

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 provide a process through which members may voluntarily identify themselves as belonging to one or more designated groups. Information pertaining to members submitted to government agencies under relevant legislation on employment equity shall be made available to JEEC and to the Association on an aggregate basis within thirty (30) days of submission.
- f) If the data on professional 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 Associate University Librarian to coordinate a search.

Advertisement

- d) The Associate University Librarian 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 listserves 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 ten (10) 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 the JECC within ten (10) 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 from the Dean, the JEEC shall submit a report to the Dean, with a copy to the Provost, 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 Assistant Librarian 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 and a half (3.5) 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: Assistant Librarian, 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.
- c) Subsequent LTA appointments shall be for a period of no less than twelve (12) months. Notwithstanding the foregoing, a final appointment may be less than twelve (12) months in order to respect the total appointment duration of 36 months in accordance with Article 13.04 h).
- d) At least four (4) months prior to the expiry of the appointment, eligible LTA members who wish to be considered for a subsequent appointment shall submit an application, which shall include a cover letter and 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, at least three (3) months prior to the expiry of the appointment.
- f) The Dean shall send her or his reasoned recommendation to the Provost, with a copy to the member, within ten (10) days of receipt of the LPC report.
- g) The Provost shall inform the member of her or his decision within ten (10) days of receipt of the Dean's reasoned recommendation.
- h) Consecutive LTA appointments shall not exceed thirty-six (36) months. After having held LTA appointments during three consecutive years, an individual shall wait for a period of at least twenty-four (24) months before commencing a new LTA appointment.
- i) LTA members shall have duties and responsibilities as specified in Article 17.06.
- j) LTA appointments shall be made at the rank of Assistant Librarian. 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 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 LPC and the Associate University Librarian, 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 Associate University Librarian, 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.

Agreed March 18, 2013