

Article 20: Academic Unit Heads and Supervisory Librarians

ACADEMIC UNIT HEADS

- 20.01 Academic unit heads shall be members of the bargaining unit and shall normally be tenured. In special circumstances, an appointment of a non-member may be made for a maximum of one year. Compensation for academic unit heads shall be set at one of three different levels depending on the size of the unit at October 1 of the academic year preceding the start of the appointment or any subsequent reappointment:
- a) Level 1 (up to ten (10) active continuing members): a stipend of \$6,000 per annum;
 - b) Level 2 (from eleven (11) to thirty (30) active continuing members): a stipend of \$8,000 per annum;
 - c) Level 3 (more than thirty (30) active continuing members): a stipend of \$10,000 per annum.
- 20.02 In addition, such members shall have their teaching assignments adjusted in recognition of the administrative load they bear during their term(s) as academic unit heads. Academic unit heads shall normally teach at least six (6) credits per year.
- 20.03 The functions of an academic unit head are to provide academic leadership and professional excellence, to administer the programs and resources in such a way as to achieve the stated goals of the academic unit, and to manage personnel. As part of their responsibilities, two (2) representatives of the academic unit heads appointed by the Association shall provide advice to the University administration during the negotiation of Collective Agreements of other bargaining units whose members report directly to them.

Appointment of an academic unit head

- 20.04 In order to maintain continuity and minimize disruption in the academic unit, every effort should be made to complete the appointment process at least three (3) months before the end of the incumbent's term.
- 20.05 The Advisory Search Committee for Academic Unit Head (ASCAH) shall be established as stipulated in Article 11.01 and shall seek input from members of the academic unit. The members of the bargaining unit shall be informed of the names of candidates on the short-list, and time shall be allowed for input before a recommendation is made. The ASCAH will submit its recommendation accompanied by the procedure followed and justification of the selection to the Dean. If the Dean agrees with the recommendation, she or he shall forward the recommendation to the Provost.
- 20.06 In the event that the Provost does not accept the recommendation of the Dean, the Provost shall justify her or his decision in a reasoned report to the Dean with a copy to the ASCAH. The Provost shall consult with the Dean and the ASCAH before making an appointment.

- 20.07 In the event that the Dean does not accept the ASCAH's recommendation, the Dean shall send the committee a written justification for the rejection. The ASCAH shall reconsider the candidates available and shall forward another recommendation to the Dean.
- 20.08 If the Dean disagrees with the new recommendation of the ASCAH, the Dean shall forward her or his recommendation and the recommendation of the ASCAH to the Provost. The Provost shall consult with the Dean and the ASCAH before making an appointment.
- 20.09 When a position as academic unit head suddenly becomes vacant, the Dean shall recommend the appointment of an acting unit head to the Provost. Such recommendation shall be made after consultation with the members of the academic unit and shall have a duration of no longer than one (1) year.
- 20.10 The Provost shall issue the letter of appointment with a copy to the Association.
- 20.11 The Dean will discuss with the successful candidate the goals and needs of the academic unit and the conditions of appointment such as stipend, teaching assignment, administrative assistance, research assistance, etc.

Duration of Appointment

- 20.12 The term of appointment will normally be three (3) academic years, but may be up to five (5) academic years if the ASCAH so recommends.
- 20.13 In the academic year following the completion of a member's appointment as academic unit head, and in recognition of the administrative load borne by a member during her or his term(s) as academic unit head, the Dean shall take into account the need to facilitate her or his integration into a normal pattern of duties and responsibilities by relieving her or him of some teaching duties. For a member who has completed one term as academic unit head, the Dean shall determine the teaching duties to be the same as the last academic year before the member became academic unit head, (before any administrative remission) and then reduce this assignment for the first academic term by three (3) credits following the completion of the administrative appointment. For a member who has so served for two (2) or more terms, the six (6) credits reduction will be for the first full academic year.
- 20.14 Instead of the reduced workload in Article 20.13, after three (3) consecutive years as an academic unit head, a member who is granted a sabbatical leave may opt to take it at ninety-two and a half percent (92.5%) of salary. After six (6) consecutive years as an academic unit head, (or five (5) years after a five-year appointment), the member may opt to take a granted sabbatical leave at one hundred percent (100%) of salary.

SUPERVISORY LIBRARIANS

- 20.15 Supervisory librarians are librarian members with specified supervisory responsibilities, such as unit head librarians.

20.16 Members who are appointed as supervisory librarians shall be paid, on a bi-weekly basis, a stipend of \$6,000 or \$7,000 per annum for the duration of the appointment depending on the size and complexity of the unit.

20.17 The supervisory librarians shall have their library assignments adjusted in recognition of the administrative load they bear.

Appointment of a supervisory librarian

20.18 When a supervisory librarian position becomes available or is created, a Search Committee for Supervisory Librarians (SCSL) shall be established as stipulated in Article 11.13.

20.19 The principal criteria for the appointment of a supervisory librarian are academic leadership and professional excellence, combined with a demonstrated capacity for managing the programs and resources and achieving the stated goals of the Library.

20.20 The SCSL will seek input from librarian members. It will submit its recommendation accompanied by the procedure followed and justification of the selection to the Dean. The Dean shall forward the recommendation to the Vice-President, or, in the event that the Dean disagrees with the committee's recommendation, the Dean shall provide the Vice-President with a written justification for the rejection, with a copy to the SCSL. The SCSL shall consider the candidates available and forward another recommendation to the Dean.

20.21 In the event that the Vice-President does not accept the recommendation of the Dean, the Vice-President shall justify her or his decision in a reasoned report to the Dean with a copy to the SCSL. The Vice-President shall consult with the Dean and the SCSL before making an appointment.

20.22 When the Dean and the SCSL cannot recommend a candidate after the reconsideration in Article 20.20 above, the Dean shall recommend the appointment of an acting head to the Vice-President. Such appointment shall have a duration of not more than one (1) year.

20.23 When a position of unit head becomes vacant suddenly, the Dean shall recommend the appointment of an acting head to the Vice-President. Such appointment shall have a duration of not longer than one (1) year.

20.24 The Vice-President shall issue the letter of appointment, with a copy to the Association.

Duration of Appointment

20.25 The term of appointment will normally be three (3) academic years, but may be up to five (5) academic years if the SCSL so recommends, and may subsequently be renewed.

20.26 The Dean will discuss with the successful candidate the goals and needs of the Division and the conditions of appointment such as stipend, administrative assistance, research assistance, etc.

- 20.27 A member who ceases to be a supervisory librarian shall continue to hold a librarian position with duties that take into account her or his qualifications, experience and expertise. Furthermore, the Dean, in recognition of the administrative load borne, shall take into account the need to facilitate reintegration through a reduction of duties and responsibilities for up to one (1) year.
- 20.28 Instead of the reduced workload in Article 20.27, after three (3) consecutive years as supervisory librarian, a member who is granted a sabbatical leave may opt to take it at ninety-two and a half percent (92.5%) of salary. After six (6) consecutive years as supervisory librarian, (five (5) years after a five-year appointment), the member may opt to take a granted sabbatical leave at one hundred percent (100%) of salary.