

## Article 17: Duties and Responsibilities of Librarian Members

17.01 The duties and responsibilities of librarian members fall into three (3) categories:

- a) Professional librarian activities means participation in the operation and development of the Libraries as an academic service and resource for students, faculty and other members of the community. These activities generally include the following: library instruction, teaching of library related courses, collection development, reference services, development and implementation of systems applications, participation on Library committees with the exception of those mandated by this Agreement, management and coordination of library resources and services, and the training and supervision of staff;
- b) Research and Scholarship, which in general includes: development of professional knowledge through research, scholarly and critical or creative work within the field of librarianship, the dissemination of such work through professional and peer-reviewed publications, presentation of scholarly papers, and other respected means. The primary objectives of such activity shall be to increase knowledge and understanding and to further the librarian member's professional and scholarly competence;
- c) Service to the University and the community, which in general includes:
  - participation on University-wide bodies;
  - administrative work not included under Article 17.01 a);
  - committee membership at all levels of the University, including those mandated by this Agreement;
  - the taking of an active part in scientific, cultural, educational, professional, governmental and social bodies, together with activities involving expertise or popularization which are relevant to and compatible with the librarian member's professional role;
  - service to the Association;
  - outside professional activities.

17.02 While the pattern of the duties and responsibilities referred to in Article 17.01 may vary from member to member, these constitute the principal obligations of any member holding a full-time appointment.

17.03 The job description, provided to the member at the time of hire, shall indicate the duties and responsibilities that are to be performed by the member. Any revisions to this job description shall be made in a fair and equitable manner and provided to the member in

writing by the Dean after consultation with the member. Changes in job descriptions shall take effect June 1.

17.04 After consultation with the member, and taking into account her or his particular qualifications, individual duties and responsibilities as described in Article 17.01 shall be assigned in writing by the Dean.

- a) Professional librarian activities referred to in Article 17.01 a) shall be assigned in a fair and equitable manner taking into account the member's experience, expertise and the professional responsibilities referred to in Articles 17.01 b) and 17.01 c).
- b) By March 1, subject areas for collection development and library related courses that have become available for assignment for the next academic year shall be announced. Librarian members shall indicate their interest in such assignments by March 15. The Dean shall make such assignments in a fair and equitable manner taking into account the member's qualifications and expressed interests and the operational needs of the Library. During the course of the year, additional subject areas and library related courses that become available for assignment shall also be announced. Librarian members shall indicate their interest within ten (10) days of the announcement.
- c) No librarian member shall be assigned teaching of library related courses unless such teaching was included in the job description at the time of hire or unless the librarian member has agreed to such an assignment.
- d) The maximum number of sections of library related courses that can be assigned to probationary and tenured members is two (2) per academic year unless the librarian member agrees to teach more.
- e) The maximum number of sections of library related courses that can be assigned to LTAs is five (5) sections per academic year, unless the librarian member agrees to teach more.
- f) When there is clear evidence of scholarship and/or research in the member's research portfolio (Art. 15.01), the duties referred to in Art. 17.01 a) shall be reduced accordingly. Such reduction, which may not exceed the equivalent of three (3) months in any one academic year, shall be granted by May 15 and take effect June 1. If the reduction length granted is different than the one requested, or if the leave is denied, a reasoned decision shall be provided to the member.
- g) In the annual assignment the Dean shall reduce the duties assigned to a member in accordance with Article 17.01 a) in the first probationary contract to enable the member to develop a research proposal and/or engage in scholarly activities and/or research.
- h) The Dean shall inform each librarian member in writing, by April 20, of the duties in accordance with Article 17.01 a), assigned to her or him for the following academic year. A copy shall be sent to the Association, and the

information shall be made available in writing for consultation by each member in each Library.

- i) Any subsequent change to the assignment as established according to the preceding clauses requires the member's consent. Such consent in no way constitutes a precedent and shall not be unreasonably withheld. A copy of the amended assignment and the written consent of the member shall be sent to the Association.
- ii) Notwithstanding the above, if unforeseen needs require it, the Dean may, after consultation with the member, adjust the assignment. In doing so, the Dean shall take into account the impact of this adjustment on the other activities the member intended to take on and especially the impact on research activities. The Dean shall give reasonable notice in writing to a member whose assignment is to be modified from the one as established in Article 17.04 above. A copy of the new assignment shall be sent to the member and the Association.

17.05 With the prior agreement of the Dean a member may apply to a recognized granting agency for a time release stipend or similar funding to be used if the application is successful. Such requests shall not unreasonably be denied by the Dean.

17.06 Members holding LTA appointments shall have most of their duties assigned under the provisions of Article 17.01 a) as there will be minimal expectations of research and scholarship (Article 17.01 b)) and service to the University and community (Article 17.01 c)).

Agreed March 18, 2013