

WORKLOAD POLICY – University of Toronto Library

Preamble:

The workload of University of Toronto Librarians is governed by the Workload Policies and Procedures for Faculty and Librarians (WLPP), a part of Article 6, Memorandum of Agreement between UTFA and the University of Toronto. According to Article 1.2 of the WLPP, workload will be assigned in a manner that is consistent with the principles of a fair, reasonable and equitable distribution of workload and a transparent process of workload allocation.

The University of Toronto Library System:

The University of Toronto Library system is one of the top research libraries in the world. It is a decentralised system composed of the Central Libraries reporting to the Chief Librarian as well as the Libraries of various faculties, departments, centres and colleges that report to the Chief Librarian on Policies for Librarians and on all other matters to their dean or principal. The Policies for Librarians including this Workload Policy apply to all librarians at the University of Toronto except for those in the three Federated Universities.

Librarian Responsibilities:

As defined in article 8.0 of the WLPP, the following three activities constitute a librarian's principal responsibilities:

- (a) Professional practice for the Library, including activities related to collections and resources, administration and professional development, information technology, teaching and curriculum development, assigned research and public service.
- (b) Research and scholarly contributions, including academic, professional and pedagogical contributions or activities such as publications, editorial and adjudication work, developing subject expertise, bibliographies, conference presentations, research projects and professional creative endeavours.
- (c) Service, which should be broadly understood to include service to the University, Library and the profession, such as participation in university, faculty and library committees (administrative, academic and community related), professional associations (local, national and international), and community associations related to professional and institutional goals.

While the pattern of a librarian's professional activity may vary from individual to individual, the preceding three activities constitute a librarian's principal responsibilities.

Librarian Workload

The workload of academic librarians is guided by professional standards, service and a commitment to intellectual and academic freedom. This requires transparency, collegiality and a shared responsibility to uphold the principles of equity, fairness, openness and academic values in the workplace.

Workload is a combination of tasks assigned and tasks determined through collegial interaction and self-direction. Librarians' duties will vary according to their assigned involvement in the different areas of professional practice and service. Duties will be assigned to each librarian by the unit head or supervisor and discussed and reviewed as part of the annual performance review.

Librarian workload should be developed through consultation between individual librarians and their managers or supervisors, resulting in agreed-upon individual goals and responsibilities that meet each unit's operational requirements and goals. Workload will be consistent with each librarian's position within a unit and the Library's overall strategic goals and priorities.

Librarians shall not be required to carry workloads unreasonably exceeding those of other librarians with comparable duties in the Library unit, or in other units (8.5, WLPP). Assigned duties and the resulting tasks should not require an unreasonable amount of time.

During the course of the year, unforeseen circumstances or changes in priorities or work assignment may have significant impacts on a librarian's previously-established plan; changing requirements and priorities will be reflected in a revision of the plan. A librarian may request an in-year adjustment to their agreed workload distribution pattern. Requests for an in-year adjustment will be considered in a manner consistent with the Librarian Workload Policy and the WLPP (WLPP,8.3).

Assigned duties will vary from one librarian to another, and may also vary from one year to another, depending on the priorities set in each librarian's annual review. In assigning responsibilities the unit head or supervisor must ensure that the unit's goals, defined collectively by all staff in the unit, are achievable and that there is an equitable workload allocation to achieve the unit's and the Library's service obligations.

Self-directed responsibilities will typically consist of research, and scholarly contributions and service.

To ensure transparency, a majority of librarians within a unit will meet at least annually with the unit head or supervisor as a group to discuss workload allocations across the unit. All written assignments pertaining to professional practice and service for each unit within the University of Toronto library system will be made readily available for review at the request of any University of Toronto librarian, or of UTFA (2.11, WLPP).

Guidelines for Determining Workload Norms:

Librarians will normally spend approximately 10% - 20% of their time on a combination of service and research and scholarly contributions. This will be largely self-directed. The remaining workload (80% -90%) will consist of professional practice for the Library. In assigning these responsibilities the unit head will take into account the expectation that librarians will engage in research and scholarly contributions and service.

The categories of professional practice, research and scholarly contributions, and service are non-exclusive and many librarian activities can reasonably fall into more than one category. This can be taken into account in determining the appropriate balance of workload.

The needs of Library users, the operating unit, and colleagues must be considered in setting the goals and allocating time to the three principal areas of responsibility. The individual interests, expertise and professional needs of each librarian should also be considered in allocating workload. Librarians at different career stages, ranks, and levels of administrative responsibility may wish to allocate time differently, in consultation with the department head/supervisor.

Because librarians have less autonomy than faculty to determine their hours of work, it is necessary to ensure that librarians are provided with opportunities to pursue research and scholarly contributions and service.

Librarians holding budgetary cross-appointments to more than one unit should be assigned workload in a manner consistent with their percentage appointment in each unit. A meeting involving the librarian and all heads of units to which the librarian is appointed should take place on an annual basis to discuss workload and to resolve any conflicts in expectations between units. A written record of the expectations agreed at the meeting shall be kept by the unit heads and the librarian (6.1, WLPP).

In assigning workload to pre-permanent status librarians the unit head or supervisor will take into account the needs of the librarian to achieve permanent status.

Dispute Resolution:

Disputes relating to workload shall be resolved according to the procedure outlined in article 10 of the WLPP.

Approved by the Provost: July 4, 2012