

**Article 13****PROCEDURES FOR THE FORMATION OF PROMOTION AND TENURE COMMITTEES FOR LIBRARIANS**

- 13.01 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 Dean of Libraries (University Librarian) shall initiate the process of establishing the Committee. The Association shall be notified of the composition of and any change to the Promotion and Tenure Committee and which members were appointed and elected by the Academic Unit.
- 13.02 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 they:
- (a) are being considered for promotion;
  - (b) hold a tenure-track appointment;
  - (c) hold a term appointment.
- 13.03 Where a candidate under consideration presents a documented record of personal conflict with a Librarian otherwise eligible to serve on the Promotion and Tenure Committee, and the Dean of Libraries (University Librarian) determines that the documented personal conflict creates a reasonable apprehension of bias, then that Librarian shall recuse themselves from serving on the Committee for that candidate.
- 13.04 Where a Librarian has a Conflict of Interest as defined in Clause 1.38 involving a candidate under consideration, that Librarian shall recuse themselves from serving on the Committee for that candidate.
- 13.05 No later than September 2, the Promotion and Tenure Committee shall be notified of the Librarians who intend to apply for promotion or tenure and shall be asked to declare to the Dean of Libraries (University Librarian) if a personal conflict or Conflict of Interest exists.
- 13.06 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 Dean of Libraries (University Librarian). If the Dean of Libraries (University Librarian) is to be considered for promotion or tenure in the Academic Year for which the Committee is being established, they shall so inform the Provost & Vice-President (Academic) who shall make the appointments to the Committee.
- 13.07 For Librarians at the Health Sciences Library, the Promotion and Tenure Committee shall be composed of the three (3) elected Librarians specified in Clause 13.06 and two (2) Librarians appointed by the Dean of Libraries (University Librarian) after consultation with the Dean of Medicine.
- 13.08 For Librarians at the Ferriss Hodgett Library, the Promotion and Tenure Committee shall be composed of the three (3) elected Librarians specified in Clause 13.06 and two (2) ASMs from Grenfell Campus appointed by the Dean of Libraries (University Librarian) after consultation with the Vice-President (Grenfell Campus).
- 13.09 If the number of eligible Librarians who agree to stand for election is fewer than the number specified in Clause 13.06, nonetheless the Promotion and Tenure Committee shall be composed of those appointed and elected within the terms of Clause 13.06. If a Committee is formed under this provision with less than a full complement of members, and if one (1) or more eligible Librarians have later made it known that they are available, the vacancies shall be filled during the period September 15 to October 1 and prior to the consideration of the assessment file of a particular candidate by the Committee. 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.
- 13.10 Normally, transaction of business shall require the presence of all members of the Promotion and Tenure Committee. In no case shall business be transacted in the absence of the Chairperson. In a case where a Committee has fewer than five (5) members, all members must be present for the transaction of business. Notwithstanding the above, participation by Telecommunications Technology in which all participants talk to

one another in real time is acceptable when all members have all appropriate documentation and it is otherwise not feasible for the Committee to meet in person within the time frame necessary to make a decision.

- 13.11 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.
- 13.12 The first meeting of the Promotion and Tenure Committee shall be convened by the Dean of Libraries (University Librarian). The Committee shall elect its own Chairperson. The Dean of Libraries (University Librarian) shall not be a member of the Committee, but may meet with the Committee by invitation of the Chair, or upon the request of the Dean of Libraries (University Librarian). The Committee shall have the option of holding meetings in the absence of the Dean of Libraries (University Librarian).
- 13.13 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 Ferriss Hodgett Library, the Vice-President (Grenfell Campus) has been sent to the President and to the Committee.