

Article 17

TENURE-TRACK APPOINTMENT AND TENURE FOR LIBRARIANS

17.01 A candidate for a non-decision year review, extension of tenure-track appointment or for tenure shall be considered on the anniversary dates specified in this Article and in Clause 16.06. Candidates shall be notified in writing by the University Librarian by the anniversary date. Candidates shall prepare and submit materials for the assessment file to the University Librarian in accordance with Article 15.

TENURE-TRACK APPOINTMENTS

17.02 A tenure-track appointment is an appointment which shall lead to consideration for tenure according to the criteria and procedures specified in this Collective Agreement, unless the tenure-track appointment is not extended in accordance with this Article. A tenured appointment is a continuing appointment which shall not be terminated by the University except as provided for in this Collective Agreement.

17.03 An appointment with tenure shall not be made at the rank of Librarian I. An appointment with tenure shall not be made at the rank of Librarian II except where the candidate has previously held a tenured appointment at a university and a positive recommendation for tenure is made by the Search Committee. An appointment with tenure at the rank of Librarian III or Librarian IV shall not be made without a positive recommendation for tenure by the Search Committee.

17.04 A tenure-track appointment at the rank of Librarian I or Librarian II shall be made for an initial period of four (4) years. A tenure-track appointment at the rank of Librarian III or Librarian IV shall be made for a period of three (3) years.

17.05 The performance of a Librarian holding a tenure-track appointment shall be reviewed by the Promotion and Tenure Committee each year following the anniversary date of the appointment, beginning with the first anniversary, by the procedures specified in Article 16. Their performance shall be reviewed for satisfactory progress towards meeting the criteria for tenure stated in this Article.

TIMING OF TENURE CONSIDERATION

17.06 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 tenure is not granted and the tenure-track appointment is extended for two (2) years in accordance with Clause 17.10(b), 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.

17.07 A Librarian who is promoted during their tenure-track period shall carry forward their years of service in the lower rank for consideration for tenure.

17.08 Tenure shall not be granted at the rank of Librarian I. A Librarian I shall be promoted to the rank of Librarian II when granted tenure.

17.09 Subject to Clauses 22.88 and 17.17, a Librarian I shall not continue in that rank for more than six (6) years. If at the expiration of six (6) years' service at the rank of Librarian I, they have not been promoted to the rank of Librarian II, their appointment shall be terminated.

EXTENSION OF TENURE-TRACK APPOINTMENT AND GRANTING TENURE

17.10 Following the review of a Librarian I or Librarian II that is initiated following the third anniversary date of the tenure-track appointment as specified in Clause 16.06(c), one of the following actions shall be taken by the University:

- (a) if their performance has satisfied the criteria for tenure, tenure shall be granted;
- (b) if their performance indicates satisfactory progress toward tenure using the criteria stated in this Article but does not satisfy the criteria for tenure, their tenure-track appointment shall be extended for two (2) years;

- (c) if their performance has not satisfied the criteria for tenure, the appointment to the University shall not be extended but they shall be offered a further one (1) year terminal appointment.
- 17.11 Following the review for tenure of a Librarian I or Librarian II that is initiated following the fifth anniversary date of the tenure-track appointment as specified in Clause 16.06(d), one of the following actions shall be taken by the University:
- (a) if their performance has satisfied the criteria for tenure, tenure shall be granted;
- (b) if their performance has not satisfied the criteria for tenure, the appointment to the University shall not be extended.
- 17.12 Following the review of a Librarian III or Librarian IV that is initiated following the second anniversary date of the tenure-track appointment, one of the following actions shall be taken by the University:
- (a) if their performance has satisfied the criteria for tenure, tenure shall be granted;
- (b) if their performance has not satisfied the criteria for tenure, the appointment to the University shall not be extended but they shall be offered a further one (1) year terminal appointment.
- 17.13 An appointment with tenure shall begin on the anniversary date which follows the tenure decision.
- 17.14 Notwithstanding Clauses 17.10 to 17.12, a Librarian may be invited to be considered for tenure, as specified in Clause 16.16.
- 17.15 When candidates are considered for tenure under the provisions of Clause 16.16, one of the following actions shall be taken by the University:
- (a) if the performance of the Librarian satisfies the criteria for tenure, tenure shall be granted;
- (b) if the performance of the Librarian does not satisfy the criteria for tenure, no action shall be taken.
- 17.16 When candidates are considered for tenure under the provisions of Clause 16.16, the Promotion and Tenure Committee and the University Librarian shall comply with the provisions of Clauses 16.10, 16.12, 16.13 and 16.16, except that their recommendations shall be limited as specified in Clause 17.15.

PART-TIME TENURE-TRACK APPOINTMENTS

- 17.17 In the case of a Librarian holding a part-time tenure-track appointment, the years of service at the University counted towards eligibility for tenure review shall be prorated as follows: the years of service shall be taken to be the duration of the part-time appointment multiplied by the ratio of part-time/full-time. The years of service shall be rounded up to the next full year for any part of a year greater than 0.7.

INFORMING THE COMMITTEE AND THE CANDIDATE

- 17.18 The University Librarian shall inform the candidate of both the Committee's and the University Librarian's recommendations no later than eight (8) months prior to the anniversary date of the tenure-track appointment.
- 17.19 When the University Librarian makes a recommendation to the Provost & Vice-President (Academic), or in the case of candidates from the Ferriss Hodgett Library, the Vice-President (Grenfell Campus), on the extension of a tenure-track appointment or granting of tenure that differs from the recommendation of the Promotion and Tenure Committee, the Promotion and Tenure Committee and the candidate shall be informed no later than eight (8) months prior to the anniversary date of the tenure-track appointment. In such a case, the University Librarian shall give the candidate a statement of reasons and provide the Promotion and Tenure Committee's Report.
- 17.20 The President shall receive and consider a recommendation from the Provost & Vice-President (Academic), or at Grenfell Campus, the Vice-President (Grenfell Campus), for extension of a tenure-track appointment or granting of tenure for Librarians and shall notify the candidate no later than seven (7) months prior to the

anniversary date of the tenure-track appointment of their recommendation to the Board. If the recommendation differs from the University Librarian's, the notification shall contain a statement of reasons.

CRITERIA FOR TENURE

17.21 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 in Clause 17.06;
- (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.

17.22 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 scholarly activity as outlined in Clause 4.09;

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; teaching; 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.

17.23 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 in Clause 17.22(a), (b) and (c) this shall be grounds for a negative recommendation or decision.

17.24 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.

17.25 When a Librarian resigns from the University while they are in the process of being considered for extension of a tenure-track appointment, promotion or tenure, or are 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.