Article 14
PROCEDURES FOR THE FORMATION OF PROMOTION AND TENURE COMMITTEES FOR LIBRARIANS

14.01 A Promotion and Tenure Committee consisting of Librarians shall be established annually no later than May 1 to be in office for the following Academic Year. The University Librarian shall initiate the process of establishing the Committee.

14.02 In addition to the exclusions in the remainder of this article, a Librarian is not eligible to serve on a Promotion and Tenure Committee if he or she:

(a) is being considered for promotion;
(b) holds a tenure-track appointment;
(c) holds a term appointment;
(d) has a conflict of interest as defined in Clause 1.42.

14.03 The Promotion and Tenure Committee shall consist of five (5) Librarians, three (3) of whom shall be elected by the Librarians, and two (2) of whom shall be appointed by the University Librarian. If the University Librarian is to be considered for promotion or tenure in the Academic Year for which the Committee is being established, he or she shall so inform the Provost & Vice-President (Academic) who shall make the appointments to the Committee.

14.04 For Librarians at the Health Sciences Library, the Promotion and Tenure Committee shall be composed of the three (3) elected Librarians specified in Clause 14.03 and two (2) Librarians appointed by the University Librarian after consultation with the Dean of Medicine.

14.05 For Librarians at the Ferriss Hodgett Library, the Promotion and Tenure Committee shall be composed of the three (3) elected Librarians specified in Clause 14.03 and two (2) ASMs from the Grenfell Campus appointed by the University Librarian after consultation with the Vice-President (Grenfell Campus).

14.06 If the number of eligible Librarians who agree to stand for election is fewer than the number specified in Clause 14.03, nonetheless the Promotion and Tenure Committee shall be composed of those appointed and elected within the terms of Clause 14.03. If a Committee is formed under this provision with less than a full complement of members, and if one (1) or more eligible candidates have later made it known that they are available, the vacancies shall be filled during the period September 15 to October 1. These position(s) shall be filled by election following a further call for nominations, or by appointment, according to the manner in which the position(s) would originally have been filled.

14.07 In the event of a resignation from the Promotion and Tenure Committee, an attempt shall be made to fill the resulting vacancy either by election, or by appointment, according to the manner in which the position was originally filled. No position on the Committee shall be replaced for a particular candidate after that candidate's assessment process has begun. For this purpose the assessment process shall be deemed to begin on October 1 in the case of promotion, or thirty (30) days after the anniversary of appointment in the case of tenure or the extension of a tenure-track appointment.

14.08 The first meeting of the Promotion and Tenure Committee shall be convened by the University Librarian. The Committee shall elect its own Chairperson. The University Librarian shall not be a member of the Committee, but may meet with the Committee by invitation of the Committee or upon his or her request. The Committee shall have the option of holding meetings in the absence of the University Librarian. The University Librarian shall have the option of attending any interview of a candidate with the Committee, and shall be notified of the date and place of such interviews at the time the candidate is notified. Similar conditions shall apply to the Dean of Medicine, and the Vice-President (Grenfell Campus) when the Committee is evaluating a Librarian from the Health Sciences Library, and the Ferriss Hodgett Library, respectively.
14.09 Once a Promotion and Tenure Committee starts its assessment of a candidate, it shall remain in place for that candidate until the recommendation of the Provost & Vice-President (Academic) or for candidates from the Ferris Hodgett Library, the Vice-President (Grenfell Campus) has been sent to the President and to the Committee.