

Article 18**PROCEDURES AND CRITERIA FOR PROMOTION OF LIBRARIANS****GENERAL PROCEDURES**

- 18.01 Consideration of a Librarian for promotion follows upon formal application or nomination for such promotion. Such an application or nomination shall be made in writing to the University Librarian by September 1. Nomination shall require the written consent of the Librarian.
- 18.02 A candidate shall be assessed in accordance with the procedures set out in Article 16 except as otherwise specified in this Article.
- 18.03 When a candidate resigns when being considered for a promotion, the provisions of Clause 17.25 shall apply.
- 18.04 When the University Librarian is not prepared initially to accept the recommendation of the Promotion and Tenure Committee, he or she shall refer the recommendation back to the Committee with his or her reasons, and the Committee shall reconsider its recommendation in light of these reasons. The University Librarian shall inform the candidate of any such reconsideration and the Committee may request an additional meeting with the candidate. The Committee shall again report to the University Librarian and the University Librarian to the Provost & Vice-President (Academic) or Vice-President (Grenfell Campus) as specified in Clauses 16.13 and 16.14.
- 18.05 When the University Librarian makes a negative recommendation to the Provost & Vice-President (Academic) or Vice-President (Grenfell Campus) regarding promotion, the University Librarian shall inform the Promotion and Tenure Committee and the Librarian. In such a case, the University Librarian shall give a statement of reasons and provide the Promotion and Tenure Committee's report.
- 18.06 In every case when a Librarian has applied for, or has been nominated for, promotion, the President shall receive and consider the recommendation from the Provost & Vice-President (Academic) and shall notify the candidate no later than May 1 of the President's recommendation to the Board. If the recommendation is not positive, the notification shall contain a statement of the reasons.
- 18.07 The Board shall notify the candidate in writing of its decision by June 1.
- 18.08 If a candidate for promotion is unsuccessful in consecutive years at any time following the minimum number of years as stated in Clauses 18.14(a) and 18.17(a) as appropriate, further consideration shall not occur until the second year following the second denial of promotion.

CRITERIA FOR PROMOTION

- 18.09 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 in Clauses 18.12 - 18.19 and demonstrated professional growth. Considering the professional duties and responsibilities of Librarians as set out in Article 4, 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.

18.10 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 Clause 18.09 (a), (b), and (c), this shall be grounds for a negative recommendation or decision.

18.11 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.

PROMOTION TO THE RANK OF LIBRARIAN II

18.12 The criteria for promotion to Librarian II shall be those specified for the attainment of tenure in Clause 17.21.

PROMOTION TO THE RANK OF LIBRARIAN III

18.13 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 Clause 18.15 (b) and (c). In exceptional cases, promotion may be granted if a Librarian II has achieved very high standards in the areas of primary responsibility, specified under Clause 18.15(a) alone.

18.14 (a) 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.

(b) 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.

18.15 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;

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- (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

- 18.16 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.
- 18.17 (a) 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.
- (b) 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.
- 18.18 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 in Clause 18.09 with appropriate adjustment to the standards for this rank using those criteria.
- 18.19 Length of service shall not modify the criteria for promotion to the rank of Librarian IV.