

## Article 13: Appointment of Librarians

### 13.01 GENERAL INFORMATION REGARDING APPOINTMENTS

- a) The principal criteria for appointments are academic and professional excellence.
- b) Canadian applicants for a position as professional librarian shall be given first consideration and, in the case of candidates assessed as essentially equal, shall be given priority.
- c) The Parties agree that Concordia University would better advance the essential functions of the University, namely the pursuit, creation and dissemination of knowledge through teaching and research, if the diverse composition of Canadian society were better reflected in the bargaining unit. Therefore the Parties agree to encourage an increase in the proportion of members of under-represented designated groups as defined in the relevant legislation, to improve their employment status, and to ensure their full participation in the University community. The Parties therefore endorse the principle of equity in employment and agree to cooperate in the identification and removal of all barriers to the recruitment, selection, hiring, retention, and promotion of these designated groups, and other categories as may be designated in federal and provincial human rights legislation or agreed to by the Parties.
- d) To be appointed as a professional librarian an individual shall have an appropriate bachelor's degree and a graduate degree from an ALA-accredited library and information science program, or approved equivalent training acceptable for membership in the Corporation of Professional Librarians of Québec.
- e) The Employer shall create a process whereby members may voluntarily identify themselves as belonging to one or more designated groups. Information submitted through this process shall be kept confidential and made available to JEEC and to the Association on an aggregate basis no later than June 1, 2010.
- f) If the data on academic librarian availability indicates that a particular designated group is under represented, then, all things being equal, candidates from that designated group shall be given priority.

### 13.02 GENERAL APPOINTMENT PROCEDURES

- a) Reasonable efforts shall be made to fill vacancies promptly.
- b) The authorization to fill a vacant position must be provided by the Vice-President.
- c) Following receipt of authorization to fill a vacant position, the Dean shall inform the appropriate Assistant Director or appropriate administrator for librarian positions located outside the Library to coordinate a search.
- Advertisement
- d) The Assistant Director or appropriate administrator for librarian positions located outside the Library, shall prepare the posting and/or advertisement and shall submit it to the LASC for review and modification if necessary. The advertisement shall clearly state the relevant qualifications and shall include rank. In addition, the following shall be a standard statement on advertisements: "Concordia University is committed to employment equity."

- e) The advertisement shall then be sent to the Dean for approval.
- f) The LASC shall be convened within twenty (20) days following approval of the posting and advertisement by the Dean, in order to review the modifications made to the posting, the advertisement, and the required qualifications and the general hiring procedures. Appropriate administrative personnel shall be invited to this meeting.
- g) All positions to be filled shall be advertised both internally and externally.
- h) Advertising may include notices sent to library schools, library listservs and/or other media. The advertising copy shall be sent to the Association and the JEEC by the Dean within ten (10) days of its placement. The qualifications relevant to each vacant position shall be clearly stated.

#### Short-listing of internal applicants

- i) All librarian members, upon application, shall be short-listed and interviewed for open probationary librarian positions in the University for which they meet the advertised qualifications.
  - LASC procedures
- j) The LASC shall prepare a list of all criteria used to establish a short-list of candidates.
- k) The LASC shall meet to consider the applications received and establish a short list.
- l) The LASC shall meet and interview the short-listed candidates, and submit a reasoned report outlining its procedures and justifying its recommendation. Such recommendation for appointment shall emanate from the LASC after a vote by secret ballot and shall be forwarded to the Dean with a numerical record of the vote. In the event that the LASC is unable to reach a majority recommendation, the search shall be deemed to have failed.
- m) The LASC shall not meet in the absence of more than one member, and shall meet only when the Chair of the Committee is present.
- n) The LASC shall forward its recommendation to the Dean with a reasoned report which takes into account the qualifications of each of the short-listed candidates with respect to the criteria stated in the advertisement for the position. The reasoned report shall also describe the procedures followed by the LASC, including the assessment of Canadian applicants and the rationale justifying the recommended applicant.
- o) The LASC shall also submit to the Dean a separate reasoned report that discusses the selected candidate only.
  - Procedures subsequent to submission of LASC report
    - p) If the Dean does not agree with the recommendation of the LASC, the Dean shall return the file to the LASC with a reasoned report within five (5) days of receipt.
- q) If the Dean agrees with the recommendation of the LASC, the Dean shall forward the dossier with a reasoned report to the Vice-President and to the JEEC within five (5) days of receipt. The recommendation shall include the duration of the appointment, rank, salary, term, job description

and other conditions of appointment, giving due consideration to the candidate's academic qualifications, experience, publications, and other credentials.

- r) Within three (3) days of receipt of the dossier as per Article 13.01 g) the JEEC shall submit a report to the Dean, with a copy to the Vice-President, commenting on issues of employment equity. This review shall be conducted in accordance with criteria and procedures approved by the Parties.
- s) If the Vice-President does not accept the recommendation of the Dean, the Vice-President shall submit a reasoned report to the Dean within ten (10) days of receipt of the dossier. A copy of the reasoned report shall be sent to the LASC.
- t) If the Vice-President agrees with the recommendation of the Dean, the Vice-President shall issue a letter of appointment and a contract within ten (10) days of the receipt of the dossier. The offer shall include the duration of the appointment, rank, salary, projected year of mandatory tenure consideration in the case of probationary appointees, date of potential eligibility for the first twelve (12)-month sabbatical leave, job description, the title of the administrator to whom the librarian will be reporting at the time of the appointment, and such other conditions of appointment as may have been agreed. A copy shall be sent to the Association and to the Dean.

### 13.03 PROBATIONARY AND TENURED APPOINTMENTS

- a) Probationary appointments shall be made only at the rank of Librarian I, Librarian II or Associate Librarian.
- b) The first probationary contract shall be for a term of no less than two (2) years and no more than three (3) years. All such contracts shall end on May 31.
- c) Tenured appointments shall be made only at the rank of Associate Librarian or Senior Librarian. For such appointments, the LTC shall submit a separate reasoned report to the Dean.
- d) All librarian appointments under this Collective Agreement shall be made in one of the following ranks: Librarian I, Librarian II, Associate Librarian, Senior Librarian.

### 13.04 LIMITED TERM APPOINTMENTS

- a) Limited Term Appointments (LTA) shall be made only for one (1) of the following purposes:
  - i) to appoint a suitably qualified person to replace a probationary or tenured librarian member who is on leave;
  - ii) to fill an open probationary position on a temporary basis after the position has been advertised;
  - iii) to respond on a temporary basis to specific service or operational needs.
- b) Initial LTA appointments shall be for a period of at least five (5) months. The offer shall state the duration, rank, salary, job description and conditions of appointment, with specific reference to the clause in Article 13.04 a) which applies. Appointments will normally terminate on May 31.
- c) Subsequent LTA appointments shall be for a period of no less than twelve (12) months.

- d) No later than February 1 of each year, eligible LTA members who wish to be considered for a subsequent appointment shall submit an application which shall include a current curriculum vitae.
- e) Applications for a subsequent appointment shall be considered by the LPC, which shall forward its reasoned report to the Dean with a copy to the member no later than March 1.
- f) The Dean shall send her or his reasoned recommendation to the Provost with a copy to the member by March 15.
- g) The Provost shall inform the member of her/his decision by March 31.
- h) Consecutive LTA appointments shall not exceed thirty-six (36) months. After having held LTA appointments during three consecutive academic years, an individual shall wait for a period of at least twenty-four (24) months before commencing a new LTA appointment.
  - i) An LTA who secures a probationary position may request that up to a maximum of two (2) years of service as an LTA be used towards promotion, tenure and sabbatical leave. The request shall be made at the time of the initial probationary appointment, and the Vice-President shall insert a clause in the initial probationary contract specifying how the time in the LTA position is to be counted.
  - j) LTA members shall have duties and responsibilities as specified in Article 17.06.
- k) LTA appointments shall be made at the rank of Librarian I or Librarian II. Members with LTA appointments are subject to all provisions of this Collective Agreement except Article 15 (Reappointment, Promotion and Evaluation of Probationary Librarians), Article 19 (Tenure for Librarians), and Article 40 (Annual Adjustments to Salaries) except for the annual percentage increases that shall apply to the portions of the Librarian I and II grids pertaining to LTAs.

#### 13.05 VISITING LIBRARIANS or APPOINTMENTS IN RESIDENCE

- a) When an opportunity occurs to appoint an authority in the field of library and information science as a visiting librarian in order to enhance objectives in the Library/Department, the Vice-President may make an appointment in this category, which is limited to a stated term, upon the recommendation of the DPC and the Assistant Director or appropriate administrator for Librarian positions located outside the Library, supported by the Dean.
- b) Such appointments shall be for no longer than two (2) years.
- c) Members in this category are not subject to the provisions of Articles 13.01 and 13.02 (General information regarding appointments), Article 15 (Reappointment, Promotion and Evaluation of Probationary Librarians), Article 17 (Duties and Responsibilities of Librarian Members), Article 19 (Tenure for Librarians), Article 39 (Salary Structure), Article 40 (Annual Adjustments to Salaries), and Article 42 (Retirement).
- d) The duties and responsibilities shall be established in consultation with the Assistant Director or appropriate administrator for Librarian positions located outside the Library, and the Dean, and specified in the individual contract. The salary shall be commensurate with the assigned duties and responsibilities.

## 13.06 SPOUSAL HIRING FOR LIBRARIAN AND FACULTY MEMBERS

The provisions of Article 12.09 shall apply.