

# Librarian Confirmation and Promotion

2017-2021 Collective Agreement Process

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# Introduction and Agenda

Speakers:

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/ Librarian IV

1. Confirmation and Promotion Process
2. Tips and Suggestions

# Part 1: The Confirmation and Promotion Process

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What happens? When?

# Standard Timing - Confirmation

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- Professional librarian employees holding preliminary appointments shall be considered for confirmation six (6) months before the end of the second year of an initial preliminary appointment.
- However, a librarian employee who holds a preliminary appointment subsequent to a term appointment shall be eligible for consideration in accordance with Article 36.7 (Term Appointments).
- A professional librarian employee working a reduced workload at pro-rated pay shall earn credit toward confirmation on a pro-rated basis but shall be eligible for early consideration.

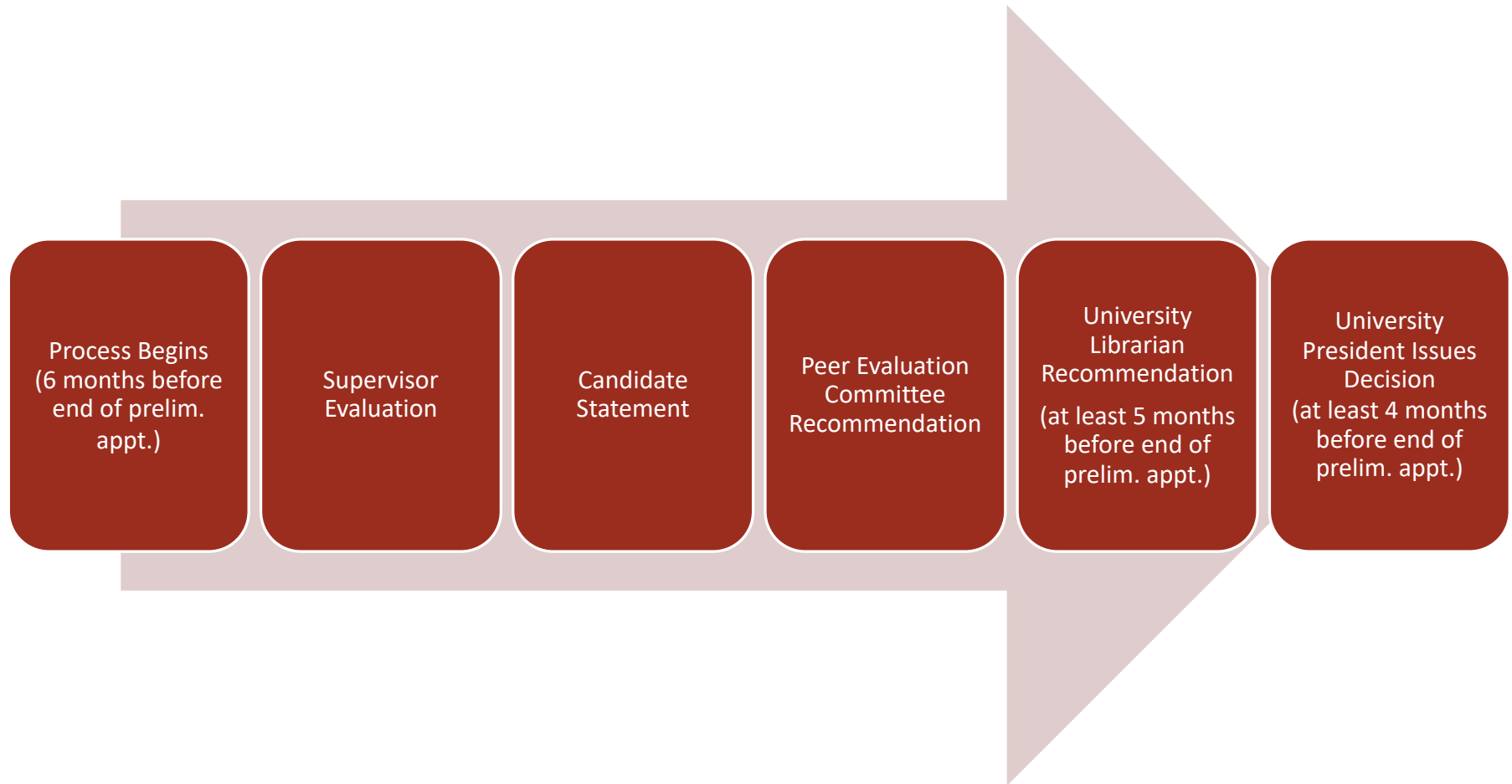
# Criteria – Confirmation (11.3.c)

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- The candidate's immediate supervisor shall provide the Peer Evaluation Committee (PEC) with a general written evaluation that includes:
  - detail based on the candidate's potential for future professional development in the position held and in the library system
  - a detailed written evaluation based on the candidate's past performance towards explicitly established goals, as specified in the job description
  - the candidate's working relations with their peers and supervisor(s)
- If the candidate held an appointment in a different position, an additional written statement from the supervisor of the previous position shall be required using criteria from Article 40.3(b).

# Procedures for Confirmation – 11.3(d)

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# Procedures for Confirmation – 11.3(d)

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- Supervisor recommends either confirmation, continued preliminary appointment or termination of appointment.
- PEC examines the supervisor's evaluation and recommendation, all previous performance evaluations of the candidate, the candidate's curriculum vitae and statement(s) by the candidate (if any).
- PEC may recommend a confirmed appointment, a continued preliminary appointment or termination of appointment. In the case of a positive recommendation, the committee shall notify the candidate in writing of its decision.
- If the recommendation is not to grant confirmation, whether it is a decision to allow the appointment to lapse or to extend the preliminary appointment, the PEC shall provide a written statement of the reasons on which the decision was based.
- In the event of a negative recommendation, the candidate shall be interviewed by the committee, if they wish, and shall have the right to choose one colleague to be interviewed by the committee in support of the candidate. In addition, the committee may interview the supervisor(s) if it deems this to be appropriate.

# Procedures for Confirmation – 11.3(d)

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- The Peer Evaluation Committee shall make a formal statement in writing of its recommendation and the reasons for it to the University Librarian accompanied by all relevant supporting documents. Any disagreement within the committee concerning its recommendation shall also be described in the statement. At the same time a copy of the statement shall be made available to the candidate.
- The University Librarian shall communicate their recommendation and that of the committee in writing along with all documentation, to the President at least five (5) months before the end of the preliminary appointment. The University Librarian shall also communicate their recommendation in writing to the candidate by the same date.
- The President shall inform the candidate in writing of the decision at least four (4) months before the last day of the preliminary appointment.



# Standard Timing - Promotion

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## **Librarian II**

**After 1 year as  
Librarian I**

## **Librarian III**

**Minimum 5 years  
experience as  
Librarian II**

## **Librarian IV**

**Minimum 5 years  
experience as  
Librarian III**

# Criteria for Promotion – Librarian II – 10.12(a)(ii)

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- The candidate shall have met the minimum educational requirement and shall have at least one year's professional experience or equivalent.
- A candidate shall have a record of successful performance as a librarian. Performance shall be assessed with respect to the candidate's achievement of goals which have been mutually established between the candidate and the candidate's supervisor(s), and those duties documented in a job description.
- It is expected that successful candidates will have demonstrated the ability to use effectively their professional education and will have shown the capacity to develop and extend their professional expertise.

# Criteria for Promotion – Librarian III – 10.12(a)(iii)

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- A librarian may not normally be considered for appointment or promotion to the rank of Librarian III until they have had a minimum of five (5) years experience as a Librarian II, or has had equivalent experience. Time is a factor that enters into the evaluation of a candidate's status.
- The primary criterion shall be professional performance; how well the librarian carries out the duties and responsibilities of the position held. Therefore, the successful candidate shall have a record of continuing effective performance. Performance shall be assessed with respect to the candidate's achievement of goals which have been mutually established between the candidate and the candidate's supervisor(s), and those duties documented in a job description.
- There should be clear promise of continuing professional development and demonstrated ability in areas of specialization and/or in an administrative capacity. With less weighting, the candidate's performance in the following three areas should also be considered: academic achievement and activities, including additional formal degrees, programmes of continuing education, teaching, research, publication; involvement in professional activities and participation in professional organizations, including serving on committees, the presentation of papers, organization of and participation in conferences, seminars, workshops; service to the Library and/or the University.
- For promotion to the rank of Librarian III, a candidate must demonstrate achievement in two of the three areas.

# Criteria for Promotion – Librarian IV – 10.12(a)(iv)

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- A librarian may not normally be considered for appointment or promotion to the rank of Librarian IV until they have had a minimum of five (5) years experience as a Librarian III, or has had equivalent experience. Time is a factor that enters into the evaluation of a candidate's status. Promotion to this rank is jealously guarded in most institutions and deviations from the normal timing will of necessity be scrutinized extremely carefully by the Peer Evaluation Committee, Library Rank Promotion Committee, University Librarian (hereinafter called the Library).
- The primary criterion shall be professional performance; how well the librarian carries out the duties and responsibilities of the position held. Therefore, the successful candidate shall have a record of excellent performance with demonstrated initiative, leadership and creativity. Performance shall be assessed with respect to the candidate's achievement of goals which have been mutually established between the candidate and the candidate's supervisor(s), and those duties documented in a job description.
- There should be evidence of further development and extension of professional expertise. In addition, the candidate must submit evidence of substantial achievement in research and in at least one of the following areas: publishing, teaching, professional endeavours including significant involvement in professional organizations, significant service to the library or the University, or significant administrative duties.

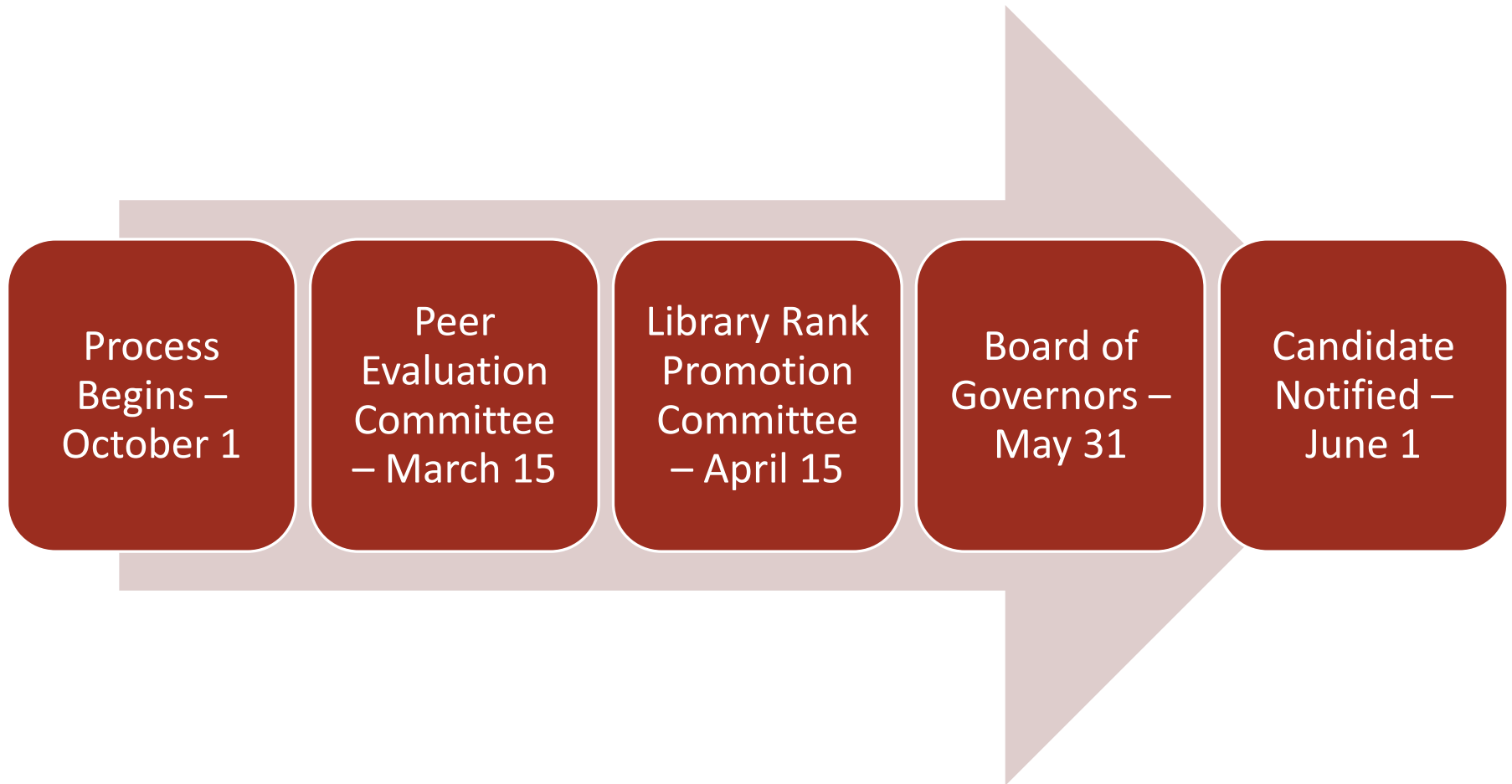
# Changes to Criteria for Promotion to Librarian IV

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- Note that in the 2017-2021 CA, the criteria for promotion to Librarian IV require the candidate submit evidence of substantial achievement in research and in at least one other area.
- This is a change from the previous agreement, where research was included in the variety of areas candidates could show substantial achievement in. Research is now being prioritized for promotion to Librarian IV.
- However, we signed a Letter of Understanding for Article 10.12(a) which states:  
The parties agree that the changes to the promotion criteria in Article 10.12(a) shall only be applied for promotion applications made after the date of ratification of this collective agreement. Current Professional Librarians on staff at the ranks of Librarian II and III shall be subject to the promotion criteria specified in the 2014-2017 collective agreement for their one (1) next promotion application. Thereafter, the Professional Librarians shall be subject to the new promotion criteria in Article 10.12(a) for the subsequent Librarian rank.  
This letter of understanding shall not apply to new hires after the date of signing this letter of understanding.

# Process (Promotion)

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# Procedures for Promotion – 10.12(b)

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- By October 1<sup>st</sup>, the OUL shall prepare a list of professional librarians who should be automatically considered for promotion and send each eligible employee a letter indicating their name has been forwarded to the PEC for consideration.
- Also by October 1<sup>st</sup>, the PEC shall email members and publicly post the timetable for promotion proceedings.
- Unless a librarian requests that they not be considered for promotion, each employee shall automatically be considered for promotion in the years specified as normally appropriate in Article 10.12(a).
- In the case of promotion to Librarian IV, employees are automatically considered when first eligible; after which, promotion proceedings are always initiated by the individual employee.

# Procedures for Promotion – 10.12(b)

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- For each candidate, the Peer Evaluation Committee shall assemble a file containing the following documentation:
  - a current CV supplied by the candidate;
  - a letter of reference supplied by the candidate's department head(s) or equivalent;
  - copies of the candidate's annual performance appraisals for the period since the last promotion or since appointment as appropriate;
  - a current job description for the position held and, if applicable, for previous positions held in the period under review; and,
  - except in the case of promotion to Librarian II, a list of three (3) or more names supplied by the candidate to be used as referees. For promotion to Librarian IV, normally at least one (1) of the names shall be that of an individual external to the library.
- The University Librarian shall solicit letters from two (2) referees chosen from the candidate's list. If the University Librarian desires to solicit additional references or assessments they shall so inform the candidate and submit the names of the proposed referees to the candidate who shall have the right to comment in writing on the names suggested and to have such comments included in their official dossier as stated in Article 16.8(a) and (b).



# Procedures for Promotion – 10.12(b)

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- The PEC shall consider all documentation and may interview the immediate supervisor to obtain clarification on any point.
- All letters of reference solicited in relation to promotion shall become part of the candidate's official dossier for the purposes of the promotion proceedings only. All such letters shall be available to the PEC.
- The PEC shall make a written recommendation and submit the dossier for each candidate going forward to the Library Rank Promotion Committee by March 15 of each year.
- If the PEC proposes to recommend against promotion, it shall, before making a formal recommendation, notify the candidate of its tentative decision and invite the candidate to comment on the proposed recommendation. Upon request, the PEC shall furnish the candidate with a written statement of the reasons for the proposed negative recommendation. Such written communication shall indicate to the candidate at least in which area or areas of performance the PEC would expect evidence of further development before recommending in favour of promotion.
- The candidate shall have the right to meet with the PEC to discuss these reasons and/or to submit a response in writing before the recommendation is formally made. If the final recommendation is negative, the candidate shall be informed in writing and asked whether they want to be considered further as per 10.12(b)(iv). Any written statement provided by the candidate shall be added to their dossier.
- In every instance where the Committee is unable to reach a unanimous recommendation, a statement of the recommendation signed by each committee member, which shall include a description of any disagreement within the committee concerning its recommendation, shall be forwarded to the Library Rank Promotion Committee.

# Procedures for Promotion – 10.12(c)

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- The Chairperson of the PEC shall forward to the Library Rank Promotion Committee (LRPC) the documentation for each candidate to be considered by the LRPC. The documentation shall include the complete dossier together with a written submission from the PEC.
- The Chairperson of the PEC shall present the cases of all the candidates to the LRPC.
- The LRPC shall consider for promotion each candidate on evidence presented. If the LRPC proposes to recommend against promotion it shall, before making a final recommendation, notify the candidate of its tentative decision and invite the candidate to comment on the proposed recommendation. The candidate shall have the right to meet with the LRPC to discuss these reasons and/or to submit a response in writing before the recommendation is formally made to the President.
- The University Librarian, as Chairperson of the Committee, shall maintain a record of the results of the balloting and the recommendations of the Committee and shall make these known to all members of the Committee present at the time and other members, if any, within five (5) working days thereafter.
- The LRPC shall recommend for promotion to the President by April 15 of each year those candidates receiving a majority of votes cast.

# Procedures for Promotion – 10.12(c)

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- In the case of recommendations against promotion, the LRPC shall indicate in writing to the candidate at least in which area or areas of performance the Committee would expect evidence of further development before recommending in favour of promotion.
- A candidate not recommended by the appropriate committee or promoted by the Board of Governors has recourse to the procedures under Article 29 or 10.5 as appropriate.
- The President shall recommend to the Board of Governors by May 31 only those candidates who were approved by the Library Rank Promotion Committee.
- The successful candidate(s) shall be notified by June 1.
- All promotions shall be posted in the Library and appear in an appropriate publication of the University.
- Upon the decision in favour of promotion, the promotion shall become effective on the July 1<sup>st</sup> immediately after the consideration process has terminated.

# Peer Evaluation Committee – 11.1(b)(ii)

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- The PEC shall be composed of four professional librarians:
  - one shall be designated by the University Librarian
  - three shall be elected by professional librarian employees and from among professional librarian employees holding confirmed appointments

# Library Rank Promotion Committee – 11.1(c)

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- The LRPC is composed of four voting members:
  - two shall be designated by the University Librarian from professional librarian employees holding the rank of Librarian IV and/or management librarians
  - two shall be elected by professional librarian employees and from among professional librarian employees holding the rank of Librarian IV
- The University Librarian shall sit as the fifth member of the committee, acting in the capacity of non-voting Chairperson

# Questions?

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## Remember!

CUASA is here to help with your tenure and promotion applications.

Contact us anytime!

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