

ARTICLE 20: APPOINTMENT OF LIBRARIAN MEMBERS

20.01 General Conditions

- 20.01.01 The minimum qualifications for appointment as a librarian member shall be a graduate degree from an ALA-accredited school of library and information science or its equivalent.
- 20.01.02 Appointments shall be made to one of the following ranks: Librarian I, Librarian II, Librarian III, Librarian IV.
- 20.01.03 Unless specifically provided otherwise in the letter of appointment, a member is employed 12 months a year, including vacation time and statutory holidays.
- 20.01.04 Appointments may be made at any time during the year, and shall be one of the following types:
 - (A) limited term;
 - (B) probationary; or
 - (C) continuing.

20.02 Limited Term Appointment

- 20.02.01 A limited term appointment is for a stated period of time and carries no implication of renewal or continuation beyond the stated term and no implication that the appointee shall be considered for a continuing appointment.
- 20.02.02 A limited term appointment may be made to:
 - (A) provide a replacement for a member on leave;
 - (B) meet specific Library needs of limited duration; or
 - (C) fill a position for which there has been inadequate opportunity to conduct a satisfactory search for a probationary appointee.
- 20.02.03 The total consecutive years a member may serve on limited term appointment(s) shall not exceed two years without the agreement of the Association, except where the limited term appointment(s) is funded entirely from granting agencies external to the University. In this latter instance, the total consecutive years a member may serve in a limited term capacity shall not exceed the duration of the external funding without the agreement of the Association.
- 20.02.04 In addition to the information provided to the Association pursuant to 12.01, the Board shall inform the Association of the period and purpose of any limited term appointment.

20.03 **Probationary Appointment**

20.03.01 A probationary appointment shall be for one year. During that year performance judged to be unsatisfactory shall be just cause for termination of the probationary appointment pursuant to 20.03.03. The probationary appointment may be extended for up to one additional year when

- (A) the member's performance has been marginally satisfactory and, in the opinion of the University Librarian, may be expected to improve, or
- (B) in the opinion of the University Librarian the probationary period has not provided a suitable opportunity for the member to demonstrate satisfactory performance.

20.03.02 A probationary appointment is a period of appraisal during which time the member is expected to meet the standards of performance required for a continuing appointment.

20.03.03 The member shall be informed within five (5) days of each quarterly performance review of the result of the review. If the member's performance is judged clearly unsatisfactory following a quarterly review, he/she may be informed that, if the unsatisfactory performance persists, he/she may be given one month's notice of termination of the probationary appointment. If the member's performance is judged marginally unsatisfactory following a quarterly review, he/she may be informed that, if his/her performance is judged to be unsatisfactory at a subsequent quarterly review, he/she may be given one month's notice of termination of the probationary appointment. The member shall be given advice and support for improvement throughout the probationary period.

20.03.04 The member shall be informed within five (5) days of the twelve (12) month evaluation that:

- (A) he/she is offered a continuing appointment effective at the beginning of the thirteenth (13th) month;
- (B) he/she is offered an extension of the probationary period; or
- (C) his/her appointment shall terminate and he/she shall receive one month's notice or pay in lieu thereof.

20.03.05 A member on an extended probationary appointment shall be informed within five (5) days of the final evaluation that:

- (A) he/she is offered a continuing appointment effective at the beginning of the month following the end of the extended probationary period; or
- (B) his/her employment shall terminate and he/she shall receive one month's notice or pay in lieu thereof.

20.04 **Continuing Appointment**

A continuing appointment shall continue until retirement or until otherwise terminated pursuant to this Agreement.

20.05 **Appointments, Promotions and Position Evaluation Committee**

- 20.05.01 There shall be an Appointments, Promotions and Position Evaluation Committee with three members. The Committee shall consist of the University Librarian serving as chair and two librarians with continuing appointments selected by librarian members of the bargaining unit.
- 20.05.02 The two members shall serve for a term of two years with a new representative being selected each year. Terms commence as of a given July 1st and terminate twenty-four (24) months thereafter.
- 20.05.03 The Committee shall consider applications for appointment and promotion.
- 20.05.04 Any member of the Committee who has applied for appointment to a new position or for promotion shall be excused from the Committee and an alternative member shall be selected by the librarian members of the bargaining unit.
- 20.05.05 If a member of the Committee selected by the membership resigns or is unable to serve for any other valid reason, an alternate member shall be selected by the librarian members of the bargaining unit to serve out that term or appropriate portion thereof.

20.06 **Appointment Procedures**

- 20.06.01 When a vacancy occurs, the University Librarian will send written notification to all Librarians stating the plans for replacement and the disposition of duties within one month after such Librarian position becomes vacant. The University Librarian shall provide a monthly update to Librarian members on the progress of his/her plans for replacement and disposition of duties.
- 20.06.02 When a vacancy has been approved for staffing, the University Librarian shall convene a meeting of the Appointments, Promotions and Position Evaluation Committee.
- 20.06.03 The Provost and Vice-President (Academic) shall review the duties and responsibilities of the vacant position and the qualifications desired in a successful candidate.
- 20.06.04 Notice of a vacancy, of the desired qualifications, and of the application deadline shall be sent to all librarian members. Vacancies may be advertised outside the University in suitable publications. The placing of advertisements and the receipt of applications shall be the responsibility of the University Administration.
- 20.06.05 The Appointments, Promotions and Position Evaluation Committee shall review the internal and external applications received and shall interview all qualified applicants it selects. The University Librarian shall select the successful applicant giving consideration to the evaluation of the applicants by the Committee.
- 20.06.06 A limited term appointment may be made without following the above procedures at the discretion of the University Librarian.

20.06.07 The Provost and Vice-President (Academic) shall provide the successful applicant with a letter of appointment containing the following information:

- (A) the date at which the appointment commences;
- (B) type of appointment;
- (C) starting salary;
- (D) rank;
- (E) the campus to which the candidate is to be appointed;
- (F) any other terms and conditions pertaining to the appointment which are not inconsistent with the provisions of this Agreement;
- (G) a copy of the position description for the position;
- (H) a statement that the appointment is subject to the provisions of this Agreement; and
- (I) website references to the Collective Agreement and Benefit Information.

The following documents shall be enclosed with the letter of appointment:

- (i) a copy of a statement supplied by the Association providing contact information and informing the candidate that he/she may approach the Association for information and advice regarding terms and conditions of employment.