

Article 15: Reappointment, Promotion and Evaluation of Probationary Librarians

15.01 GENERAL CRITERIA

- a) This article sets out general criteria for application on a University-wide basis. In addition, the Dean, after appropriate consultation, may adapt these criteria in a manner appropriate and reasonable to the particular library/academic area. In such a case the Dean shall inform all librarian members in writing a reasonable period of time before such changes take effect.
- b) The evaluation of librarian members shall be
 - i) based upon consideration of professional competence and potential for fulfilling the duties and responsibilities as defined in Article 17.
 - ii) done by the librarian member's colleagues on the basis of evidence brought forward by the member and all additional material brought forward in accordance with the provisions of this Article.
- c) The evaluation of professional contributions to the Library's operation and development shall depend primarily on the judgment of the librarian member's colleagues and shall be based upon evidence of such activities as presented by the librarian member in a "professional librarian activities dossier". The dossier may include, but is not restricted to, such items as the following:
 - i) a list of professional librarian activities undertaken or completed by the librarian member, participation in or attendance at Library presentations and workshops, and other such evidence as the member deems appropriate.
 - ii) examples reflective of the librarian member's role in the Library as described in the job description, which may include participation in the preparation of policies, writing of procedures, and reports, assessments of instructional activities, statistics, outlines relating to library instruction and other documentation and material attesting to the member's contribution to the operation and development of the Library that the member deems appropriate;
 - iii) a record of the librarian member's role in the development of the operation and services offered by the Library through participation in library committees and working groups;
 - iv) statement of the librarian member's principles, objectives and methods of providing library services in light of the Library's vision and mission;
 - v) signed testimonials from faculty and students;
- d) The evaluation of research and scholarship shall depend primarily on the judgment of the librarian member's peers and shall be made on the basis of evidence of scholarship, such as publications, presentation of papers, external recognition, grants, contracts and other awards, as presented by the librarian member in a research dossier. In this evaluation, more weight shall be given to peer-reviewed than to non-peer-reviewed work to the extent appropriate to the field.
- e) The evaluation of service to the University and the community, including participation in University governance and academic administration, and service to the Association and the professional and academic community, shall depend primarily on the judgment of the librarian member's colleagues, and shall take into account evidence of such activities as presented by the librarian member in a service dossier.
- f) The complete dossier consists of a current *curriculum vitae* and all three component parts: the professional librarian activities dossier (Article 15.01 c)), the research and scholarship dossier (Article 15.01 d)) and the service to the University and the community dossier (Article 15.01 e)).

Preparation of a digital version of the dossier is the responsibility of the Employer, unless the member chooses to prepare it in accordance with prescribed guidelines.

- g) The Chair of the LPC, with the assistance of the Assistant Director, shall ensure that the dossier contains:
 - i) In the case of probationary members, reports produced in the course of the most recent reappointment exercise;
 - ii) In the case of tenured members, reports produced in the course of the most recent performance evaluation.

In the context of this clause, “reports” shall mean reasoned reports, recommendations and decisions issued by the LPC, LPRC, LTC, Dean and Provost, as applicable.

- h) The Assistant Director or appropriate administrator for librarian positions located outside the Library and the Dean may supplement the dossier submitted by the candidate with relevant information at the start of the LPC stage of the proceedings. In this instance, the candidate shall be informed of the nature of this information, shall receive copies of all supplemental documentation and shall have five (5) days to provide any commentary relevant to this supplementary information. If the candidate subsequently sends additional information to the LPRC, a copy shall be sent to the LPC.

15.02 EVALUATION OF PROBATIONARY LIBRARIAN MEMBERS FOR THE PURPOSE OF REAPPOINTMENT

- a) All reappointments for probationary members shall be for a period of two (2) years terminating on May 31 but shall not extend more than one year beyond the year of mandatory tenure consideration, with the proviso that a one-year, non-renewable, final contract shall be offered to candidates who are not granted tenure as a result of mandatory consideration for tenure under the provisions of Article 19, and whose contract expires at the end of the year of mandatory tenure consideration.
- b) A member whose evaluation for the purpose of reappointment occurs during a leave in accordance with Article 35 or a leave of not less than forty-five (45) days granted in accordance with Article 33 shall be given the option of being considered for reappointment the following year. In such cases the probationary appointment shall be extended for one year.
- c) The evaluation shall pay particular attention to the quality of the candidate's performance of professional librarian activities and research and scholarship under the provisions of Article 17.01 a) and b) as well as future potential. In addition, the candidate's participation in the life of the University and the community as specified under the provisions of Article 17.01 c) shall be considered.
- d) A librarian member who is a candidate for evaluation for reappointment is expected to have fulfilled any special conditions in the previous contract.

15.03 PROMOTION OF PROBATIONARY LIBRARIAN MEMBERS FROM LIBRARIAN I TO LIBRARIAN II

- a) Following the first reappointment, a probationary librarian member at the rank of Librarian I shall be promoted to the rank of Librarian II.

15.04 PROMOTION FROM LIBRARIAN II TO ASSOCIATE LIBRARIAN

- a) Upon the granting of tenure, librarian members who hold the rank of Librarian II shall be promoted to the rank of Associate Librarian.
- b) In exceptional cases where performance is outstanding, early promotion to the rank of Associate Librarian may occur prior to the granting of tenure. In all such cases, the evaluation shall pay particular attention to ensure that there has been successful fulfillment of the duties and responsibilities of the librarian member specific to professional librarian activities and significant research and scholarship both of which have been demonstrated to be of excellent quality. In addition, independent research, either individual or joint, which may result in advanced degrees or publications, shall have taken place after appointment at Concordia.
- c) In no case shall requests for early promotion to the rank of Associate Librarian be considered prior to completion of two (2) years of service at the rank of Librarian II at Concordia University.

15.05 PROMOTION FROM ASSOCIATE LIBRARIAN TO SENIOR LIBRARIAN

- a) The following criteria for promotion to Senior Librarian, while laying down the broad qualifications for the rank, are at the same time intended to provide sufficient flexibility to enable the Library to apply the standards it considers relevant to its field. While the career paths of individuals will vary, it is expected that the majority of tenured librarian members will meet the qualifications for this rank, albeit at different points, in their careers.
- b) The rank of Senior Librarian may be attained by fulfilling any one of the following sets of criteria:
- c) Research and scholarship that is demonstrably superior over a sustained period of time, together with professional librarian activities that have been demonstrated over the years to be of good quality.
 - i) The candidate shall submit a research and scholarship dossier to demonstrate that she or he has made a substantial contribution to librarianship through research, scholarly and critical or creative work. While the greatest weight will be given to research and scholarship, the candidate shall also submit a professional librarian activities dossier to demonstrate that her or his service to the operation and development of the Library as an academic service and resource has been of good quality.
 - ii) In this category, a librarian member may be considered for promotion following the completion of six (6) years of service at the rank of Associate Librarian.
 - iii) In exceptional cases, a member may be considered for promotion before the completion of six (6) years of service, with the proviso that promotion shall be granted only on the basis of a record of achievement consistent with that normally required for promotion.
- d) Professional librarian activities that are demonstrably superior over a sustained period of time, together with research and scholarship which has been demonstrated over the years to be of good quality.
 - i) The candidate shall submit a professional librarian activities dossier to demonstrate that she or he has made a substantial contribution to the operation and development of the Library as an academic service and resource. While the greatest weight will be given to the quality of professional librarian activities, the candidate shall also submit a research and scholarship dossier to demonstrate that her or his research, scholarly and critical or creative work has been of good quality.

- ii) In this category, a librarian member may be considered for promotion following the completion of six (6) years of service at the rank of Associate Librarian.
- e) A combination of professional librarian activities, research and scholarship and service to the University and the community that has been demonstrated over the individual's career to be of good quality.
 - i) The candidate shall demonstrate, by means of the complete dossier, that she or he has maintained a career profile that combines dedicated professional librarian activities, an ongoing engagement in research and scholarship and service contributions to the University and the community. It is understood that the greatest weight will be given to the candidate's aggregate contributions to the University over a sustained period of time, rather than to any one of the three areas of responsibility. It is also understood that professional librarian activities, research and scholarship, and service, may evolve and assume different proportions at various periods in a member's academic life.
 - ii) In this category, a librarian member may be considered for promotion following the completion of nineteen (19) years of service in the combined ranks of Librarian II and Associate Librarian.

NOTE The provisions of Article 15.05 e) shall apply until May 31, 2014 at which time they shall become null and void. All applications under the provisions of this Article must be received prior to October 1, 2013.

- f) A librarian member may apply for promotion or may be nominated with her or his consent. If the candidate had not requested the promotion, a refusal shall not appear in the candidate's personnel file. It is the responsibility of librarian members to prepare the requisite dossier even when they are nominated for promotion.

15.06 PROCEDURES AT THE LPC LEVEL FOR REAPPOINTMENT OF PROBATIONARY MEMBERS AND PROMOTION TO ASSOCIATE LIBRARIAN

- a) In evaluating the performance of a librarian, the LPC shall take into account all evidence brought forward in the candidate's complete dossier.
- b) Requests for reappointment shall be submitted in writing to the Assistant Director or appropriate administrator for librarian positions located outside the Library with a copy to the Dean and to the Chair of the LPC by October 15 of the year preceding the expiry of the probationary appointment.
- c) A librarian member may apply for promotion or may be nominated with her or his consent. If the candidate has not requested the promotion, a refusal shall not appear in the candidate's personnel file.
- d) Requests for promotion to the rank of Associate Librarian shall be submitted in writing to the Assistant Director or appropriate administrator for librarian positions located outside the Library with a copy to the Dean and to the Chair of the LPC, by January 31.
- e) The immediate supervisor of a librarian member shall prepare an assessment of the member's contribution to professional librarian activities and send it to the Chair of the LPC and the member at least two (2) weeks before any dossier must be submitted.

- f) The LPC shall solicit and consider written submissions from other Library and University units with which the candidate is associated. All such submissions shall be sent simultaneously to the member and to the LPC. The member shall have the right to respond within five (5) days.
- g) The LPC shall vote by secret ballot and shall record the result of the vote in its reasoned report.
- h) The Chair of the LPC shall forward to the Dean the reasoned report of the LPC. The reasoned report shall refer to criteria based on the appropriate articles in the Collective Agreement. The Chair of the LPC shall send a copy of the reasoned report to the candidate at the same time as it is sent to the Dean.

15.07 PROCEDURES AT THE LPC LEVEL FOR PROMOTION TO THE RANK OF SENIOR LIBRARIAN

- a) Written requests or nominations for promotion to the rank of Senior Librarian, together with the complete dossier, and where applicable, the nominee's written consent, shall be submitted to the Dean with a copy to the Assistant Director or appropriate administrator for librarian positions located outside the Library by October 1.
- b) Requests for promotion to the rank of Senior Librarian shall specify under which clause of Article 15.05 the application is being made.
- c) Candidates for promotion to the rank of Senior Librarian include, as part of their complete dossier, the names of six (6) individuals chosen in accordance with Article 15.07 f) who may act as evaluators. Up to three (3) evaluators shall be chosen by the LPC from the list provided by the candidate. The LPC may solicit one or two additional evaluations either from the candidate's list or from other evaluators chosen in consultation with the candidate. Evaluators shall receive the candidate's c.v. and other relevant supporting materials, and a copy of the relevant criteria as specified in the Collective Agreement.
- d) Evaluators shall not be in a position of conflict of interest.
- e) Evaluators shall disclose having collaborated (e.g. having published, having been a co-researcher) with the candidate in the last five years and/or being involved in a research project in which the candidate is also involved.
- f) The Chair of the LPC shall solicit evaluations no later than November 1 and shall request that evaluators submit their evaluation within 40 days of the date of the request, but in no case later than February 1. All evaluations shall be based upon the dossiers prepared by the candidate in accordance with Article 15.01, as well as supplemental materials as per Article 15.01 h). Evaluations shall be solicited as follows:
 - i) Evaluations of the research and scholarship of candidates applying for promotion under the provisions of Article 15.05 c) shall be solicited from experts in the candidate's fields of activity at other universities and institutions.
 - ii) The LPC shall evaluate professional librarian activities of candidates applying for promotion under the provisions of Article 15.05 c). In some cases, the LPC may wish to solicit evaluations from other individuals within the University who can attest to the candidate's effectiveness in professional librarian activities. Any such evaluators shall be chosen in consultation with the candidate.
 - iii) Evaluations of the professional librarian activities of candidates applying for promotion under the provisions of Article 15.05 d) shall be solicited from experts who can attest to the

candidate's effectiveness in professional librarian activities and her or his contribution to the operation and development of the Library as an academic service and resource.

- iv) The LPC shall evaluate research and scholarship activities of candidates applying for promotion under the provisions of Article 15.05 d). The LPC may solicit evaluations from other individuals within the University, or, with the concurrence of the candidate, outside the University, who can attest to the quality of the candidate's scholarship. Any such evaluators shall be chosen in consultation with the candidate.
- v) Evaluations of candidates applying for promotion under the provisions of Article 15.05 e) shall normally be solicited from individuals within the University who can attest to the candidate's competence. It is understood that particular emphasis will be given to the candidate's aggregate contribution over her or his entire career.
- g) The LPC shall decide by majority vote, by secret ballot, whether to approve or reject the candidate's application for promotion to Senior Librarian. The LPC's reasoned report, together with all the dossiers and evaluation reports, shall be transmitted by the Chair of the LPC to the Dean by February 1 of the academic year of the candidate's application. A copy of the LPC reasoned report shall at the same time be sent to the candidate.

15.08 PROCEDURES AT THE LPRC LEVEL

- a) The Dean shall review all LPC reasoned reports with the Library Personnel Review Committee (LPRC). For the purpose of reappointment and promotion, the Dean is the non-voting chair of the LPRC. This committee, having studied the candidate's dossier, shall vote by secret ballot, and shall present its reasoned report and a numerical record of the vote to the Dean in writing.
- b) By November 30 in the case of reappointment and by April 30 in the case of promotion to Associate Librarian, the Dean shall forward the reasoned report of the LPRC, together with her or his reasoned recommendation and the reasoned report resulting from the evaluation at the LPC level, to the Provost, the librarian member, the Chair of the LPC and the Assistant Director or appropriate administrator for librarian positions located outside the Library. In addition, by the same dates, the Dean shall send a copy of her or his reasoned recommendation to the members of the LPRC.
- c) In the case of promotion to the rank of Senior Librarian, the LPRC shall receive and review the entire dossier from the LPC. The LPRC may solicit one or two additional evaluations from individuals chosen in consultation with the candidate. In such cases, the Dean shall so inform the Assistant Director or appropriate administrator for librarian positions located outside the Library and the LPC.
- d) In the case of a request for promotion to the rank of Senior Librarian, the LPRC shall forward its reasoned report to the University Committee on Promotion to Senior Librarian (See Article 15.10) by March 15. At the same time, the LPRC shall send a copy of its report to the candidate. In this case, the Dean shall not make a separate recommendation.
- e) Notwithstanding Article 21.03, if the LPC and the LPRC each vote by at least seventy-five percent (75%) of the voting membership to reject a request for promotion to the rank of Senior Librarian, consideration of such promotion shall be terminated with no right of appeal.

15.09 REVIEW AT THE UNIVERSITY LEVEL

Responsibilities of the Provost

- a) It is the responsibility of the Provost to make decisions regarding contract renewal and promotion, except promotion to Senior Librarian.
- b) Every effort will be made to communicate all promotion decisions to the member by May 15 of the same academic year as the request for promotion. In all cases of denial of promotion or contract non-renewal, the Provost shall provide the candidate with a reasoned report setting out the considerations which led to the refusal.
- c) These decisions are subject to appeal in accordance with Article 21.
- d) A full-time librarian member in a probationary appointment whose contract terminates at the end of the academic year, and who is not offered reappointment for the following academic year, shall be so notified by the Provost with copies of the notification sent to the Chair of the LPC and to the Dean who shall then inform the Assistant Director or appropriate administrator for librarian positions located outside the Library. Notification shall be made by registered mail or by courier delivery to the address on record in Human Resources. If notification is by registered mail, the letter shall be mailed on or before December 15, or by the first working day thereafter if December 15 falls on a Saturday or Sunday. If notification is by courier, the letter will be delivered no later than December 20.
- e) Except for cases proceeding through Article 15.10 d), when the reappointment or promotion procedure has been completed and a decision taken, the candidate may consult her or his file and may request copies of any evaluations.
- f) In the case of reappointment, if the appeal provisions of Article 21 apply, no contract can be issued until an appeal, if lodged, has been decided.

15.10 UNIVERSITY COMMITTEE ON PROMOTION TO SENIOR LIBRARIAN

- a) The UCPSL shall receive, by March 15, the full dossier of the candidate which includes any documents originating from and responsive to procedures at the LPC and LPRC levels.
- b) The UCPSL shall forward to the Board of Governors a list of those promoted, in time for the May meeting of the Board. The effective date of the promotion is the June 1 following the application.
- c) The Provost shall provide each candidate and the Assistant Director or appropriate administrator for librarian positions located outside the Library with a copy of the UCPSL report concerning her or his promotion.
- d) Immediately following the May meeting of the Board of Governors, the candidate may consult her or his file and may request copies of any evaluations.
- e) Only the candidate may appeal the decision on promotion to the rank of Senior Librarian to the University Appeals Board.

15.11 PERFORMANCE EVALUATION FOR TENURED LIBRARIAN MEMBERS

- a) Performance in professional librarian activities, research and scholarship, and service to the University and the community shall be evaluated by the LPC and reviewed by the Dean with the LPRC.
- b) This performance evaluation shall take place in the Fall of every even-numbered year. Criteria for both Career Development Increments (CDI)/step increases shall be governed by Article 15.01.

Librarian members shall submit dossiers and shall be evaluated on their performance of assigned duties (Article 17), and other activities documented in their dossiers (Article 15.01). Satisfactory performance evaluation leads to the awarding of CDI/step increases in accordance with Article 39.

- c) On or before October 1 in even-numbered years, librarian members shall submit to the Chair of the LPC a dossier which covers their activities over the previous two (2) academic years and which shall include a current *curriculum vitae*. Members who are on leave may choose to submit their dossier upon their return.
- d) The Chair of the LPC shall convene the LPC and shall provide it with the dossier submitted by each member as well as any relevant additional documentation. The candidate shall receive copies of all supplemental documentation and shall have five (5) days to provide any commentary relevant to this supplementary information. The LPC shall evaluate all librarian members. Based upon the evaluation, the LPC shall make recommendations regarding CDI/step increases for all members.
- e) The LPC shall prepare a reasoned report for each member. The report shall be sent to the Dean for review by December 1. A copy shall be sent at the same time to the member.
- f) The Dean shall review the LPC recommendations with the LPRC. When the LPRC agrees with a recommendation of the LPC, that recommendation becomes the decision; otherwise the Dean shall accept either the LPC or the LPRC recommendation and shall inform each member in writing by March 1 of the decision.
- g) Probationary members shall not be evaluated for the purpose of awarding a CDI/step increases but shall automatically be eligible for CDI/step increases in accordance with Article 39.