

**Article 16****PROCEDURES FOR PROMOTION AND TENURE COMMITTEES FOR LIBRARIANS**

- 16.01 The procedures specified in this Article shall apply to all assessments made by Library Promotion and Tenure Committees unless otherwise specified elsewhere in this Collective Agreement.
- 16.02 Once appointed or elected to a Promotion and Tenure Committee, a Librarian cannot be a candidate for promotion during the Academic Year for which that Committee was established.
- 16.03 Normally, transactions of business shall require the presence of all members. In no case shall business be transacted in the absence of more than one (1) member or in the absence of the Chairperson. In the case of a Committee with fewer than five (5) members, all members must be present for the transaction of business. Transaction of business shall be confidential.
- 16.04 In cases of promotion to a Librarian III or Librarian IV, when a Librarian is appointed to the University between March 1 and August 31, the calculation of years in rank shall be made as though the Librarian had been appointed or promoted on the following September 1.
- 16.05 In cases of promotion to a Librarian III or Librarian IV, when a Librarian is appointed to the University between September 2 and the last calendar day of February, calculation of years in rank shall be made as though the Librarian had been appointed or promoted on the previous September 1.
- 16.06 Except where an alternative date has been determined in Clause 13.36, assessment procedures for non-decision year reviews, for extension of a tenure-track appointment and for tenure shall be initiated as follows:
- (a) Review of tenure-track appointees at the rank of Librarian I or Librarian II for progress toward meeting the criteria for tenure shall be initiated by the University Librarian no later than the anniversary date of appointment which starts the second, third and fifth years of appointment.
  - (b) Review of tenure-track appointees at the rank of Librarian III or Librarian IV for progress toward meeting the criteria for tenure shall be initiated by the University Librarian no later than the first anniversary date of appointment.
  - (c) Review of tenure-track appointees at the rank of Librarian I or Librarian II for extension of appointment or tenure shall be initiated by the University Librarian at the end of the third year of the appointment.
  - (d) Review of tenure-track appointees for tenure shall be initiated by the University Librarian at the end of the fifth year of the appointment if the candidate has the rank of Librarian I or Librarian II, and at the end of the second year of the appointment if the candidate has the rank of Librarian III or Librarian IV.
- 16.07 Not later than the anniversary date of the appointment, the University Librarian shall initiate the review of a tenure-track appointee, as specified in Clause 16.06, by requesting the Librarian to prepare materials for the assessment file as specified in Article 15. The University Librarian shall present the file prepared in consultation with the candidate to the Committee not later than thirty (30) days following the anniversary date of the candidate's appointment.
- 16.08 Assessment procedures for promotion shall be initiated as follows:
- (a) Consideration of a Librarian for promotion shall follow upon formal application or nomination for such promotion. An application or nomination shall be made in writing to the University Librarian by September 1. In the case of nomination the written consent of the candidate shall accompany the nomination.
  - (b) At the time the University Librarian receives an application or nomination for promotion, they shall request the Librarian to prepare materials for the assessment file as specified in Article 15. The University Librarian shall present the file, prepared in consultation with the candidate, to the Committee not later than October 1.

- 16.09 The Promotion and Tenure Committee may request a meeting with the candidate as part of the review procedure. In addition, a candidate shall, if they request, be given the opportunity to meet with the Committee. In either case, the candidate shall be notified at least five (5) days before the date of the meeting.
- 16.10 If the initial decision of the Promotion and Tenure Committee is not to make a positive recommendation with respect to extension of a tenure-track appointment or tenure, the Chairperson shall so inform the candidate in writing, not later than fifty (50) days after the anniversary date of the candidate's appointment.
- 16.11 If the initial decision of the Promotion and Tenure Committee is not to make a positive recommendation with respect to promotion, the Chairperson shall so inform the candidate in writing, by February 1.
- 16.12 In the written notice specified in Clauses 16.10 and 16.11, the Committee shall state its concerns and offer to meet with the candidate to allow them to address these concerns. The candidate shall indicate in writing whether or not they wish to meet with the Committee. If the candidate elects to meet with the Committee, they shall have ten (10) days from the date of the notice to seek advice and prepare further documentation in preparation for such a meeting. All documentation provided by the candidate to the Committee shall become part of the assessment file. The Committee shall review its initial recommendation following this meeting with the candidate.
- 16.13 After the Promotion and Tenure Committee has completed its review of a candidate, it shall transmit its Report to the University Librarian. The Report must take into account the criteria for Promotion and Tenure specified in Articles 17 and 18. Where the University Librarian shares responsibility with the Associate Vice-President (Marine Institute) Academic and Student Affairs, the Vice-President (Grenfell Campus) or the Dean of Medicine, the Promotion and Tenure Committee shall transmit its Report to both individuals jointly. At the request of the Committee, the University Librarian shall meet with the Committee to discuss their recommendation, if any.
- 16.14 The University Librarian shall forward their recommendation and the Promotion and Tenure Committee's Report to the Provost & Vice-President (Academic) or in the case of candidates from the Ferriss Hodgett Library, the Vice-President (Grenfell Campus) and shall concurrently inform the Committee of their recommendation. The University Librarian shall inform the candidate of both the Committee's and the University Librarian's recommendations simultaneously with forwarding the recommendation to the Provost & Vice-President (Academic) or in the case of candidates from the Ferriss Hodgett Library, the Vice-President (Grenfell Campus).
- 16.15 The Promotion and Tenure Committee shall review the performance of tenure-track appointees as specified in Clause 17.05, at the end of the first year of the appointment and again at the end of the second and fourth years unless a decision to tenure has been reached. On September 1 the University Librarian shall provide the Committee with the anniversary dates of any Librarians who should be reviewed. The following procedures shall be followed:
  - (a) The Librarian shall submit material for the assessment file to the University Librarian within twenty (20) days of the initiation of the review as specified in Clause 16.06(a).
  - (b) The University Librarian may add additional material from the personal file.
  - (c) The University Librarian shall transmit the file to the Promotion and Tenure Committee no later than thirty (30) days after initiation of the review.
  - (d) The Promotion and Tenure Committee shall assess the file, prepared in accordance with Article 15, and may meet with the Librarian.
  - (e) The Promotion and Tenure Committee shall submit a Report to the University Librarian assessing progress toward meeting the criteria for tenure. Where appropriate, specific advice to the Librarian may be included in the Report.
  - (f) Following receipt of the Committee's Report, the University Librarian shall write their own Report.

- (g) Within sixty (60) days of the initiation of the review, copies of both Reports shall be sent to the Librarian and to the personal file by the University Librarian.
- 16.16 Following the completion of the Report in Clause 16.15, the Promotion and Tenure Committee may invite a Librarian to be considered for tenure. The Committee shall issue an invitation if it appears probable that the Librarian meets the criteria for tenure at that time. The Committee shall notify the University Librarian of the invitation. The Librarian must provide their consent in writing to be considered for tenure under the provisions of this Clause. Within ten (10) days of receiving the written approval of the candidate, the University Librarian shall initiate a review for tenure as specified in Clauses 16.06 to 16.14, except that the date the University Librarian initiates the review for tenure shall substitute for the anniversary date in Clauses 16.07 and 16.10.
- 16.17 The Promotion and Tenure Committee shall make Reports concerning non-decision year review and extension of tenure-track appointments, tenure and promotion of Librarians. These Reports shall be confidential. The Committee shall not be required to perform additional duties.