

ARTICLE 17: POSITION DESCRIPTIONS FOR PROFESSIONAL LIBRARIANS

The following procedure will be used to establish position descriptions and to make subsequent revisions.

- 17.01 The duties and responsibilities of each professional librarian position shall be described in an appropriate position description. All such position descriptions shall be accessible to all members.
- 17.02 A proposed position description shall be prepared by the University Librarian, after consultation with the incumbent member if there is one. The provisions of such position descriptions shall constitute a reasonable workload and shall be generally consistent with the professional nature of the position and with a thirty-five hour work week.
- 17.03 If there are no significant differences between the University Librarian and the incumbent member, the University Librarian shall forward the proposed position description to the Provost and Vice-President (Academic), along with the name of the incumbent member who assisted in its preparation.
- 17.04 Any significant differences between the University Librarian and the incumbent member over the provisions of the position description shall be referred to the Appointments, Promotions and Position Evaluation Committee (pursuant to Article 20.05) for its review and decision. During the process, the Provost and Vice-President (Academic) will replace the University Librarian as Member and Chair of the Committee. The original and proposed position descriptions shall be given to the Committee. The Committee will hear presentation from both the University Librarian and the incumbent member. The Committee shall attempt to resolve any outstanding differences between the University Librarian and the incumbent member.
- 17.05 The position descriptions shall be implemented only after the above procedure has been completed.
- 17.06 The work activities with respect to a given position may change with time. A review of each position description may be initiated by the University Librarian or on request by the incumbent member.
- 17.07 Copies of the position description shall be forwarded to the University Librarian, the incumbent, and to the Association within 20 days following the decision of the Committee.