

## **Article 28 - Continuing Appointment, Promotion, and Review of Librarian Members**

- 28.1 This Article applies to the Continuing Appointment, Promotion and Review of Librarian Members who hold Continuing or Probationary appointments, and to Renewal decisions for Contractually Limited Librarian Members.
- 28.2 Promotion and the conferring of a Continuing Appointment are very important steps in the relationship between the University and a Librarian Member and they should be decided upon only after careful consideration and attention to due process. The University will promote Librarian Members and grant Continuing Appointment to Librarian Members only in accord with the provisions of this Article.
- 28.3 The Chief Librarian will meet with each Librarian Member during the Member's first semester of appointment and will discuss the approved criteria for the granting of Continuing Appointment and Promotion to Associate Librarian.
- 28.4 The Chief Librarian will notify the Member, on an annual basis that both the Chief Librarian and the Associate Chief Librarians are available to mentor the Member. In addition, the Chief Librarian shall meet with each Probationary Librarian Member before the end of April to discuss the Member's progress towards and the possibility of application for Continuing Appointment and Promotion.
- 28.5 Librarian Members have the right to know explicitly what criteria are used for Continuing Appointment and Promotion, and Review purposes, as well as reasons for the decisions. The process must be transparent, fair, and equitable.
- 28.6 Promotion to Associate Librarian and the granting of Continuing Appointment to a Librarian Member recognizes professional and academic competence and maturity, as exemplified by the Member's contribution to the academic functions of the University and by related activity within and outside of the University. The conferral of Continuing Appointment obliges the University to support the career of the Librarian Member and it obliges the Librarian Member to continue to perform in a manner deserving of that support.
- 28.7 Promotion to Librarian recognizes long-term, established, and outstanding performance in Professional Practice, Scholarship, and Service. It is granted in recognition of academic competence, maturity, and an established and widely acknowledged reputation for achievement and expertise in the Librarian Member's field.
- 28.8 Contractually Limited Librarian Members are eligible for consideration for promotion in rank as per the provisions of this Article. Contractually Limited Members are not eligible for consideration of Continuing Appointment and therefore granting of Promotion for Contractually Limited Members does not confer Continuing Appointment.
- 28.9 Consideration for the conferring of Continuing Appointment and Promotion to Associate Librarian will be given to the Librarian Member's life-time contribution in the areas defined in Article 25: Rights and Responsibilities of Librarians.

- 28.10 Each candidate for Promotion and/or the granting of Continuing Appointment is expected to establish a record of performance in each of Professional Practice, Scholarship, and Service.
- 28.11 The DOE accorded to Professional Practice, Scholarship, and Service by a Continuing Appointment and Promotion Committee shall be subject to any arrangements described in the Letter of Appointment and any arrangements made under any of the provisions of this Agreement.

### **Probationary Period**

- 28.12 The maximum duration of a Probationary Appointment is six (6) consecutive years of full-time employment from the date of the Probationary Appointment, not counting periods of unpaid leave, exclusive of extensions granted for other reasons, such as Maternity/Parental Leave.
- 28.13 The maximum length of the Probationary Period for part-time appointments shall be seven (7) years for appointments with a workload of 75-99% of a full-time appointment and eight (8) years for appointments with a workload of 50-74% of a full-time appointment.

### **Guidelines and Documentation Templates for Assessment Purposes**

- 28.14 The exact nature of information considered relevant in the consideration of Members for Continuing Appointment and Promotion, or for Review of Members, is to be decided upon by the Librarian Members and articulated in a Guidelines Document. The criteria must be consistent with the Articles of the Collective Agreement and shall be those in effect prior to the period under review. The criteria for Continuing Appointment, Promotion, and Review, including any amendments to the same, will be subject to approval, by secret ballot, by no fewer than two-thirds (2/3's) of the Librarian Members, and also by the Library Continuing Appointment and Promotion Committee and the Provost.
- 28.15 All Members are to be informed in writing by the Chief Librarian of any amendments to these criteria. All Members, at the time of initial appointment, are to be given a copy of the approved Guidelines Document stipulating the criteria that will be used for Continuing Appointment, Promotion, and Review.
- 28.16 The Chief Librarian, in consultation with the Provost, will develop standard documentation templates. The Chief Librarian will consult with the Continuing Appointment and Promotion Committee in the development of these templates.

### **Member Templates:**

- 28.16.1 Each Librarian Member shall have a review of her/his performance in the area of Professional Practice written by the person to whom the Librarian reports (e.g. her/his Manager). Such Report shall form part of the Member's Assessment File.

### **28.16.2 Progress Template**

A template for the purpose of Continuing Appointment and Promotion

considerations (i.e., progress toward the granting of Continuing Appointment and Promotion to Associate Librarian, and applications for Continuing Appointment and Promotion) in which each Librarian Member will document his/her relevant life-time scholarly contributions, activities, and accomplishments. This completed template will be included in the Member's Assessment File with, among other things, additional information about Professional Practice, Scholarship, and Service.

#### **28.16.3 Performance Assessment Template**

A template for the purpose of performance assessment in which each Librarian Member will document his/her relevant scholarly contributions, activities, and accomplishments. This completed template will be included in the Member's Assessment File with, among other things, additional information about Professional Practice, Scholarship, and Service.

### **Continuing Appointment Committee Templates:**

#### **28.16.4 Performance Assessment – Biennial Year**

A Continuing Appointment and Promotion (CAP) Committee Performance Assessment Report, which will form the basis of the CAP Committee's report to the Library Committee on its overall assessment of the Librarian Member's performance. Such Report shall also include the performance rater for each individual area of effort and will also include the overall rater.

#### **28.16.5 Performance Assessment – Non-Biennial Year**

A CAP Committee Progress Report, which will form the basis of the CAP Committee's report to the Library Committee on its overall assessment of the Librarian Member's performance. Performance assessment in a non-biennial year is for the purpose of feedback only for Members whose overall performance in the previous year was assessed as less than "good."

#### **28.16.6 Probationary Librarian Members – Progress Feedback**

A CAP Committee Progress Report, which will form the basis of the CAP Committee's report to the Library Committee on its overall assessment of the Librarian Member's progress toward the granting of Continuing Appointment and Promotion to the rank of Associate Librarian.

#### **28.16.7 Continuing Appointment and Promotion to Associate Librarian – Application or Final Year Consideration**

A CAP Committee Continuing Appointment and Promotion Report, which will form the basis of the CAP Committee's report to the Library Committee on its overall assessment of the Librarian Member's Application or final year consideration for the granting of Continuing Appointment and Promotion to Associate Librarian.

#### **28.16.8 Promotion to Librarian**

A CAP Committee Promotion Report, which will form the basis of the CAP Committee's report to the Library Committee on its overall assessment of the Librarian Member's application for the granting of Promotion to Librarian.

28.16.9 The Member Templates, which must conform with the Collective Agreement and approved CAP Guidelines, will define the document structure, solely giving recommended headings and sections, and must allow for the Member to include any information that the Member feels is relevant for consideration by the Continuing Appointment and Promotion committees. The template shall be protected from further changes once completed and submitted by the Member, except as specified in 28.16.9.1.

28.16.9.1 Members have the right to update their submission by August 31st with information that could not reasonably have been provided by the original submission deadline. Where a Member believes the eCV system precludes him/her from completing his/her Member Template in accordance with approved CAP Guidelines and the Collective Agreement, he/she shall raise the issue with the Office of Faculty and Academic Staff Relations. Should no resolution be reached, the Member shall have the option of appeal to the Chief Librarian. The Chief Librarian shall provide a written response, with reasons, within ten (10) days.

28.17 The CAP Committee Performance Assessment Report (per 28.16.4 and 28.16.5) will be retained in the Assessment File of the Member until completion of the current Performance Assessment Process (i.e., until such time that all appeals, arbitrations, and remedies for that Assessment year have been concluded), at which time it shall be removed from the Assessment File and Official File.

28.18 All CAP Committee Progress Reports (as per 28.16.6) and CAP Committee Continuing Appointment and Promotion Reports (as per 28.16.7) will be retained in the Official File of the Member until such time that Continuing Appointment and Promotion to Associate Librarian has been granted or the appointment of the Member has been terminated, and all applicable appeals, arbitrations, and remedies have been concluded, at which time they shall be removed from the Assessment File and the Official File.

28.19 The CAP Committee Promotion Report (as per 28.16.8) will be retained in the Assessment File of the Member until the current Continuing Appointment and Promotion deliberations are completed (i.e., until such time that all appeals, arbitrations, and remedies for that year of deliberations have been concluded), at which time it shall be removed from the Assessment File and Official File.

### **External Assessment and References**

28.20 Written opinions from external assessors of the Member's Professional Practice, Scholarship, and Service activities are required to support a recommendation for promotion to Librarian. External assessments are very important as part of the deliberations process but are not determinative.

28.20.1 Letters of Reference, as identified by the Member or the chair of the CAP Committee, may be obtained to support a Librarian Member's achievements significant to the application and/or recommendation for Continuing Appointment. Such Letters are not required for an application for Continuing Appointment and, while providing useful information, are similarly not determinative. Letters of

Reference shall be in writing, signed by the referee, and indicate clearly the nature of the relationship between the Member and the referee and the achievements or activities commented upon.

- 28.21 The Provost, in consultation with the Chief Librarian and through consultation with the CAP Committee, will devise the process by which external assessment will be sought for the granting of Promotion within the Library. The following principles will apply:
- a) For promotion to Librarian, external assessors will normally be persons with an 'arm's length' relationship to the Member and who are not members of this University;
  - b) The normal number of external assessments to be obtained for promotion to Librarian will be three (3);
  - c) The chair of the Continuing Appointment and Promotion Committee and the Member will agree which individuals are acceptable assessors and will forward this list to the Chief Librarian. If agreement cannot be reached, the CAP Committee will decide on the acceptable assessors;
  - d) The Chief Librarian will be responsible for communicating with external assessors as per c). The information sent to the external assessor will be accompanied by a standardized University of Guelph cover letter, developed and approved by the Provost, from the Chief Librarian;
  - e) All external assessments will be in writing; and
  - f) The following information will be made available (see also Art. 28.25.1 and 28.60.1) to the External Assessors:
    - 1) Applicable Guidelines/Criteria for Continuing Appointment and Promotion;
    - 2) The Librarian Member's Curriculum Vitae;
    - 3) A copy of the Librarian Member's DOE;
    - 4) Any other evidence of Professional Practice, Scholarship, or Service as determined by the Librarian Member.
  - g) It is the responsibility of the Chief Librarian to ensure that external assessment letters are provided to the Chair of the CAP Committee prior to the commencement of the CAP Committee deliberations process; and
  - h) It is the responsibility of the chair of the CAP Committee to ensure that external assessment letters are included in the Librarian Member's Assessment file prior to the commencement of the deliberations process.

### **Continuing Appointment and Promotion Committee (CAP)**

- 28.22 The role of the CAP Committee shall be to:
- a) assess the Librarian Member's performance and complete a CAP Committee Performance Assessment Report to be considered as input to the Library Committee;
  - b) assess the Librarian Member's progress toward the conferral of Continuing Appointment and Promotion to Associate Librarian and complete a CAP Progress Report to be considered as input to the Library Committee as part of the feedback to the Librarian Member;
  - c) assess the Librarian Member's application (or final year consideration) for the conferral of Continuing Appointment and Promotion to Associate Librarian and

- complete a CAP Committee Continuing Appointment and Promotion Report to be considered as input to the Library Committee as part of the Continuing Appointment and Promotion decision;
- d) assess the Librarian Member's application for Promotion to Librarian and complete a CAP Committee Promotion Report to be considered by the Library Committee as part of the promotion decision;
- e) consider external assessments for the granting of Promotion to the rank of Librarian.

28.23 The composition of the CAP Committee shall be:

- a) four (4) Librarian Members holding Continuing Appointment elected for a two (2) year term by all Librarian Members;
- b) the chair of the CAP Committee shall be elected by the members of the CAP Committee annually. The chair will be provided with a second vote to break a tie.

#### **Election of Members of the Continuing Appointment and Promotion Committee**

28.24 Every Librarian Member who holds Continuing Appointment is eligible to be nominated to serve as a Department Member on the Department Tenure and Promotion Committee except:

- a) Those who are already members of the Committee,
- b) Those who will be unavailable for the meetings of the Committee,
- c) Those who have served two consecutive terms over the past four years,
- d) A Librarian serving on the Library CAP (LCAP) or Library Appeals Committees.

28.24.1 Nominations must be signed by a proposer and a seconder from within the Library, and by the nominee, and be submitted to the Nominating Committee on or before the end of a two-week nomination period. The CAP Committee election shall be held during January and the Librarians will be informed of the results of the election prior to elections for the Library Committee and the Library Appeals Committee.

28.24.2 All elections for the CAP Committee, Library Committee and the Library Appeals Committee will be conducted by the Nominating Committee. The Nominating Committee shall be comprised of one elected Librarian Member and the Chief Librarian, or designate. One Librarian Member is elected in November to the Nominating Committee for a two-year term by the Librarian Members. The outgoing Nominating Committee conducts the elections for the successor Committee.

28.24.3 The election will be conducted by the Nominating Committee with administrative support from the Chief Librarian's office, who will also both serve as the enumerators and who will inform the Library of the results. The election will be organized so that half the Members of the CAP Committee will be elected each year.

28.24.4 All Librarian Members holding continuing appointment, probationary or full-time contractually-limited appointments of more than 12 months shall be eligible to

vote.

- 28.24.5 Voting will be by secret ballot and will be conducted by transferable voting, where the voter is asked to indicate the rankings of the candidates of his/her choice. The Chair of the CAP Committee is also eligible to vote. In the case of a tie, the current chair of CAP will have the deciding vote.
- 28.24.6 Each Member of the Continuing Appointment and Promotion Committee will be elected for a two-year term. He/she will be eligible to serve two consecutive terms, and then must take an absence of one term before being eligible for reelection as a Member of the Continuing Appointment and Promotion Committee.
- 28.24.7 If through illness, or for any other reason, it appears that the Member of the Continuing Appointment and Promotion Committee will be unable to attend the meetings of the Committee, then the Member will be replaced by the 'runner-up' Librarian Member. In the event that there is no such Member, an election adhering to the process of Articles 28.24.1-28.24.7 will be held to find a replacement Member to fill the remainder of the term.
- 28.25 With the exception of Article 28.41 and 28.42 it is the joint responsibility of the Librarian Member and his/her Manager to confirm his/her eCV by August 15<sup>th</sup> to be considered by the CAP and LCAP Committees.
- 28.25.1 If, despite the good faith efforts of the Member, eCV cannot appropriately capture the Member's contributions for the review period and the Member is therefore concerned that he/she may be disadvantaged through the Continuing Appointment and/or Promotion, and/or Performance Assessment Processes, a Member, may, in addition to the eCV, attach supplemental materials as a PDF. In the supplemental materials, the Member shall include only those components of the Member's contributions which are not able to be appropriately captured in the eCV.
- 28.26 The chair of CAP shall ensure the Librarian Member is informed in writing when information, which is relevant to the current Continuing Appointment, Promotion and Review, is placed in the Member's Assessment File after the August 15<sup>th</sup> submission date. Said Member will also be provided with reasonable time to review the information, but no less than ten 10 days, and to append documentation to the Assessment File should he/she so wish.
- 28.27 The chair of the CAP Committee shall ensure that documentation pertaining to the Librarian Member's DOE, and the submitted file and letters of external assessment (where applicable) are properly included in the Librarian Member's Assessment file prior to the commencement of the deliberations process.
- 28.28 The chair of the CAP Committee shall ensure members of the Committee are provided with the relevant Continuing Appointment and Promotion Guidelines document.

### **Library Continuing Appointment and Promotion Committee (Library Committee)**

28.29 The role of the Library Committee shall be to:

- a) receive for approval the Guidelines for Continuing Appointment and Promotion;
- b) assess the Librarian Member's performance and/or progress toward the conferral of Continuing Appointment and Promotion to Associate Librarian, and Promotion to Librarian;
- c) consider the CAP Committee assessment and recommendation;
- d) ensure the CAP Committee assessment is consistent with the Guidelines and standards of performance established by the Library;
- e) consider external assessments for Promotion to Librarian and, if applicable, letters of reference for applications for Continuing Appointment;
- f) submit positive recommendations for the conferral of Continuing Appointment and Promotion to Associate Librarian and Promotion to Librarian to the President for decision;
- g) submit all recommendations to the Provost;
- h) issue a letter to the Librarian Member communicating the Library Committee's assessment and recommendation according to the provisions in 28.44.

28.30 The composition of the Library Committee shall be:

- a) the Chief Librarian, who will act as Chair of the Library Committee and who will vote a second time to break a tie;
- b) two (2) Librarian Members with Continuing Appointment, elected for a two (2) year term by all Librarian Members; and
- c) one Associate Chief Librarian.

### **Election of Members of the Library Continuing Appointment and Promotion Committee (LCAP)**

28.31 Every Librarian Member who holds Continuing Appointment is eligible to be nominated to serve on the Library Continuing Appointment and Promotion Committee (LCAP) except:

- a) Those who are already members of the Continuing Appointment and Promotion (CAP) Committee,
- b) Those who will be unavailable for the meetings of the Committee,
- c) Those who have served two consecutive terms over the past four years,

28.31.1 Nominations must be signed by a proposer and a seconder from within the Library, and by the nominee, and be submitted to the Nominating Committee on or before the end of a two-week nomination period.

28.31.2 All elections for the CAP Committee, Library Committee and the Library Appeals Committee will be conducted by the Nominating Committee. The Nominating Committee shall be comprised of one elected Librarian Member and the Chief Librarian, or designate. One Librarian Member is elected in November to the Nominating Committee for a two-year term by the Librarian Members. The outgoing Nominating Committee conducts the elections for the successor Committee.

28.31.3 The election will be conducted by the Nominating Committee with administrative



support from the Chief Librarian's office, who will also both serve as the enumerators and who will inform the Library of the results. The election will be organized so that half the Members of the LCAP Committee will be elected each year.

28.31.4 All Librarian Members holding continuing appointment, probationary or full-time contractually- limited appointments of more than 12 months shall be eligible to vote.

28.31.5 Voting will be by secret ballot, and will be conducted by transferable voting, where the voter is asked to indicate the rankings of the candidates of his/her choice. Librarian Managers are also eligible to vote. In the case of a tie, the sitting Chair of CAP will have the deciding vote.

28.31.6 Each Librarian Member of the LCAP Committee will be elected for a two-year term. He/she will be eligible to serve two consecutive terms, and then must take an absence of one term before being eligible for reelection as the LCAP Committee.

28.31.7 If through illness, or for any other reason, it appears that the Librarian Member of the LCAP Committee will be unable to attend the meetings of the Committee, then the Member will be replaced by the 'runner-up' Librarian Member. In the event that there is no such Member, an election adhering to the process of Articles 28.31.1-28.31.7 will be held to find a replacement Member to fill the remainder of the term.

28.32 The Chair of the CAP Committee will be responsible to ensure the transfer to the LCAP Committee considered by the Library Committee. The Chief Librarian may request that the Chair of the CAP Committee and/or a Manager appear before the Library Committee as a part of the deliberations process.

28.33 The complete Assessment File shall include all of the same information considered by the CAP Committee plus the Assessment/Progress Report(s) and relevant recommendation from the CAP Committee. The Assessment/Progress Report(s) and recommendation from the CAP Committee, signed by all members of the Committee who were present for the relevant deliberations, conveys the overall assessment of the Librarian Member's performance in relation to the expectations set out in the approved Continuing Appointment and Promotion Guidelines document.

#### **Committee Mode of Operations and Election to Committee**

28.34 The Librarian Member's performance will be evaluated solely on the basis of the material contained in the Assessment File, and therefore accessible to the Librarian Member prior to the meeting of the CAP Committee.

28.35 The decisions of the CAP and Library Committees will be reached by majority vote. The vote shall be by secret ballot. A Member may withdraw prior to consideration and decision on a particular case. A Member shall withdraw prior to consideration of his/her case. However, no Member present for the consideration of

a case who is eligible to vote will abstain from voting. Recusals will be recorded explicitly, with their effective date, and may not be rescinded.

- 28.36 Where the chair of the CAP Committee wishes to be considered for promotion, the procedure shall be followed as for any other Librarian Member except that for the purpose of consideration of the Promotion, the CAP Committee will choose one of its own members to act as chair of the Committee while the matter is dealt with.

### **Review of Progress Towards Continuing Appointment and Promotion to Associate Librarian**

- 28.37 Each year, all probationary Librarian Members will submit a completed Progress Template to the Chair of the CAP Committee according to the timelines indicated in this Article. The progress towards continuing appointment and promotion towards Associate Librarian of all Probationary Librarians will be considered by the CAP Committee and the Library Committee; feedback in the form of a written Progress Report will be provided by the Chief Librarian to the Member and copied to his/her Manager.

### **Granting of Continuing Appointment**

- 28.38 The Manager shall, prior to the submission of the assessment file to the Chair of the CAP Committee, meet with each probationary Librarian Member to review his/her file and performance review. The Chief Librarian shall, upon written request by the Member and within ten (10) days of receipt of such written request, meet with the Member to review his/her assessment file.
- 28.39 Failure to submit the completed and confirmed eCV Progress Template (as per 28.16.2 and 28.25.1) to the Chair of the CAP Committee by the timelines indicated in this Article, without prior written approval from the Chief Librarian and Provost, will result in the determination that progress has not been made toward granting of Continuing Appointment and Promotion to Associate Librarian, and such decision shall be recorded in the Member's Assessment File.
- 28.39.1 In the final year of candidacy for Continuing Appointment and Promotion to Associate Librarian, failure to submit the completed and confirmed eCV Progress Template (as per 28.16.2 and 28.25.1) to the chair of the CAP committee by the timelines indicated in this Article, without prior written approval from the Chief Librarian and Provost will result in the termination of the Librarian Member's Probationary Appointment.
- 28.40 In the final probationary review, consideration for the granting of Continuing Appointment and conferring of Promotion to the rank of Associate Librarian will occur and the decision will be either to grant Continuing Appointment and confer Promotion to Associate Librarian or to not grant Continuing Appointment and terminate the Librarian Member's Appointment.

28.41 Further to Article 28.37, the Librarian Member may apply for the early granting of Continuing Appointment and conferring of Promotion to Associate Librarian in either the third, fourth or fifth year of appointment. Such application shall be made, in writing, by the Member to the Chief Librarian through the chair of the CAP Committee May 15th. The information indicated in Article 28.21 (f) (2,3,4 and 5) shall be provided by the Member to the Chief Librarian by June 8. Updated materials to the Member's Assessment File may be submitted by the Member by August 15th.

### **Promotion to Librarian**

28.42 Consideration for Promotion to the rank of Librarian will occur only on application of the Member. Such application, including the name and full contact information of six (6) assessors, shall be made in writing by the Librarian Member to the Chief Librarian through the chair of CAP by May 15<sup>th</sup>. The information indicated in Article 28.21 (f) (2,3,4 and 5) shall be provided by the Member to the Chief Librarian by June 8<sup>th</sup>. Updated materials to the Member's Assessment File may be submitted by the Member by August 15<sup>th</sup>.

### **Promotion for Contractually Limited Librarians**

28.42.1 Consideration for Promotion to the rank of Associate Librarian or Librarian will occur only on application of the Member. Such application, including the name and full contact information of six (6) assessors, shall be made in writing by the Librarian Member to the Chief Librarian through his/her Manager by May 15th. The information indicated in Article 28.21 (f) (2, 3, 4 and 5) shall be provided by the Member to the Chief Librarian by June 8th. Updated materials to the Member's Assessment File may be submitted by the Member by August 15th.

### **Deliberations Process and Communication of Decision**

28.43 The CAP Committee will assess each Librarian Member's performance and make a recommendation to the Chair of the Library Committee on the granting of Continuing Appointment and Promotion to Associate Librarian and the conferring of Promotion to Librarian. The CAP Committee will complete the appropriate Report (as per Article 28.16) for each Librarian Member who has been considered. The appropriate Report and relevant recommendation will be signed by all members of the Committee who were present for the relevant deliberations. The completed and signed Report and relevant recommendation will be sent to the Chair of the Library Committee.

28.44 Within fifteen (15) days following completion of performance assessment, Continuing Appointment, Promotion and Review considerations at the Library Committee, the Chief Librarian will provide to each Librarian Member being considered a letter (signed by all members of the Library Committee who were present for the relevant deliberations) indicating the following:

- a) for probationary Members: an assessment of progress toward Continuing Appointment and Promotion in each of the three areas of responsibility;

- b) for all Members who were considered for Continuing Appointment and Promotion to Associate Librarian or Promotion to Librarian: the recommendation of the Library Committee along with the reasons for the recommendation.

- 28.45 For Librarian Members considered for Continuing Appointment and Promotion, the letter will include one of the following recommendations:
- a) that Continuing Appointment be granted and Promotion to Associate Librarian be conferred;
  - b) that the Probationary Appointment be continued;  
or
  - c) that Continuing Appointment not be granted and the Appointment be terminated.

In the final year of candidacy for Continuing Appointment, the Committee is limited to the decisions outlined in a) and c) above. The letter to the Member will include explicit mention of the Member's right to appeal the recommendation, as per Article 28.48, and to contact the Association.

- 28.46 The Library Committee, at the same time, will forward to the Provost all recommendations, along with full files and copies of all correspondence related to those recommendations.
- 28.47 Following consultation with the Provost, the President will make an expeditious decision either to grant continuing appointment immediately or to deny continuing appointment, and will communicate his/her decision to the Librarian Member immediately. The new rank will become effective the following July 1st. In the case of a denial of continuing appointment, reasons will be provided.

### **Appeals**

- 28.48 Within fifteen (15) days of the date of issuance of the letter from the Chief Librarian, the Librarian Member may appeal a negative recommendation of the Library Committee to the Chair of the Library Continuing Appointment and Promotion Appeals Committee. Requests for extension, based on extenuating circumstances, may be made to the Provost. Such a request shall not be unreasonably denied.
- 28.49 The appellant Librarian Member may request to see his/her Official File, Assessment File, and the signed Report(s) (as per Article 28.16) from the CAP Committee(s). Letters from external assessors will be provided upon request, but they shall be provided by the Chief Librarian without attribution and with any personally identifying information removed.

## **Library Continuing Appointment and Promotion Appeals Committee (Library Appeals Committee)**

- 28.50 The Library Appeals Committee will serve as an advisory body to the Provost, who will act as committee Chair. The Library Appeals Committee shall consider all appeals and recommendations from the Library Continuing Appointment and Promotion Committee and will make its recommendation to the President.
- 28.51 The membership of the Library Appeals Committee shall be:
- a) The Provost, who will act as Chair of the committee;
  - b) Two (2) Librarian Members holding Continuing Appointment elected for a two (2) year term by Librarian Members.
- 28.52 Every Librarian Member who holds Continuing Appointment is eligible to be nominated to serve on the Library Continuing Appointment and Promotion Committee (Library Appeals) except:
- a) Those who are already members of the Continuing Appointment and Promotion (CAP) Committee,
  - b) Those who are already members of the Library Continuing Appointment and Promotion (LCAP) Committee,
  - c) Those who have served two consecutive terms over the past four years.
- 28.52.1 Nominations must be signed by a proposer and a seconder from within the Library, and by the nominee, and be submitted to the Nominating Committee on or before the end of a two-week nomination period.
- 28.52.2 All elections for the CAP Committee, Library Committee and the Library Appeals Committee will be conducted by the Nominating Committee. The Nominating Committee shall be comprised of one elected Librarian Member and the Chief Librarian, or designate. One Librarian Member is elected in November to the Nominating Committee for a two-year term by the Librarian Members. The outgoing Nominating Committee conducts the elections for the successor Committee.
- 28.52.3 The election will be conducted by the Nominating Committee with administrative support from the Chief Librarian's office, who will also both serve as the enumerators and who will inform the Library of the results. The election will be organized so that half the Members of the Library Appeals Committee will be elected each year.
- 28.52.4 All Librarian Members holding continuing appointment, probationary or full-time contractually- limited appointments of more than 12 months shall be eligible to vote.
- 28.52.5 Voting will be by secret ballot, and will be conducted by transferable voting, where the voter is asked to indicate the rankings of the candidates of his/her choice. In the case of a tie, the Provost and Vice President (Academic) will have the deciding vote.

- 28.52.6 Each Member of the Library Appeals Committee will be elected for a two-year term. He/she will be eligible to serve two consecutive terms, and then must take an absence of one term before being eligible for reelection as a Member of the Library Appeals Committee.
- 28.52.7 If through illness, or for any other reason, it appears that a Librarian Member of the Library Appeals Committee will be unable to attend the meetings of the Committee, then the Member will be replaced by the 'runner-up' Librarian Member. In the event that there is no such Member, an election adhering to the process of Articles 28.52.1-28.52.7 will be held to find a replacement Member to fill the remainder of the term.
- 28.53 The complete Assessment File shall include all of the same information considered by the Library Committee plus the Assessment/Progress Report and recommendation from the Library Committee.
- 28.54 The Librarian Member may choose to appear before the Library Appeals Committee, if he/she requests in writing. Whether or not he/she wishes to appear, he/she may submit a written statement and attach materials, which may be new, in support of the appeal of the decision not to grant Continuing Appointment, and to terminate the appointment as per Article 28.45 c). The Member may choose to be accompanied by a representative of the Association.
- 28.55 The Library Appeals Committee may request the Librarian Member, his/her Manager, the Chair of the CAP Committee, the Chief Librarian, or any other member of the CAP or Library Committees to appear before it.
- 28.56 The Provost may, where he/she considers it appropriate, extend the Librarian Member's probationary period to permit reconsideration of the case by the CAP Committee and Library Committee.

### **Decision of the President**

- 28.57 Following the hearing of all appeals, the Library Appeals Committee shall forward its recommendations to the President. The President shall inform the Librarian Member in writing of the decision of the University.

### **Performance Review**

- 28.58 All Librarian Members will be considered biennially by the CAP Committee and Library Committee for the purpose of performance assessment and feedback. Such consideration will occur in even-numbered years.
- 28.59 The biennial performance review of Librarian Members with probationary or continuing appointment and the annual performance reviews of Contractually Limited Librarian Members provide to each Member a rating of either "Unsatisfactory", "Improvement Required/Developmental", "Good", "Very Good", or "Outstanding" in each area of effort: Professional Practice, Scholarship, and

Service. Members shall not be ranked within these performance ratings. In addition, each Librarian Member will receive an overall performance rating, determined on the basis of the three individual performance ratings weighted according to the Member's DOE during the review period.

- 28.60 Each Librarian Member must submit his/her completed and confirmed eCV Performance Assessment Template (as per 28.61.3) to the Chair of the CAP Committee by August 15<sup>th</sup>. The Chair of the CAP Committee will provide a written reminder to each Librarian of the deadlines for submission of documentation.
- 28.60.1 If, despite the good faith efforts of the Member, eCV cannot appropriately capture the Member's contributions for the review period and the Member is therefore concerned that he/she may be disadvantaged through the Continuing Appointment and/or Promotion, and/or Performance Assessment Processes, a Member may, in addition to the eCV, attach supplemental materials as a PDF. In the supplemental materials, the Member shall include only those components of the Member's contributions which are not able to be appropriately captured in the eCV.
- 28.61 Failure to confirm the eCV Performance Assessment Template (as per 21.60.1) by August 15<sup>th</sup>, without prior approval from the Chief Librarian and Provost, will result in an "Unsatisfactory" performance assessment.
- 28.62 Notwithstanding the scheduling provisions outlined in 28.58, the following assessments will occur on an annual basis:
- (i) Subsequent to any overall biennial performance assessment of a Librarian holding a probationary or continuing appointment that is less than "Good", that Member will be subject to an annual review of performance by the Continuing Appointment and Promotion (CAP) and Library Continuing Appointment (LCAP) Committees for the purpose of providing feedback on performance (i.e., no performance raters will be determined).
  - (ii) The performance of all Contractually Limited Librarian Members shall be reviewed on an annual basis for the purpose of providing constructive feedback on performance and for the purpose of assigning an overall performance rater (as per Article 28.59 above).
- 28.63 The CAP Committee will assess each Librarian Member's performance and will complete a Performance Assessment Report for each Member who has been considered. Performance Assessment Report will include the individual performance raters for each area of effort and will also include the overall performance rater. The CAP Committee will not rank order Members within the performance rater categories. The Performance Assessment Report will be signed by all members of the Committee who were present for the relevant deliberations. The completed and signed Report will be sent to the Chair of the LCAP Committee.
- 28.64 Following consideration by the Library Committee, the Chief Librarian will provide in writing (and signed by all members of the Library Committee who were present

for the relevant deliberations) the assessment of the Librarian Member's performance to the Member and also copy it to his/her Manager. The letter to the Member will include explicit mention of the Member's right to appeal the assessment, as per Article 21.-65, and to contact the Association.

### **Appeals of Performance Review**

- 28.65 Within fifteen (15) days of the date of issuance of the letter from the Chief Librarian, the Librarian Member who has received a performance rating of less than "Good" may appeal to the Chair of the Library Appeals Committee.
- 28.66 The appellant Librarian Member may request to see his/her Official File/Assessment File which includes the signed Performance Assessment Report from the CAP Committee.
- 28.67 The Library Appeals Committee may request the Librarian Member, the Manager, the Chief Librarian and any other member of the CAP or Library Committees to appear before it as part of the appeal process.
- 28.68 The Librarian Member who has received a performance assessment of less than "Good" may choose to appear before the Library Appeals Committee if he/she requests in writing. Whether or not he/she wishes to appear, he/she may submit a written statement.
- 28.69 The Librarian Member is entitled to be accompanied to the meeting of the Library Appeals Committee by a representative of the Association.
- 28.70 The Chair of the Library Appeals Committee will provide the decision in writing to the Librarian Member within fifteen (15) days of the date of the meeting when the Member's appeal was heard.

### **Grievance**

- 28.71 Any grievance of this decision shall be commenced at Arbitration, according to the provisions of Article 40: Grievance and Arbitration.