

## **ARTICLE 24 - PROMOTIONS (LIBRARY MEMBERS)**

24.01 Promotion means a change in rank from Librarian I to Librarian II, from Librarian II to Librarian III or from Librarian III to Librarian IV.

### **24.02 Application for Promotion**

24.02.01 An application for promotion shall be submitted in writing to the Provost and Vice-President (Academic) and the University Librarian no later than January 15th in any given year.

24.02.02 An application shall include a current curriculum vitae, a copy of those materials the candidate wishes to use as evidence of fulfillment of his/her duties and responsibilities, a description of his/her professional development and scholarly activities and any other information which the candidate thinks would aid his/her case.

24.02.03 In addition to the material described in 24.02.02, a candidate shall include a list of three or more possible referees.

### **24.03 Promotion Procedures**

24.03.01 The Appointments, Promotions and Position Evaluation Committee shall meet to consider any applications for promotion during April or May.

24.03.02 For promotion to Librarian III or Librarian IV, the University Librarian shall solicit letters of reference respecting the member's professional performance and capabilities from two referees chosen from the candidate's list. The University Librarian may solicit up to two (2) additional references or assessments with respect to the member's professional performance and capabilities, and if so doing, shall inform the candidate and shall submit the names of up to four (4) persons who could be asked to serve as referees. The candidate shall have the right to comment in writing on the names suggested and to have such comments included in his/her official personnel file. If the candidate can successfully demonstrate to the University Librarian that a proposed referee(s) is(are) incapable of rendering a reasoned and unbiased judgement, the name(s) of the person(s) shall be removed from the list. If the candidate makes no comments within five (5) days, the University Librarian may select referees from the original list.

24.03.03 When the University Librarian writes to any referee, he/she shall include:

- (A) copies of the materials submitted by the candidate pursuant to 24.02.02; and
- (B) a copy of Article 24.

24.03.04 Each referee shall be asked to comment on the member's professional performance and capabilities on the basis of the referee's knowledge of the member's work and/or of the materials submitted to him/her, and to provide a supporting rationale for his/her appraisal, relating the appraisal to the criteria for the promotion.

24.03.05 The comments of the referees, which must be received in written form, shall be edited by the University Librarian to remove anything which might identify the authors.

No less than five (5) days prior to the meeting of the Appointments, Promotions and Position Evaluation Committee, the candidate shall be provided with unattributed edited copies of the referees' comments.

The Appointments, Promotions and Position Evaluation Committee shall receive the same edited copies of the referees' comments, but the authors shall be identified for the Committee.

24.03.06 The Appointments, Promotions and Position Evaluation Committee shall consider:

- (A) the materials submitted by the candidate;
- (B) the responses from the referees, if any; and
- (C) the formal performance review made pursuant to Article 21.

24.03.07 The candidate shall be invited to appear before the Committee and shall have the right to be accompanied by a colleague from the University.

24.03.08 If the Committee requires clarification of any responses from referees and/or performance reviews, it shall invite the writer to provide clarification.

24.03.09 To obtain a recommendation for promotion, a candidate must receive the support of the University Librarian plus at least one other member of the Appointments, Promotions and Position Evaluation Committee. Members of the Committee shall record their vote on an official ballot and shall write on the ballot a reasoned opinion supporting the vote.

24.03.10 The University Librarian shall prepare a report from the Committee on each candidate which shall include the recommendation of the Committee, the result of the ballot vote and any comments which the University Librarian wishes to make. Attached to the report and forming part of it shall be the official ballot of the Committee.

24.03.11 The Provost and Vice-President (Academic) shall inform the candidate in writing by June 15th of the result of his/her application for promotion. The candidate shall receive a copy of the report from the Committee. If the application is denied, the Provost and Vice-President (Academic) shall advise the candidate at the same time of the reasons for the decision.

24.03.12 Unless there are reasonable procedural or substantive grounds for not doing so, the recommendation of the Appointments, Promotions and Position Evaluation Committee shall be accepted.

24.04 **Criteria for Promotion**

24.04.01 For evaluating each application for promotion, the following general criteria shall apply:

- (A) the performance criteria pursuant to 21.02, with an emphasis on demonstration of judgement, initiative and the ability to communicate and interact effectively;
- (B) competent fulfilment of the duties and responsibilities of the member's position or positions;
- (C) ability to work constructively with other Library staff and toward the interests of the Library and the University; and
- (D) where appropriate pursuant to 16.09, 16.10 and 16.11, consistent contribution and individual achievement in service to the University, in service to the community and profession and in research or other scholarly work.

24.04.02 In addition to the above general criteria, the following specific criteria for different ranks shall apply:

- (A) for promotion to Librarian II a member shall:
  - (i) hold a continuing appointment; and
  - (ii) have a minimum of one (1) year of full time professional experience in a university library;
- (B) for promotion to Librarian III a member shall:
  - (i) hold a continuing appointment;
  - (ii) have a minimum of seven (7) years of full time professional experience, of which at least five (5) were in a university library;
  - (iii) have given valued service to the Library;
  - (iv) have developed his/her professional expertise; and
  - (v) have given valued service to the profession and/or the University; and
- (C) for promotion to Librarian IV a member shall:
  - (i) hold a continuing appointment;
  - (ii) have a minimum of five (5) years of service as a department head in a university library or a minimum of ten (10) years of full-time professional experience, of which at least five (5) were in a university library;
  - (iii) have given valued service to the Library;
  - (iv) show evidence of sustained professional development; and
  - (v) show evidence of professional leadership and/or professional scholarship and/or valued service to the University which represents a contribution that is additional to the requirements of 24.04.02(B)(v). Achievement(s) must be of sufficient significance to be recognized both within and beyond the Lakehead University community.

24.04.03 A member with a minimum of five (5) years of service as a department head who ceases to be a head as a direct result of Library reorganization shall continue to be eligible for promotion to the rank of Librarian IV.