor's degree in a subject field and a master's degree in Library Science or Information Studies from an ALA accredited school, or its equivalent.

UNIVERSITY OF TORONTO
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Librarians in the University of Toronto are appointed to one of the four ranks (Librarian I, II, III, IV).

Librarian I

Librarian I is the rank at which a professional career normally begins. To qualify for an appointment to this rank the candidate shall have met the minimum educational requirement, and show both potential for successful performance and promise of future professional and academic activity. Librarian I is a probationary appointment, the term of which shall not be less than one year or more than two years.

Librarian II

To qualify for appointment or promotion to the rank of Librarian II, the candidate shall have met the minimum educational requirement and shall have at least one year's professional experience or equivalent. As a primary criterion for appointment or promotion to this rank, a candidate shall have a record of successful performance as a librarian. A librarian promoted to this rank shall receive a three-year contract. A librarian appointed to this rank may receive a contract for a shorter period where previous experience warrants this, but in no case shall the contract be for less than one year.

When performance is judged, the nature of the candidate's assignment is to be considered, e.g. supervisory responsibility, subject, area, or language specialization, instructional duties, preparation of reports, etc. It is expected that successful candidates will have demonstrated the ability to use effectively their professional education and will have shown the capacity to develop and extend their professional and academic expertise.

Librarian III

In being considered for appointment or promotion to the rank of Librarian III, the candidate must submit evidence of continuing effective performance. There should be clear promise of continuing professional development and demonstrated ability to handle increased responsibilities in areas of specialization and/or in an administrative capacity. With less weighting one or more of the following criteria should also be considered: academic achievement and activities, including additional formal degrees, programmes of continuing education, teaching, research, publication; involvement in professional activities and participation in professional organizations, including serving on committees, the presentation of papers, organization and participation in conferences, seminars, workshops; service to the Library and the University. This rank is the normal career rank for librarians.

Librarian IV

A librarian may not be considered for appointment or promotion to the rank of Librarian IV until he or she has had a minimum of five years' library experience as a Librarian III or has had equivalent experience. Appointment or promotion to this rank requires evidence of a record of excellent performance with demonstrated initiative, leadership and creativity. As well as making an outstanding contribution to the Library and to the University the candidate must submit evidence of substantial achievement in one or more of the following areas: academic activities including research, publication and teaching; professional endeavours including significant involvement in professional organizations; service to the Library and/or the University community. Besides having attained a high level of professional expertise, the candidate should be considered likely to continue to fulfil a vital role in the institution.

PROMOTION CRITERIA

Advancement through these ranks should reflect increased individual levels of professional achievement, which may be demonstrated either by increased responsibility in an area of specialization or by the discharge of administrative responsibilities.

The basic quality which must be evident for appointment or promotion to a rank is the ability to perform at a high professional level in areas which contribute to the teaching and research objectives of the University, such as the selection, acquisition and preservation of Library materials, the bibliographic control of those materials, the accessibility of the collections to users, the provision of instruction in using the Library's resources and the planning and development of Library systems.

Five criteria form the basis for appointment or promotion to a rank: effective performance in the area of the candidate's responsibility; academic achievement and activities; professional achievement and activities; effectiveness of service to the Library and the University; promise of continuing growth in overall performance as a librarian. Effective performance will be considered the primary criterion at the lower ranks. It will also be considered significant at the higher ranks, but the weighting of the other criteria will increase proportionately.

Performance will be reviewed annually by the librarian's supervisor, who shall prepare a written evaluation which shall be given to and discussed with the librarian. Such an evaluation will assess the librarian's ability to meet standards of performance in designated areas of responsibility and will give an opportunity to provide counselling to assist him or her to improve areas of weakness and further develop areas of strength. At the time of each annual review, the librarian's supervisor should assess the librarian's suitability for promotion and may wish to make a recommendation for such a promotion; the librarian concerned may also request consideration for promotion. For promotion of librarians employed outside the Central Library, the appropriate Principal, Dean, Director or other administrative officer shall serve on the Ad Hoc Committee on Promotions appointed in consultation with the Chief Librarian, and shall make the appropriate recommendations for promotion.

Promotion to Librarian II

A Librarian I's performance shall be reviewed at least twice by his or her supervisor, and a written evaluation prepared, before a recommendation for promotion is made. Promotion in rank from Librarian I to Librarian II is recommended by the department head subject to approval of the Chief Librarian or his or her designate. If a librarian on a probationary appointment is not to be promoted to Librarian II (and therefore to have his or her appointment terminated), he or she shall be notified at least three months prior to the end of the probation period. The University does not have to show cause for termination of a probationary appointment.

Promotion to Librarian III

For promotion in rank from Librarian II to Librarian III the librarian's performance is reviewed by an Ad Hoc Departmental Committee appointed by the Chief Librarian in consultation with the department head. It shall be composed of the department head as chair, the Personnel Librarian, and three professional librarians with the rank of Librarian III or above. At least one of these librarians shall be from outside the department concerned and wherever possible at least one should be from within the department.

A Librarian II may be considered for promotion by the Committee at the time of each annual evaluation but must be considered for permanent status and promotion in the final year of his or her appointment as a Librarian II. A promotion may be granted by the Chief Librarian or his or her designate upon the majority recommendation of the Committee.

Promotion to Librarian IV

For promotion in rank from Librarian III to Librarian IV, the librarian's overall performance is reviewed by a Senior Committee on Promotions appointed annually by the Chief Librarian in consultation with senior colleagues including colleagues outside the Central Library. The Committee shall be chaired by the Personnel Librarian and shall include four Librarian IVs (including at least one department head, and, wherever possible, at least one Librarian IV without administrative responsibility), and one member of the teaching staff named by the Vice-President and Provost. A promotion may be granted by the Chief Librarian on the majority recommendation of the Committee.

APPOINTMENT CRITERIA

Librarians in the University of Toronto are appointed to one of the four ranks as defined above. Independently of rank, a librarian may be granted permanent status, which is the holding by a

librarian of the University of a continuing full-time appointment which the University has relinquished the freedom to terminate before the normal age of retirement except under the conditions and process specified in paragraphs 46 and 47 of Policies for Librarians (July 1, 1991). Permanent status shall be granted only by a definite act under the conditions stipulated herein, on the basis of merit.

To qualify for appointment to any rank, the candidate shall have the minimum of an undergraduate degree plus either a library degree from an accredited institution [1], or equivalent professional education. A person lacking equivalent professional library education may be appointed to work in the library, but not be appointed as a librarian subject to the terms of this document.

There should be a continuous planning process in each area and department with the objective of delineating future plans and development. Against such plans, requests for new appointments can be judged and the nature of candidates to be sought determined. All area or department heads, before seeking approval for an increase in staff or for the filling of a vacant position, should examine fully the possibility of using staff resources already available in other areas of the University.

Notice of vacancy for a librarian's position in any part of the University shall be sent to the Library Personnel Office, where appropriate posting and advertising is arranged.

Procedures for Appointment

Procedures should be adopted to ensure that an adequate list of possible candidates of quality is obtained and that the selection from this list has been properly and effectively carried out by the department concerned.

The documentation for each candidate shall include a current curriculum vitae and a list of referees from whom appraisals may be obtained indicating the candidate's capacity for librarianship as evidenced by job performance and academic and/or professional activities.

These applications shall be assessed and judged by the department head after appropriate consultation with colleagues and interviews of those candidates on the "short list". The Chief Librarian shall be notified of the choice when it is made, and the appointment shall be subject to his or her approval.

The appointment of a librarian outside the Central Library shall be made by the administrative head of the department or division concerned, subject to the approval of the Chief Librarian.

The terms and conditions of each appointment shall be clearly stated and confirmed in writing, including type of appointment, rank, salary, status with respect to permanency, and any special conditions attached to the appointment.

Criteria for Appointment with Permanent Status

Appointments with permanent status should be granted on the basis of five criteria: effectiveness in work performance; academic achievement and activities; professional achievement and activities; service to the Library and the University; and clear promise of continuing effectiveness and development.

Effectiveness in work performance shall be judged primarily, but not exclusively, on the basis of supervisory evaluations of previous performance. Academic achievement may be judged by publications, teaching, advanced degrees or completion of other education programmes. Professional achievement may be evidenced by involvement in professional activities and organizations. Service to the Library and to the University is demonstrated by the preparation of internal studies and reports, and by responsible and effective involvement in Library and University activities. Promise of future professional effectiveness and development will inevitably be judged by the degree to which the candidate has demonstrated progress in librarianship in the period of service preceding consideration for appointment with permanent status.

TRENT UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

The rank classification for librarians has four (4) levels: Librarian IV, III, II, I.

PROMOTION CRITERIA

Librarian I to II: Competence in the performance of duties in the library.

Librarian II to III:

- (a) Competence in the performance of duties in the library; interest in general library policy.
- (b) Interest and activity in at least one of the following:
 - (i) making contribution to the profession at large;
 - (ii) scholarship, research, and university teaching;
 - (iii) university service or professionally related community service.

Librarian III to IV:

- (a) Thoroughly satisfactory in the performance of duties in the library, and an effective contributor to the shaping of library or archives policy.
- (b) Significant contributions to the profession at large and/or in scholarship, research and university teaching.
- (c) Active participation in university service or professionally-related community service.

Librarians I, II, and III shall be considered for promotion during the academic year in which they are on the step of their current rank scale immediately below the lowest step in the next highest rank scale. If not promoted at this point, librarian members shall be considered for promotion in any subsequent year that they so request in writing to the Library Personnel Committee.

When librarian members are eligible for consideration for both permanency and promotion to **Librarian III** in the same academic year, the granting of permanency entails promotion in the same year, unless there is an overriding failure to satisfy the obligations of their Duties and Responsibilities (see below).

When librarian members are recommended by the University Librarian to the President for a merit award which would have the effect, when awarded, of placing them at a point at which they would be eligible for promotion, they shall be immediately considered for promotion, unless such a member formally requests not to be considered. The above provisions shall also apply in this case.

APPOINTMENT CRITERIA

While Librarians at the beginning of their professional careers will normally be appointed at the floor of **Librarian I**, a higher initial rank/classification may be assigned with due regard to both professional and non-professional prior experience. Other factors influencing initial rank/classification assignment may include market factors and equity among hirings over the immediately preceding three-year period. The Library Personnel Committee shall be consulted in relation to all initial rank/classification assignments for new Librarian appointments.

The principal criterion for appointment shall be academic and professional excellence as generally understood in university practice. The credentials of applicants shall be judged primarily in relation to the qualifications identified in the advertisement for the position. Among candidates who are judged substantially equal in qualification for appointment, Canadian citizens and permanent residents shall be given preference.

The Dean shall ensure, through the Chair of each department/program, that all Personnel

Committees have a copy of the University's Employment Equity policy. The University Librarian shall ensure through the Chair of the Library Personnel Committee that the Committee has a copy of the policy. In addition, steps will be taken to ensure that each Personnel Committee has available to it the prevailing policy statements and guidelines available from the Ontario Human Rights Commission to assist in ensuring compliance with relevant provisions of the Ontario Human Rights Code. The Chair of any Personnel Committee will be expected to review these materials with other Committee members before a short-list of candidates is determined.

A full-time or part-time appointment of a librarian shall be for one of the following terms:

Permanent, which is an appointment which may be terminated only through resignation, retirement or dismissal for cause.

Probationary, which is an appointment initially made for two (2) years, and which may be extended for one (1) further year. A probationary appointment entitles a librarian to be considered for a permanent appointment in accordance with the provisions of the Collective Agreement.

Limited term, which is an appointment for a fixed term of up to but not more than three (3) years.

JOB DESCRIPTION

Duties and Responsibilities

Each librarian member shall be entitled and expected:

- i) to perform the library duties allocated by the University Librarian under the procedures outlined in IV.2.2, provided that the assignment of "other duties as required" does not interfere with the degree of specialization required to meet the requirements for promotion and career development;
- ii) to accept a fair and reasonable share of administrative responsibilities through participation as requested in Library and University Committees and take an interest in and contribute to the shaping of general library policy. (However, Librarians at Ranks I and II shall not be required to serve on non-Library Committees, with the exception of the Library Services Committee.);
- iii) to act as academic advisors within the college framework of the University, advising and assisting student advisees; and,
- iv) to take an interest in and make contribution to at least one of:
 - (a) the profession at large;
 - (b) research; or
 - (c) university teaching.

UNIVERSITY OF VICTORIA
2006/2007 AND 2007/2008

RANK CLASSIFICATION

A Librarian may be appointed to any of the following ranks:

Librarian I

Appointment at the rank of Librarian I requires:

- i) An undergraduate degree from a university of recognized standing;
- ii) Master's degree from an accredited school of library science or the equivalent in professional education and training in librarianship (or the equivalent in archival science in the case of an Archivist); and
- iii) Potential for professional growth and development.

Librarian II

Appointment at the rank of Librarian II requires:

- i) Qualifications of a Librarian I;
- ii) Demonstrated professional competence through successful performance of assigned responsibilities; and
- iii) Evidence of professional growth and development.

Librarian III

Appointment at the rank of Librarian III requires:

- i) Qualifications of a Librarian I; and
- ii) A record of full professional competence and significant achievement in librarianship including evidence of sound independent judgement, creativity and demonstrated ability in an area of library service or library administration.

Librarian IV

Appointment at the rank of Librarian IV requires:

- i) Qualifications of a Librarian I;
- ii) A record of consistently excellent performance over a substantial period of time;
- iii) A record of significant and sustained contribution to a university library or similar institution and to the profession; and
- (iv) Evidence of the ability to perform independently at a senior level of librarianship.

Consideration will be given to years of experience in determining rank at the time of initial appointment.

PROMOTION CRITERIA

General

Promotion, or advancement in rank, is not automatic. It is based on an appraisal of performance of a Librarian in relation to the specifications for each rank. Assumption of increased administrative responsibility shall not necessarily result in advancement in rank, nor shall such advancement depend solely on the assumption of administrative responsibility.

A person holding an appointment as a **Librarian II** may apply for promotion to the rank of **Librarian III** after the completion of at least five years of successful performance at the rank of Librarian II at the University or at an equivalent rank at a similar institution.

A person holding an appointment as a **Librarian III** may apply for promotion to the rank of **Librarian IV** after the completion of at least seven years of successful performance at the rank of Librarian III at the University of Victoria or at an equivalent rank at a similar institution.

Standards for Promotion to Librarian III

A Librarian holding the rank of Librarian II who applies for promotion to Librarian III requires:

- (a) full professional competence and expertise demonstrated by a record, over a number of years, of significant achievement in Professional Performance at the Librarian II level; and
- (b) regular and substantive involvement in Scholarship and Professional Activities and University Service.

Standards for Promotion to Librarian IV

A Librarian holding the rank of Librarian III who applies for promotion to Librarian IV requires:

- (a) a high level of professional expertise and an excellent record of Professional Performance at the Librarian III level;
- (b) a significant and sustained contribution over a substantial period of time in Scholarship and Professional Activities and in University Service; and
- (c) evidence of initiative, leadership, creativity, and the ability to perform independently in professional activities of a complex nature.

LIBRARIAN APPOINTMENTS

Types of Appointment

An appointment as a Librarian is either a Regular Librarian appointment or Limited Term appointment.

(a) Regular Librarian Appointments

A Regular Librarian appointment is either probationary or confirmed.

- i) Initially, a Regular Librarian appointment normally has probationary status that continues for the period specified in the notice of appointment. A probationary Regular Librarian appointment does not guarantee continuation of employment; however, successful completion of a probationary period shall result in a confirmed Regular Librarian appointment.
- ii) A confirmed Regular Librarian appointment shall carry the expectation of continuation of employment until normal retirement age.

(b) Limited Term Appointments

A Limited Term appointment is for a fixed term of one year or less without any expectation or right of reappointment. A Librarian appointed for a limited term, whose performance consistently meets the expected standard, may be reappointed for one or more additional limited terms.

JOB DESCRIPTION

Duties and Responsibilities

The duties and responsibilities of Librarians include:

- (a) organizing, managing and facilitating access to information;
- (b) providing reference, consulting and teaching services to students, Members and persons with University library privileges;
- (c) developing and maintaining the Libraries' collections and information systems;
- (d) managing human and financial resources and contributing to library administration;

- (e) scholarly and professional activities; and
- (f) University service.

The duties and responsibilities of a Librarian specified above shall be assigned by the Librarian's supervisor or the person to whom the Librarian reports after consultation with the Librarian. The assignment shall be based on:

- (a) the service obligations of the University Libraries to the University;
- (b) the Standard for Librarians as determined under the procedures in Article 54.3 (Duties and Responsibilities - Standard for Librarians);
- (c) the Librarian's position description;
- (d) the Librarian's University service;
- (e) other relevant factors, such as special projects of limited duration assigned by the supervisor or University Librarian; and
- (f) the legal duty and/or need to accommodate on compassionate grounds.

Using the above-noted criteria, the University Librarian shall review the assignment of duties and responsibilities among Librarians and has the responsibility of ensuring that duties and responsibilities are distributed equitably among Librarians. A Librarian and her or his supervisor or the University Librarian, as appropriate, shall meet to discuss the assignment of the Librarian's duties and responsibilities at least once each year and shall use their best efforts to resolve any concerns regarding the assigned duties and responsibilities. The assigned duties and responsibilities for part-time Librarians shall be in accordance with the FTE-value of the appointment.

The Standard for Librarians establishes a norm across the Libraries. The ratio of various assigned duties and responsibilities may vary from the Standard from time to time provided that over time the aggregate contribution of each Librarian with regard to duties and responsibilities referred to above is equitable.

UNIVERSITY OF WATERLOO

2006/2007 AND 2007/2008

RANK CLASSIFICATION

Librarian Positions and Ranks

There are two distinct career paths available to librarians at the University of Waterloo - Librarians and Administrative Librarians.

Librarians

The University recognizes six ranks for non-administrative librarians. Consideration for promotion to any level is available to librarians who have achieved the previous level.

Librarian I (USG 8)

The emphasis at this rank is on continuing acquisition of knowledge and skills, demonstration of increased competence and professional growth. Librarians in this rank independently perform some professional functions of limited scope. A supervisor directs most professional work.

Librarian II (USG 9)

Librarian II is the level of a competent librarian with a good understanding of the principles and practices of librarianship. While continuing to develop knowledge and expertise the Librarian II works more independently within established practices and procedures.

Librarian III (USG 10)

The librarian is fully competent in all areas of job responsibility. The Librarian III has recognized expertise and is able to provide guidance to less experienced Library staff. There should be clear promise of continuing professional growth and demonstrated ability to handle increased responsibilities in areas of specialization.

Librarian IV (USG 11)

This is the level of an experienced specialist whose job responsibilities require both extensive knowledge of librarianship and experience in applying that knowledge. The Librarian IV contributes to the Library through, for example, undertaking original planning; assuming responsibility for a specific library process, service, or function; delineating more effective and efficient techniques for processing, accessing and disseminating library information resources or defining user requirements. The Librarian IV contributes to the Library and the University as well as either the library profession or an academic discipline.

Librarian V (USG 12)

This is the level of a highly skilled professional librarian with a long-standing record of accomplishment. At this level, the librarian has a record of excellent performance with demonstrated initiative, leadership and creativity. Librarians at this level make significant professional contributions to the effectiveness of the Library, the University or professional accomplishments recognized in the discipline of library and information science.

Librarian VI (USG 13)

This is a senior position within the Library and the highest classification level for non-administrative librarians. This level is reserved for those who make outstanding contributions to the profession or the broader academic community. Librarians at this level have a history of distinguished service to the Library and University and substantial professional or related academic achievement. These individuals are widely recognized for their specialized knowledge and contribute to the overall development of the Library by, for example, providing leadership, actively mentoring and sharing expertise with their colleagues.

Administrative Librarians

Administrative Librarians provide leadership, plan, develop and manage services, resources and systems to meet the current and future information needs of the UW academic community. Growth in an individual's administrative responsibilities may provide the basis for reclassification

within the range of grades established for the position. The University recognizes the following grades for administrative librarians:

Department Head/Manager (USG 11-13)

Department Heads/Managers have administrative responsibility for library departments, units and functions. They provide leadership and direction in their areas of responsibility. The position of Library Department Head/Manager is classified at USG 11 through USG 13 based on the responsibilities of the position. Promotion or appointment to the position of Department Head/Manager is subject to the appropriate Associate/Assistant Librarian's or the University Librarian's assessment of the applicant's ability to do the job.

Assistant University Librarian (USG 12 - 14)

Assistant University Librarians are responsible for managing the library's acquisitions budget, coordinating the acquisition design, delivery, evaluation and promotion of library services, resources and programs to support teaching and learning at the University of Waterloo. Assistant University Librarians participate actively in the general administration of the Library. The position of Assistant University Librarian is classified at USG 12 through USG 14 based on the responsibilities of the position. Promotion or appointment to the position of Assistant University Librarian depends on the candidate's administrative experience and on the University Librarian's assessment of the applicant's ability to do the job.

Associate University Librarian (USG 14 - 16)

Associate University Librarians provide leadership in the strategic planning, development and provision of library services, resources, programs and systems to support current and future needs of the UW academic community. Associate University Librarians participate actively in the general administration of the Library. The position of Associate University Librarian is classified at USG 14 through USG 16 based on the responsibilities of the position. Promotion or appointment to the position of Associate University Librarian depends on the candidate's administrative experience and on the University Librarian's assessment of the applicant's ability to do the job.

University Librarian (USG 17 and 18)

The University Librarian is responsible for directing the planning, development and provision of library services, resources, programs and systems to support current and future needs of the UW academic community. The incumbent provides leadership in cultivating an environment that promotes excellence in research, learning and scholarship. The University Librarian collaborates with other leaders within the University and the broader scholarly and library community. The position of University Librarians is classified at USG 17 or USG 18 based on the responsibilities of the position. Promotion or appointment to the position of University Librarian is subject to the Associate Provost, Academic Affairs' assessment of the applicant's ability to do the job. The assessment is carried out in consultation with an advisory committee composed of library staff and other members of the University community.

PROMOTION AND APPOINTMENT CRITERIA

Within the Library, there are two possible avenues for promotion:

Professional: This route emphasizes increased proficiency in job performance and professional activity broadly defined.

Non-administrative Librarians are eligible for promotion through professional advancement. See Appendix B (University of Waterloo Library, Professional Advancement: Guidelines and Criteria) for details.

Administrative: This route emphasizes taking on supervisory or managerial responsibilities, providing leadership and direction within an administrative unit, or participating in the general administration of the Library.

Administrative Librarians are eligible for promotion through reclassification within the range of grades established for their positions. Such promotions are based on growth in responsibilities. Requests to review changes in the content of a job description are made by the incumbent's Manager to the Director, Organizational Services, who submits a request to the Human

Resources Department for an evaluation of the position in question.

Administrative librarians are also eligible for promotion through professional advancement. See Appendix B (University of Waterloo Library, Professional Advancement: Guidelines and Criteria) for details. The promotion of an administrative librarian through professional advancement is reflected in a move from one salary grade level to the next (up to USG 13) for that librarian. Such promotion does not change the salary classification of the position that the librarian holds.

All initial appointments are probationary as outlined in University of Waterloo Policy 18: Staff Employment. The normal probationary period for librarians is one year during which time an incumbent's performance is regularly evaluated (frequency to be determined by the Manager and the Incumbent), and evaluations are conveyed to the incumbent. If it becomes necessary to terminate an appointment during the probationary period, the University Human Resources Department must be consulted before any action is taken. At the end of the probationary period, a probationary review committee is formed to review the incumbent's performance. See Appendix A (University of Waterloo Library, Probationary Review: Guidelines) for further details. Upon successful completion of the probationary year at Librarian I, a librarian is granted regular full-time status at the level of Librarian II. Successful completion of the probationary year at and above the level of librarian II is not accompanied by a move to the next level. Promotions to levels beyond Librarian II are subject to fulfillment of the criteria for professional advancement. See Appendix B (University of Waterloo Library, Professional Advancement: Guidelines and Criteria) for details.

JOB DESCRIPTION

Each Librarian is responsible for liaison with one or more academic departments. In this role, the Librarian is responsible for communication between the department and the library. The Librarian is well informed about the Library's resources, services and policies and interprets and promotes these to faculty and students. The Librarian is knowledgeable about the subject matter and nature of the teaching and research conducted by the academic unit, particularly with regard to changes in teaching and scholarly communication within the discipline. The Librarian works with academic departments in preparing documentation for program assessment and accreditation and may meet with external consultants during review processes.

In consultation with faculty members, the Librarian develops and maintains print and electronic collections to support the teaching and research needs of his/her assigned departments. Working with appropriate academic and library personnel, he/she selects material for his/her area of accountability and keeps up to date with publications in the subject areas. He/she periodically evaluates the quality and use of the collection and takes appropriate action. He/she keeps informed about the state of the Library's acquisitions budget, and manages the portion of the budget allocated for assigned departments. The Librarian participates in the evaluation of electronic resources, including collaborative projects with TUG or the Ontario Council of University Libraries.

Information Services and Resources Librarians oversee, through appropriate committees and groups, the service provided at the Information Desks, and training of staff for this service. They also serve at the Information Desk for a specified number of hours per week, including evenings and weekends in rotation. As information specialists in specific subject areas, Librarians are consulted directly by faculty and students for in depth assistance with their information needs. This expertise is also shared with other Librarians and Library Associates who work with users at the Information Desk.

In his/her areas of responsibility, the Librarian designs instructional programs and materials, uses information technology and delivers instruction in various formats (lectures, hands-on interactive group sessions, one to one consultations, web-based, UWACE, etc.) to meet the needs of undergraduate and graduate students, faculty, and staff. Many of these activities require direct consultation with faculty in his/her liaison departments, while some are cooperative efforts with other Librarians and staff teams or committees.

UNIVERSITY OF WESTERN ONTARIO
2006/2007 AND 2007/2008

RANK CLASSIFICATION

An Appointment shall be approved by the Employer and filled through competition at the Rank of:

- a) General Librarian or General Archivist;
- b) Assistant Librarian or Assistant Archivist;
- c) Associate Librarian or Associate Archivist; or
- d) Senior Librarian or Senior Archivist.

PROMOTION CRITERIA

Promotion through the Ranks shall be on the basis of performance in Professional Practice, Academic Activity, and Service, as specified in the Article Responsibilities of Members. When a candidate is considered for Promotion, evidence relevant to the criteria listed below shall be provided to the Committee. The Committee shall determine based on the evidence whether or not the candidate has established a record of performance within each area of the Member's Responsibilities, consistent with the candidate's Workload and desired Rank, that meets those criteria.

A Member appointed or promoted to the Rank of **Assistant Librarian** or **Assistant Archivist** shall demonstrate a sustained record of achievement in Professional Practice, provide evidence of a proven ability to effectively use his or her professional education and demonstrate a capacity to develop and extend his or her expertise in Professional Practice and Academic Activity, as appropriate to his or her Responsibilities. The Member shall also demonstrate a satisfactory record of performance in the area of Service.

A Member appointed or promoted to the Rank of **Associate Librarian** or **Associate Archivist** shall demonstrate a sustained record of achievement in Professional Practice which demonstrates initiative, leadership and creativity. The Member shall demonstrate ability to apply skill and critical thinking to problem-solving and shall provide evidence of continued growth in his or her expertise in Professional Practice. As appropriate to his or her Responsibilities, the Member shall provide evidence of peer reviewed results in Academic Activity. The Member shall also demonstrate a satisfactory record of performance in Service. For Promotion to the Rank of Associate Librarian or Associate Archivist, there shall be four (4) referees, at least two (2) of whom shall be external to the Bargaining Unit or the University.

A Member appointed or promoted to the Rank of **Senior Librarian** or **Senior Archivist** shall demonstrate a sustained record of high accomplishment in the performance of Professional Practice and a record of sustained peer-reviewed results in Academic Activity recognized by peers and colleagues both within and outside of the University. The Member shall also demonstrate a satisfactory record of performance in the area of Service. For Promotion to the Rank of Senior Librarian or Senior Archivist, there shall be five (5) referees, at least three (3) of whom shall be external to the University.

APPOINTMENT CRITERIA

An Appointment shall be one of Continuing, Probationary or Term.

For all Ranks, Librarian Members shall have a Master's degree from a program accredited by the American Library Association (ALA), or equivalent degree, or a PhD degree in library and information science, or equivalent degree. Archivist Members shall have a Master's degree in Archival Studies, or a Master's degree with an archival studies specialization, or equivalent degree.

Criteria for Continuing Appointment

When a candidate is considered for Continuing Appointment, evidence relevant to the criteria listed above shall be provided to the Committee. The Committee shall determine based on the evidence whether or not the candidate has established a record of performance within each area of the Member's Responsibilities, consistent with the candidate's Workload and current Rank, that meets those criteria. A Continuing Appointment shall be granted to a Member holding the Rank of Assistant or above upon his or her successful completion of the probationary period as specified in the Member's Letter of Appointment, while also exhibiting a commitment to professional excellence and growth.

The Member shall also have met the above-noted criteria established for achievement of the Rank the Member currently holds.

For Continuing Appointment at the Rank of **Assistant Librarian** or **Assistant Archivist**, there shall be three (3) referees, at least one (1) of whom may be external to the Bargaining Unit or the University.

For Continuing Appointment at the Rank of **Associate Librarian** or **Associate Archivist**, there shall be four (4) referees, at least two (2) of whom shall be external to the Bargaining Unit or the University.

For Continuing Appointment at the Rank of **Senior Librarian** or **Senior Archivist**, there shall be five (5) referees, at least three (3) of whom shall be external to the Bargaining Unit or the University.

JOB DESCRIPTION

Responsibilities of Members

Responsibilities of Members derive from the academic and professional nature of their work in the Libraries, the Archives, and in the University, and from their position as members of the academic community. The Responsibilities of Members shall be a combination of:

- a) Professional Practice;
- b) Academic Activity; and
- c) Service.

WILFRID LAURIER UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Rank I

Normally assigned to beginning librarians with little or no professional experience.

Rank II

Normally assigned to librarians with at least four years of service who are not designated as departments heads.

Rank III

Department Heads with responsibility for supervision, training and assessment of support staff are not normally appointed below the rank of Librarian III. Non-department heads may progress to Librarian III through promotion.

Rank IV

Promotion to Librarian IV requires achievements similar to Full Professor, including recognition of professional/academic work by the community external to the university.

PROMOTION CRITERIA

Promotion and Continuing Appointment of Librarians

Promotion at all levels is based on the candidate's record of professional work within the university library, academic community service within the university, and scholarly and/or professional activity, with increasing expectations in the areas of academic or community service and scholarly and/or professional activity for promotion to upper ranks

Promotion in rank from Librarian I to Librarian II, Librarian II to Librarian III or Librarian III to Librarian IV is a recognition of a Member's professional and academic growth and development, and of service to the University, the academic community, and the library profession.

Continuing Appointment signifies the right of a Librarian Member to continuous and permanent appointment which may be terminated only through resignation, or retirement, or financial exigency, or by dismissal for just cause under the provisions of the Collective Agreement. A Continuing Appointment entitles the Librarian Member to fair consideration for increases of responsibility and salary, and for promotions in rank.

Decisions on the granting of Continuing Appointments and the awarding of promotions in rank to Members shall be made by the University, and shall be based on the recommendations of:

- (a) the Librarian Appointment and Promotion [LAP] Committee as defined in Article 14.8 (Librarian Appointment and Promotion Committee); and
- (b) the University Librarians' Continuing Appointment and Promotion [ULCAP] Committee as defined in Article 16.2 (University Librarians' Continuing Appointment and Promotion Committee); and
- (c) the President.

Progression to Promotion

Librarian Members holding the rank of **Librarian I** shall be eligible for promotion to the rank of Librarian II after having completed 2 years of service as a professional librarian. When a Member holding the rank of Librarian I is granted a Continuing Appointment, he/she shall be promoted to the rank of Librarian II. With this exception, application for promotion in rank is initiated by the individual Member through the University Librarian in accordance with Article 16.5 (Procedures for Continuing Appointment and Promotion for Librarians). The University Librarian may advise individual Members to apply for promotion.

Librarian Members holding the rank of **Librarian II** shall be eligible for promotion to the rank of Librarian III after having completed 4 years of service in the rank of Librarian II including credit for years in rank as noted further below (Appointment Criteria).

Librarian Members holding the rank of **Librarian III** shall be eligible for promotion to the rank of Librarian IV after having completed 6 years of service in the rank of Librarian III including credit for years in rank as per noted further below (Appointment Criteria).

Progression to Continuing Appointment

A Member holding a Candidacy Appointment (as defined in Article 14.3 - Candidacy Appointment) shall be notified by the President whether or not the Member has been granted a Continuing Appointment no later than 3 months before the end of the Candidacy Appointment.

In particular cases, pursuant to Article 14.4.2 (Continuing Appointment), an initial appointment may be a Continuing Appointment. In such a case pursuant to Article 16.1.3 (Promotion and Continuing Appointment of Librarians), the Librarian Appointment and Promotion Committee and the University Librarians' Continuing Appointment and Promotion Committee shall assess the candidate's qualifications, and shall make a recommendation to the President prior to his/her recommendation to the Board.

Criteria for Continuing Appointment and Promotion

Criteria for Continuing Appointment and promotion shall be applied as nearly as possible in a consistent and uniform manner in accordance with the appointment and with the rank. Candidates for Continuing Appointment shall be assessed according to the criteria for a Continuing Appointment as described below; candidates for promotion to **Librarian II** shall be assessed according to the criteria for Librarian II; for **Librarian III** according to the criteria for Librarian III; and **Librarian IV** according to the criteria for Librarian IV. Requirements for Continuing Appointment and/or promotion of a Member who has taken a leave under the provisions of Articles 32.1, 32.3, or 32.5 (Pregnancy and Parental Leave provisions), or extended an appointment under the provisions of Article 32.6.2 (Pregnancy and Parental Leave provisions), are the same as for a Member who has not done so.

Continuing Appointment shall be granted if there has been evidence of consistent and satisfactory performance of the appropriate duties and responsibilities, as described below (under Job Description - Rights and Responsibilities), during the probationary period, and demonstrated professional growth and potential.

A Member holding the rank of **Librarian I** shall be promoted to the rank of **Librarian II** when he/she has:

- (a) completed 2 years of full-time service as a professional librarian pursuant to Article 16.3.4 (Progression to Promotion); and
- (b) met the criteria for satisfactory performance of his/her responsibilities as described in below (Job Description - Rights and Responsibilities).

A Member holding the rank of **Librarian II** shall be promoted to the rank of **Librarian III** when he/she has:

- (a) completed 4 years of full-time service as Librarian II; and

A Member holding the rank of **Librarian III** shall be promoted to the rank of **Librarian IV** when he/she has:

- (a) completed 6 years of full-time service in **Librarian III**; and
- (b) demonstrated initiative and leadership in the performance of responsibilities specified in Article 19.1.2 (Professional Practice, see below), and in academic and community service within the University specified in Article 19.1.3 (Academic Service within the University, see below); and
- (c) demonstrated at this rank continuous scholarly and/or professional development specified in Article 19.1.4 (Scholarly and/or Professional Activity, see below), with evidence of achievements of sufficient significance to be recognized outside of as well as within the

APPOINTMENT CRITERIA

As the nature of their work and the qualifications required to carry it out are essentially academic, librarians are partners with faculty in the support and promotion of the University's educational goals. All Members are appointed by the University and in accordance with provisions of Articles 7 and 8.

The minimum academic qualifications for a librarian position shall be a first undergraduate degree and a professional degree from a recognized school of library and information studies or its equivalent. A second Masters degree in an academic subject area is preferred.

All appointments of Members are at one of the following ranks: Librarian I, Librarian II, Librarian III, or Librarian IV.

Initial appointments may be made to any rank, Librarian I, II, III or IV, depending on the appointee's experience and level of achievement. Credit for years of service for Librarians' Academic and Professional Leave under Articles 17.3.1 and 17.3.2 (Librarians' Academic and Professional Leave), and credit for years in a rank at another university library, or equivalent experience elsewhere, shall be recognized, and the agreed upon credit, if any, shall be stated in a letter of appointment.

Appointments of Members shall be of the following types: Provisional, Candidacy, Continuing, or Limited Term.

JOB DESCRIPTION

There are no rank-based job descriptions. Professional responsibilities are generally the same for all ranks, with increasing independence in upper ranks. Normal workload is performed within an average work week of 35 hours which may include evening and/or weekend service.

Duties and Responsibilities

The rights, duties and responsibilities of Librarian Members derive from the academic, professional and collegial nature of their work in the Library and in the University, and from their position as members of the academic community. Librarians' duties and responsibilities shall be an appropriate combination of:

- (a) professional practice in the University Library;
- (b) academic and community service within the University;
- (c) scholarly and/or professional activity.

The exact distribution of individual duties and responsibilities may vary from time to time and from individual to individual. Without minimizing the importance of (b) and (c), for the majority of Librarian Members the principal duties shall be those noted in (a) above.

Professional Practice in the University Library

Librarian Members concern themselves primarily with the academic needs of the University community. Through the collection, organization, and dissemination of informational materials, they facilitate access to and expansion of the world of knowledge. They perform an instructional, consultative, and research role through formal and informal instruction in the methods and sources of bibliography; advice on library research techniques; direction towards appropriate resources of information; and the search and retrieval of specific information requested by the Library's users.

Librarian Members' principal responsibilities shall consist of one or more of the following activities: public service, information service, collection development, acquisition of informational materials, cataloguing, bibliographical control, systems development, and any other recognized Library function performed by professional librarians.

Librarian Members' responsibilities include participation in assigned Library administrative and committee work and keeping informed of trends in library and information science applicable to their duties and responsibilities.

Academic Service within the University

Academic and community service within the University includes the performance of administrative duties and membership on University or Association committees. Such academic and community service may be recognized as part of the Member's workload. Where participation on University committees or such other bodies is by election or appointment, a Member shall be elected or appointed only with his/her consent.

Scholarly and/or Professional Activity

Librarian Members shall be entitled to and expected to engage in scholarly and/or professional activities. Scholarly activity includes but is not limited to bibliographical work; research in librarianship or other subject areas; creative work, completed course work, degrees, or programs of study; and the dissemination of such scholarship in publications, conference papers, lectures and other credible forums. Professional activity includes but is not limited to the planning, implementation, and participation in workshops or conferences; participation in scholarly, library and professional associations including the Ontario Confederation of University Faculty Associations, and the Canadian Association of University Teachers; co-operative work with other libraries; and professional expertise used in service to the community at large.

The University agrees that Library functions commonly associated with the exclusive duties and responsibilities of professional librarians in Canadian universities should be performed by professional librarians, and the University will endeavour to assign responsibilities and workload accordingly.

Adjustments to the normal work load may be made when a Member, with his/her consent, undertakes a special assignment requested by the University Librarian.

Members engaged in research projects or scholarly studies have the right to apply for University support in the form of financial assistance, use of University facilities, and/or leaves of absence.

In support of Librarians' Scholarly and Professional Activity, the University shall enable Librarian Members, who hold Provisional, Candidacy or Continuing Appointments, on full salary and within their regular workload, to pursue approved research projects or professional development opportunities.

To apply for time for a research or professional development project, a Librarian Member shall submit to the University Librarian a written proposal describing the project and the time required for it. Within twenty (20) working days, the University Librarian shall respond to the Member in writing stating whether the application is approved or denied. In the case of denial, there shall be a written statement of reasons.

When such a proposal is approved, the University shall provide release from normal responsibilities. Such release from normal responsibilities shall be scheduled by mutual agreement between the Librarian Member and the University Librarian. Within a contract year, the maximum release time for such projects shall be four (4) weeks.

UNIVERSITY OF WINDSOR
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Librarian I

It is at this rank that a professional career usually begins. To qualify for reappointment at this rank the candidate shall have met appropriate professional requirements, show potential for further successful performance, and promise of future professional activity and related academic activity as may be required.

Librarian II

As a primary criterion for reappointment or promotion to this rank, a candidate shall have a record of successful performance as a Librarian. The nature of the candidate's responsibility is to be considered, e.g., supervisory responsibility, subject area or language specialization, instructional duties. It is expected that successful candidates will have shown the capacity to develop and extend their professional and related academic expertise.

Librarian III

To qualify for appointment or promotion to this rank, the candidate must submit evidence of continuing effective and efficient performance. This would encompass demonstrated ability to handle increased responsibilities in areas of specialization and/or in an administrative capacity. With less weighting, one or more of the following criteria should also be considered: academic achievement and activities, including additional formal professional degrees, programs of continuing education, involvement in professional and related academic activities and participation in professional organizations, including serving on committees, the presentation of papers, organization and participation in conferences, seminars, workshops; service to the Library and the University.

Librarian IV

This rank is not awarded as a recognition of long services, but rather as a recognition of distinguished service, and for high professional or related academic achievement. Reappointment or promotion to this rank requires evidence of a record of outstanding performance, with demonstrated initiative, leadership, and creativity. As well as making an outstanding contribution to the Library and to the University, the candidate must submit evidence of outstanding achievement in one or more of the following areas: professional endeavours, including significant involvement in professional organizations; additional service to the Library and/or the University community. Besides having attained a high level of professional expertise, the candidate should be considered likely to continue to fulfil a vital role in the institution.

Permanence at any of the above ranks is achieved by the fulfilment of the promotion criteria listed below above over an appropriate period of time, and certainly by the maximum periods the appointment criteria listed below.

PROMOTION CRITERIA

Renewal of Appointments, Promotion and Permanence of Librarian Members

The University and the Faculty Association agree with the principle that the basis for promotion is the performance of the individual determined on the basis of job-derived criteria. All renewal, promotion and permanence decisions shall be made in accordance with the procedures for achieving employment equity adopted by the Senate.

The criteria governing the renewal of appointment, promotion and granting of permanence for librarian members shall be as described below. The criteria may be amended from time to time

by the Provost only on the recommendation of the Librarian Criteria Committee composed of the Provost, the University Librarian or his/her delegate, the Law Librarian or his/her delegate, two (2) librarian members elected from and by the members of the University Library, one (1) librarian member elected from and by the Law librarian members, and a faculty member in the bargaining unit elected from and by the Senate Library Committee. Such criteria must not systematically discriminate against women librarians and shall be reviewed to ensure that they do not undervalue work which is done predominantly by women.

Criteria for Reappointment, Promotion and Granting of Permanence for Librarian Members of the University of Windsor

The basic quality which must be evident for reappointment, the granting of permanence, and the awarding of promotion is excellence and achievement in position performance and hence support of the teaching and research objectives of the University of Windsor. In this context, a librarian practices his/her profession through activities such as the selection, acquisition, and preservation of Library materials; the bibliographical control of these materials; the accessibility of the collection to users; the provision of instruction in using the Library's resources; and the planning and development of Library Systems. All the foregoing areas of activity rank in equal value.

Accordingly, paramount consideration in the granting of reappointment or permanence and the awarding of promotion shall be given to the candidate's performance and service in his/her assigned position(s).

Secondarily, due recognition shall be given for an appropriate combination of: valuable professional and related academic contributions to the University, professional and related academic achievement, and service to the community, particularly since such contributions are not a requirement of the applicant's position, and are made outside normal working hours. Research or creative work should be rewarded, recognizing the limitations on such activities because of scheduled demands on time and energy.

The evaluation should be qualitative and quantitative, with evidence of continued efficient and effective endeavour. Evaluation should be made in comparison with the activity and quality appropriate to the candidate's specialty.

In the granting of renewal of appointment and in the awarding of promotion, experience shall only be taken into consideration insofar as it represents growth on the job in terms of increased knowledge, skills, and competence.

Permanent appointment shall be granted to a candidate with a demonstrated standard of performance and ability consistent with the criteria for his/her rank and position and with potential for future development and contribution to the Library and to the University

While the following principles do not form an exhaustive list, they do serve as indicators:

1. Performance in the area of the candidate's assigned responsibility. Promotion is a recognition of merit primarily based on excellence and achievement in position performance. Assessment would take into account:
 - (a) professional competence as demonstrated by knowledge applied within the position in an effective and efficient manner on an on-going basis;
 - (b) ability to communicate and interact effectively and co-operatively with all colleagues and patrons;
 - (c) ability to relate his/her functions to the overall goals of the Library and of the University;
 - (d) ability to take initiative and to be innovative;
 - (e) special skills and aptitudes (e.g., linguistic ability) which are utilized in the performance of his/her duties.
2. Broad Professional Initiative, including committee and administrative activity, as indicated by:
 - (a) supervision, or co-ordination, of Library personnel or activities;

- (b) demonstrated administrative ability and capacity for administration;
 - (c) service and leadership in Library-wide and University affairs.
3. Professional and Related Academic Activities: Relevant research activity including bibliographic research and creative work should be rewarded. This may be indicated by:
- (a) publication of books, articles, reviews, and reports of a scholarly or instructional nature, and relevant contributions of a creative nature, as well as consideration of the extent of the candidate's intellectual activity in support of the research activities of others;
 - (b) formal study taken to broaden and/or improve language or relevant professional subject knowledge;
 - (c) study for relevant advanced professional and/or related academic qualifications;
 - (d) active participation in professional associations;
 - (e) efforts for professional growth through further study (including attendance at workshops);
 - (f) contributions in matters of Library administration (e.g. Committee work).

APPOINTMENT CRITERIA

Appointment of Librarian Members

Whenever a Library position in the bargaining unit is to be filled, the University Librarian or the Law Librarian, as the case may be, shall cause to be made a search for and interview of suitable candidates. A candidate shall possess the qualifications for the appointment as adopted and applied by a search committee. The search procedure shall include internal advertisement of each such position and any external advertisement of such a position shall include insertion in appropriate Canadian publication(s). The recommendation of a search committee shall, in respect of a librarian in the University Library, be subject to the approval of the University Library Administrative Committee. The University Library Administrative Committee shall propose to the President or his/her delegate, the appointment of the candidate recommended by the Search Committee, or may cause the search to continue. The candidate recommended by a search committee, in respect of a librarian in the Law Library, shall be proposed to the President or his/her delegate. The University shall not discriminate against females while making all reasonable efforts to recruit and hire qualified persons for available positions.

The procedure for the appointment of librarian members shall be as for faculty members *mutatis mutandis*.

Appointments to full-time Library positions within the bargaining unit shall be made in one of the following ranks: Librarian I, Librarian II, Librarian III, Librarian IV.

All full-time appointments of Librarian members within the bargaining unit shall be in one of the following three classes:

- (a) Appointment of Limited Term - i.e., an appointment of a specified period of up to three (3) years implying no commitment by the University of renewal or continuation beyond the specified term. The University shall only appoint within this class for the following purposes:
 - (i) eminent visiting librarians up to one (1) year;
 - (ii) replacement of sabbaticants up to one (1) year;
 - (iii) replacements of librarian members on leave for the duration of said leave;

In addition to the foregoing purposes, the Board of Governors may appoint for a period of up to one (1) year two (2) librarian members in circumstances of emergency but, if such appointee(s) is (are) engaged by the University beyond one (1) year, he/she or they shall be considered as probationary appointment(s) from the date of appointment in circumstances of emergency.

- (b) Probationary Appointment - i.e., an appointment for a specified term during which the University undertakes to give consideration to renewal at yearly intervals thereafter and to

granting of permanence in the last year of the probationary period subject to a performance assessment as per the criteria established in the Collective Agreement. A librarian member may, however, be considered for permanent appointment at any time two (2) years after his/her initial appointment. The total probationary period of:

- (i) Librarian I shall not exceed five (5) years' service at this University. Appointments after five (5) years' service shall be deemed to be permanent.
- (ii) Librarian II shall not exceed five (5) years' service at this University. Appointments after five (5) years' service shall be deemed to be permanent.
- (iii) Librarian III shall not exceed four (4) years' service at this University. Appointments after four (4) years' service shall be deemed to be permanent.
- (iv) Librarian IV shall not exceed three (3) years' service at this University. Appointment after three (3) years' service shall be deemed to be permanent.

Service shall not include the period of political and special unpaid leave specified in the Collective Agreement, but service at another University may be considered in determining the time required, if any, for granting of permanence.

In the event that a Renewal, Promotion and Permanence Committee recommends a librarian member who is in the last year of his/her probationary service for permanence but that recommendation is not accepted by UCRPPLM, the member shall be offered a one (1) year, non-renewable full-time, limited term appointment or, if agreed to by both the member and the President after consultation with the University Librarian, six (6) months' salary on the termination of his/her probationary appointment. In the event that a RPP Committee does not recommend a librarian member who is in the last year of his/her probationary service for permanence and that recommendation is accepted by UCRPPLM, the member shall be offered either a one (1) year, non-renewable, full-time limited term appointment or six (6) months' salary on the termination of his/her probationary appointment at the discretion of the President after consultation with the University Librarian.

- (c) Appointment with Permanence - i.e., an appointment from outside the University or a further appointment from within the University without specified term after the expiration of the probationary period continuing until the normal retirement age or until otherwise terminated in accordance with the provisions of the Collective Agreement subject to a performance assessment as per the criteria established in the Collective Agreement.

Probationary or limited term appointments of eighteen (18) months may be deemed equivalent to either one (1) or two (2) year(s) of service for the purposes of permanence consideration at the option of the member.

Probationary or limited term appointments of less than eighteen (18) months shall be deemed equivalent to one (1) year of service for the purposes of permanence consideration.

Appointment of University Librarian, Law Librarian

Both genders shall be included in a search committee. Where necessary, a librarian member from the non-represented gender shall be elected by the University Library Administrative Committee to the search committee from a list of eligible librarian members provided by the University.

- (a) The appointment of the University Librarian shall be made by the Board of Governors on the recommendation of the President who shall first consult a Librarian Appointment Committee composed of three (3) representatives appointed by the President to include the Provost who shall be Chairperson, three (3) librarian members elected by the University Library Administrative Committee, and two (2) students nominated by the presidents of UWSA, OPUS, and SGS. In addition, the Committee shall include a non-voting employment equity/procedures assessor. The procedure for the appointment of Deans shall apply *mutatis mutandis*.
- (b) The appointment of the Law Librarian shall be made by the Board of Governors on the recommendation of the President who shall first consult a Librarian Appointment Committee composed of three (3) representatives appointed by the President to include the

Provost who shall be Chairperson, three (3) librarian members elected by the University Library Administrative Committee and Law librarian members, one of whom shall be a Law librarian whenever possible, and two (2) students elected by and from student members of the Law Faculty Council. In addition, the Committee shall include a non-voting employment equity/procedures assessor. The procedure for the Appointment of Deans shall apply *mutatis mutandis*.

- (c) The appointment of the Associate University Librarian shall be made by the Board of Governors on the recommendation of the President who shall first consult a Librarian Appointment Committee composed of the University Librarian who shall be Chairperson, two (2) representatives appointed by the President, three (3) librarian members elected by the University Library Administrative Committee, and two (2) students nominated by the presidents of UWSA, OPUS, and SGS. In addition, the Committee shall include a non-voting employment equity/procedures assessor. The procedure for the appointment of Associate Deans shall apply *mutatis mutandis*.

The term of appointment of the University Librarian, the Law Librarian and Associate University Librarian shall be as determined by the Board of Governors on the recommendation of the President.

An Acting University Librarian, Acting Law Librarian or Acting Associate Librarian may be appointed by the Board of Governors on the recommendation of the President in the absence of or pending the appointment of a University Librarian, Law Librarian or Associate Librarian, but such appointment shall not exceed a maximum of one (1) year.

The Librarian Appointment Committees shall consider applications and/or nominations by librarian members as well as applications and/or nominations received from other sources.

JOB DESCRIPTION

Rights, Duties and Responsibilities of Librarian Members

The rights and responsibilities of a librarian member flow from the objects and purposes of the University which are the advancement of learning and dissemination of knowledge, the intellectual, spiritual, moral, social and physical development of its members and students and the betterment of society; from his/her position as a librarian member; from the expectations of the University; from the requirements of the students; and from the legitimate claims of the community. In exercising his/her rights and in fulfilling his/her duties, a librarian member shall deal fairly and ethically with colleagues and students and shall respect appropriate principles of confidentiality.

The primary rights, duties and responsibilities of a librarian member shall be those listed and described below.

A librarian member shall have appropriate professional and academic qualifications. The following category descriptions for librarian members foster recognition of the needs of the Library and of the University and recognition of professionalism of individual librarian members. A librarian member may be engaged with, from time to time and as assigned:

- (i) collection development and management, including but not limited to selection, acquisition and preservation of library materials;
- (ii) bibliographic organization and control of library materials;
- (iii) direction, planning, implementation and supervision of library systems and electronic resources;
- (iv) reader services, including but not limited to, general and specialized reference, interlibrary loan, bibliographic instruction and information literacy;
- (v) managing, planning, organizing, implementing and directing the delivery of service to the publics served by the University Library or the Law Library; and
- (vi) liaison with faculty members and students.

The University Librarian/Law Librarian or delegate, after consultation with the librarian member and where appropriate the Department Head, will assign and schedule workload in writing.

Overall workload shall include library service and, where appropriate, may include research and academic activity related to library service, professional service and activity, and service to the University. The University Librarian/Law Librarian shall endeavour to achieve a just and equitable distribution of workload among professional librarians.

Workload shall be such that the duties and responsibilities assigned can be carried out within the stipulated hours of work for librarians. Workload assignment will normally be made by February 28 to take effect on July 1 of each year. Any further changes to workload shall be by mutual agreement between the member and the University Librarian/Law Librarian or their delegate as appropriate.

UNIVERSITY OF WINNIPEG
2006/2007 AND 2007/2008

RANK CLASSIFICATION

The University of Winnipeg has a four-rank salary structure for Librarians.

PROMOTION CRITERIA

A member shall be promoted to the rank of Librarian II if he/she:

- (a) holds an initial undergraduate degree and a professional library science degree from a recognized school; and,
- (b) has two years full-time professional experience as Librarian I, or an equivalent amount of part-time experience; and,
- (c) has performed his/her responsibilities satisfactorily.

A member shall be promoted to the rank of Librarian III if he/she:

- (a) holds an initial undergraduate degree and a professional library science degree from a recognized school; and,
- (b) has six years (including the year of application) full-time professional experience as a Librarian II, or an equivalent amount of part-time experience, and,
- (c) has performed his/her responsibilities satisfactorily; and,
- (d) has demonstrated ability to handle increased professional responsibilities; and,
- (e) has accepted and discharged reasonable administrative responsibilities within the university community.

A member shall be promoted to the rank of Librarian IV if he/she:

- (a) holds an initial undergraduate degree and a professional library science degree from a recognized school; and,
- (b) has seven years (including the year of application) full-time professional experience as a Librarian III, or an equivalent amount of part-time experience; and,
- (c) has performed his/her responsibilities satisfactorily; and,
- (d) has demonstrated continuous professional development or achieved professional recognition through research and/or scholarly work or through improved academic qualifications; and,
- (e) has accepted and discharged reasonable administrative responsibilities in the university community.

A Librarian III member may apply for promotion to Librarian IV at any time, and may be granted promotion at any point in his/her years of service in the rank of Librarian III should his/her contribution in the area of professional responsibilities, research and/or scholarly work and administrative responsibilities be deemed by the Departmental Promotions Committee and the appropriate university officials to be of a level of distinction suitable for early promotion to the rank of Librarian IV.

JOB DESCRIPTION

Rights and Responsibilities of Librarian Members

A librarian member's professional obligations and responsibilities to the university shall encompass: the development of his/her professional knowledge and performance; contributions to librarianship and/or scholarship; service to the university. While the pattern of these duties may vary from individual to individual, they constitute the librarian member's principal obligation during the academic year and include responsibilities as follows:

- (a) A librarian member shall carry out his/her responsibilities with fair and ethical dealings with those to whom they render their professional services, taking care to make himself/herself accessible. A librarian member shall foster a free exchange of ideas and shall not impose nor permit censorship. A librarian member shall provide a high level of professional service and shall ensure the fullest possible access to library materials.
- (b) Librarian members shall have the right to contribute to librarianship by participation in the activities of their professional associations/societies. Although it is not expected that librarian members engage in research/scholarship, those who do shall have the right to seek university support and/or research/study leave for the research/scholarship. He/she shall endeavour to make the results of such work accessible to the scholarly and general public through publications, lectures, and other appropriate means.
- (c) Service to the university is performed by librarian members through participation in the decision-making bodies of the university or the association and through participating in and contributing professional expertise to the formulation of library policy. In performance of these collegial and administrative activities, librarian members shall deal fairly and ethically with their colleagues, shall objectively assess the performance of their colleagues when this is required, shall avoid discrimination, shall not infringe upon their colleagues' academic freedom, and shall observe appropriate principles of professional behaviour.

Librarian members shall exercise with discretion their right to insist upon order in the library.

YORK UNIVERSITY
2006/2007 AND 2007/2008

RANK CLASSIFICATION

Librarians appointed at York University shall be assigned the rank of:

1. Assistant Librarian,
2. Associate Librarian,
3. Senior Librarian,

and shall fall into one of three (3) classifications:

1. Continuing appointment,
2. Probationary,
3. Contractually limited.

Contractually limited appointments shall be designated Adjunct Librarians.

PROMOTION AND APPOINTMENT CRITERIA

The following criteria and procedures for promotion and continuing appointments of librarians were developed to reflect the spirit of the Report of the Senate Committee on Tenure and Promotion (10 December 1971), and to set out criteria and procedures for librarians analogous to those applied in the tenure and promotion of faculty members. Because promotion and continuing appointments affect junior members of the Library staff, the criteria below are described so that they may constitute not only a basis for evaluation after performance, but also a means for encouraging junior librarians before and during performance.

Recommendations concerning promotion and continuing appointments are based on a librarian's total contribution to the Library and the academic community. For purposes of assessing that contribution, there are three general areas associated with a librarian's performance which will be evaluated:

1. Professional performance and knowledge
2. Professional development
3. Service

The Promotion and Continuing Appointments Committee (PCAC) will review all candidates in accordance with these guidelines and ensure that the guidelines are applied uniformly and fairly to all cases under consideration. Librarians under review will be evaluated in each of the three areas above on the following scale:

1. Excellent
2. Highly competent
3. Competent
4. Not satisfactory

Patterns of Advancement

The following outline of advancement is an average profile to indicate what might be expected by librarians. It is not, however, a set pattern.

Years	Rank	Classification
1 - 3	General Librarian	Probationary (Precandidacy)
4 - 6	Assistant Librarian	Probationary (Candidacy)
6 & on	Associate Librarian	Continuing Appointment
10 & on	Senior Librarian	Continuing Appointment

Minimum time requirements for advancement or promotion are normally as follows:

To Assistant Librarian and Candidacy - three years' professional experience including at least one year at York;

To Associate Librarian and Continuing Appointment - five years' professional experience and at least one year at York;

To Senior Librarian - at least ten years' professional experience including two years of outstanding performance as an Associate Librarian at York.

Movement Among Categories

From Contractually Limited to Probationary/Tenured/Continuing Appointment:

Should an employee holding a contractually limited appointment wish to apply for a position in the tenured/continuing appointment or probationary classification, his/her application shall be considered in the normal way along with all other applications for the position. Should such employee be appointed to the probationary or tenured/continuing appointment position, years of service toward sabbatical leave or consideration for tenure/continuing appointment shall be awarded on a year-for-year basis, to a maximum of four (4) years of such credit.

Between Alternate Stream and Professorial Stream, and between Faculty and Professional Librarian Positions:

Normally, employees shall not transfer their appointments from one stream to another, or between faculty and professional librarian positions. Should an employee who applies be appointed to the position, he/she shall retain his/her years of service for purposes of Article 20 (Sabbatical Leave) and his/her seniority for purposes of Article 24 (Lay-off for Reason of Financial Necessity).

Notwithstanding the provision above that employees shall not normally transfer their appointments from one stream to another, in exceptional circumstances related to the professional contribution of an Alternate Stream employee, such an employee may wish to apply for a transfer of his/her appointment from the Alternate Stream to the Professorial Stream. In such circumstances, the employee may apply to the Dean/Principal for transfer. Such application shall show that the employee's professional contribution accords with the responsibilities of a Professorial Stream appointment. The Dean shall consult with the Chairperson(s) concerned and the employee and shall reply in writing, with a copy to the Association. In her/his reply, the Dean shall agree to recommend transfer to the President, or shall state reasons for denying the transfer, which reasons will include any issues concerning the employee's professional contribution as it accords with the professional responsibilities of a Professorial Stream employee. Employees who are transferred will be appointed at the rank of Assistant Professor and shall retain tenure, seniority, and years of service toward sabbatical leave and pension, and similar entitlements.

Criteria and Procedures

The principal criterion for appointment to positions at York University is academic and professional excellence as generally understood in University practice and as embodied in principles which form part of the Agreement. Where appropriate, advertisements shall include the rank at which it is expected the appointment will be made. Whenever possible, specific qualifications for any particular position for which applications are invited shall be clearly identified.

Progression of Ranks and Appointment Status

Most initial appointments at York are probationary. The purpose of the probationary appointment is to provide the University and the candidate an opportunity for mutual appraisal. Probation does not imply that tenure and promotion will be granted, but it does imply that the University gives serious consideration to such an appointment during that period.

There are two sequential probationary periods: Pre-Candidacy and Candidacy. The two phases may not total more than six years. In the exceptional case of Pre-Candidacy lasting four years

and the individual then being moved into Candidacy, the period of Candidacy shall be two years.

Pre-Candidacy

All General Librarians and Assistant Librarians become pre-candidates upon appointment. The period of Pre-Candidacy will not normally exceed three years. A librarian shall not remain in the General Librarian rank for more than three years. During this three-year period, it will be determined whether an individual's appointment will be continued to Candidacy and in the case of General Librarians, whether they are to be promoted to Assistant Librarians. Proceedings concerning the promotion and advancement of a General Librarian, or the non-renewal of a probationary appointment, may be initiated at any time during the three-year Pre-Candidacy period, but must be initiated by 1 May of the second year of service.

Criteria for Advancement

The criteria below apply to advancement of a pre-candidate to candidate as well as promotion from the rank of General Librarian to the rank of Assistant Librarian. To advance, an individual must be assessed as highly competent in the area of professional performance and knowledge, and at least competent in the other two areas. Evidence of the levels of competence required would include, but not be limited to, the following characteristics of performance:

1. Demonstrated fulfilment of assigned responsibilities and duties;
2. Indications of increasing ability to act independently and creatively;
3. Increasing interest in and capacity for improving the overall effectiveness of a unit's operations;
4. Demonstrated potential for long-range planning and the ability to identify problems, assess alternative solutions and consequences of recommendations;
5. Demonstrated capacity to work harmoniously with colleagues and Library users;
6. Some evidence of increasing competence in a subject area;
7. Successful completion of and/or participation in work-related courses and/or institutes;
8. Dependability and reliability in the execution of responsibilities;
9. Need for a decreasing amount of direction as experience increases;
10. Understanding of Library policies and ability to interpret those policies when required;
11. Effective participation in Library task forces, committees, etc.; effective representation of Library interests and problems to non-Library groups, committees or University officials;
12. Membership in a professional or subject-related association;
13. Promise of further growth in a specific position, in general professional knowledge and, if pertinent, in a subject area.

Candidacy

During the period of Candidacy, which normally extends up to three years beyond Pre-Candidacy, the eligibility of a librarian for continuing appointment is determined. Librarians appointed at the rank of Associate or Senior Librarians will enter Candidacy upon appointment, unless an agreement to the contrary has been reached between the University Librarian/Dean, Faculty of Law and the candidate upon appointment. Proceedings concerning consideration for continuing appointment of a librarian may be initiated at any time after one year of Candidacy, but must be initiated by 1 March of the second year of Candidacy.

Librarians who are in the Candidacy period and hold the rank of Assistant Librarian may also normally be reviewed for promotion to the rank of Associate Librarian during the Candidacy period. A normal expectation of promotion to the rank of Associate Librarian would be after three to six years in the rank of Assistant Librarian.

Criteria for Advancement

The criteria below apply to advancement of a librarian from Candidacy to continuing appointment, as well as promotion from the rank of Assistant Librarian to Associate Librarian. To qualify for a continuing appointment or for promotion to the rank of Associate Librarian, an individual must be assessed to have at least high competence in the area of professional performance and knowledge and at least high competence in one other area.

Evidence of the levels of competence required would include, but not be limited to, the following characteristics of performance:

1. Demonstrated excellence in fulfilment of position responsibilities and duties;
2. Obvious ability to act independently and creatively in the position and by so doing to enhance the ability of the Library to fulfill its objectives;
3. Clear understanding of policies; ability to justify and interpret Library policies to staff and users;
4. Significant contributions in the form of analysis, evaluation, planning, advice and/or counsel, suggestions, and actions which improve the operations of a specific Library unit;
5. Provides leadership in fostering effective interpersonal relationships both within the Library and within the community of users; consistently sensitive to user needs and coordinates execution of responsibilities with others affected;
6. Demonstrated planning ability; long-range planning ability and/or the ability to define Library objectives and goals will be considered in terms of ability to set objectives, to allocate resources consistent with system-wide goals and resources, and to shape Library policies, i.e., planning ability based on thorough analyses and evaluations of needs and constraints as well as the ability to gain commitment of persons affected by the changes planned for;
7. Evidence of growth in librarianship and/or subject area; awareness of trends in the profession;
8. Successful completion and/or participation in job-related courses, institutes and the like;
9. Publications or other presentations in librarianship or other subject areas. When publications or other presentations are being considered, the content and form of such materials is considered rather than the number of titles or descriptive phrases on any curriculum vitae;
10. Representing York or providing leadership in local, regional, national or international organizations devoted to librarianship and/or subject areas;
11. Effective participation in Library and University task forces, committees and the like. When assessing a candidate's contribution in service, mere membership on committees or service in a position is not enough. The quality of service is considered in terms of thoroughness and consistency of planning and performance, originality of ideas, leadership and quality of end product;
12. Effective representation of Library interests and problems to non-Library groups, committees or University officials, when such representation is normally not part of position responsibilities;
13. Other professional contributions to the academic or general community.

Continuing Appointment: Promotion to Senior Librarian

Librarians with continuing appointment and the rank of Associate Librarian may apply to the University Librarian/Dean, Faculty of Law for promotion to the rank of Senior Librarian. While this level of achievement cannot be identified with serving a fixed number of years as an Associate Librarian, it is nevertheless considered that most librarians will be eligible for promotion to Senior Librarian after ten years of professional experience.

The rank of Senior Librarian is one to which all professional librarians may aspire. A Senior Librarian is an eminent member of the Library whose achievement at York or in another institution has marked that individual as one of the persons from whom the Library receives its energy and strength.

This promotion is not in recognition of long service but is rather a recognition of distinguished service, senior levels of responsibilities or outstanding professional achievement.

Assessment of eligibility for promotion to Senior Librarian is not made on the basis of evaluation of performance in the three areas of professional performance and knowledge, professional development, and service. For a Senior Librarian, these areas cannot be separated, but rather intertwine and overlap to produce an overall quality of excellence. Thus, an individual's achievements as a whole are assessed.

Evidence of the level of achievement required for promotion to Senior Librarian are illustrated by the following:

1. Performance of work which is consistently outstanding and above the norm;

2. Innovative work in designing and implementing new procedures and systems; acceptance of an increasing amount of responsibility and effective coordination of the work of others. These qualities may be demonstrated in bibliographic, administrative, service, instructional or collection development activities;
3. Leadership in interdepartmental work, committees, or projects;
4. Superior service to the Library community through improvement in the relationship between the Library and its users, such as improving communications, increasing use of Library services by means of lectures, effective contact with students and faculty, etc. Scholarship as evidenced by original research and publications;
5. Professional expertise, including evidence of growth of self as well as contributions to the continuing education of other librarians and Library staff.

JOB DESCRIPTION

Librarian Responsibilities

A librarian's professional obligations and responsibilities to the University shall encompass: (a) the development of his/her professional knowledge and performance in the areas of public service/collections development/bibliographic control; (b) [i] professional development, [ii] research, scholarship; and (c) service to the University.

While the pattern of these duties may vary from individual to individual consistent with the librarian's specialties and qualifications, they constitute the librarian's principal obligation during the employment year.

1. A librarian shall carry out his/her responsibilities with all due attention to the establishment of fair and ethical dealings with library users, colleagues/staff, students, and other members of the University community, taking care to make himself/herself accessible. A librarian shall foster a free exchange of ideas and shall not impose nor permit censorship. A librarian shall provide a high level of professional service and shall ensure the fullest possible access to library materials.
2. A librarian shall be entitled to and expected to devote a reasonable proportion of his/her time to professional development, research and scholarship. He/she shall endeavour to make the results of such work accessible to the scholarly and general public through publications, lectures, and other appropriate means. Librarians shall, in published works, indicate any reliance on the work and assistance of academic colleagues and/or students.
3. Service to the University is performed by librarians through participation in the decision-making councils of the University, and through sharing in the necessary administrative work of the Libraries and the Law Library, the University or the Association. The parties agree that librarians appointed in the Law Library shall participate in relevant committees, councils and administrative bodies of the University and the York University Libraries on the same basis as all other professional librarians. For greater clarity, service to the University includes participation on relevant decision-making councils and administrative bodies of the Faculty of Law.

In performance of these collegial and administrative activities, librarians shall deal fairly and ethically with their colleagues, shall objectively assess the performance of their colleagues, shall avoid discrimination, shall not infringe their colleagues' academic freedom, and shall observe appropriate principles of confidentiality and professional behaviour.

In the performance of these collegial and administrative activities, including any supervisory responsibilities, librarians shall observe and comply with relevant provisions of the Occupational Health and Safety Act and Regulations thereto.

FEDERATION OF POST-SECONDARY EDUCATORS OF BC
2006/2007 AND 2007/2008

RANK CLASSIFICATION

No ranks. Provincial salary scale.

JOB DESCRIPTION

The description below is a general statement of duties and responsibilities for FPSE librarians.

Duties and Responsibilities of Librarians

The following functions are included in the duties and responsibilities of a Librarian:

- Provide professional library services including, but not limited to, instruction in research methods, library orientation, and reference services to students, employees, and members of the community.
- Provide professional library services to the College including, but not limited to, development of collections, development and implementation of library systems that facilitate the organization of library materials, all with the purpose of providing educational resources and effective access to those resources for the College community.
- Maintain professional competence and qualifications in appropriate fields of study, and to keep up to date with developments in these fields.
- Fulfill individual and/or collective responsibilities in furthering the aims and objectives of the College.
- Participate in functional area meetings.
- Perform other functions and responsibilities ancillary to the above assigned duties and responsibilities.

Workload

Librarians shall have a maximum scheduled duty period of thirty-five (35) hours per week, inclusive of time for professional development.

**ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY
(OPSEU)
2006/2007 AND 2007/2008**

RANK CLASSIFICATION

No ranks. Provincial salary scale. Both classes of full-time Librarians are paid on the same salary scale as Professors and Counsellors.

JOB DESCRIPTION

Class Definitions

Librarian 1

This class covers the positions of Librarians who are responsible for one or a number of professional functions within the library where the size and/or complexity of such functions do not create a requirement for subordinate professional librarian staff. Examples of professional function(s) within the library are the development, implementation and control of bibliographic, cataloguing and classification systems, reference services, students' tutorial services, etc. They will normally be responsible for providing guidance to sub-professional support staff assigned to their areas of responsibility; or

Where the size and/or complexity of the professional function(s) create a need for working-level professional Librarians, then librarians allocated to this class work in support of a more senior Librarian or administrative official. They classify and catalogue a variety of difficult material, participate in reclassification and re-cataloguing projects, take part in book selection, etc. They carry out a variety of reference assignments, compile bibliographies, instruct users in reference methods and sources, etc. They generally assist the administration of their area, carrying out various professional assignments as directed and assisting in the training of junior staff.

Qualifications:

- 1) Professional Librarian, e.g. B.L.S., M.L.S., or the equivalent in formal education and experience as determined by the College.
- 2) Ability to maintain effective working relationships with library staff and users.

Librarian 2

This class covers the positions of experienced Librarians who are responsible for one or a number of professional functions within the library where the size and/or complexity of such function(s) require the employment of other professional librarians. Examples of professional functions are the development, implementation and control of bibliographic, cataloguing and classification systems, reference services, students' tutorial services, etc. In some libraries the size and complexity of the professional functions may be such that all professional functions will be the responsibility of one Librarian 2. At the other extreme, the size and complexity of the professional functions may be such that there will be a requirement for a Librarian 2 in each. Hence, generally speaking, the larger the library, the greater the degree of professional specialization. In all cases, these employees coordinate other professional and support staff assigned to work within their functions.

Qualifications:

- 1) Professional Librarian, e.g. B.L.S., M.L.S., or the equivalent in formal education and experience as determined by the College.
- 2) At least three years' experience as a Librarian 1 or equivalent as determined by the College.
- 3) Ability to coordinate staff as well as the ability to develop and maintain effective working relationships with library users and staff.

