

## 10.12 Professional Librarian Promotions

There shall be four ranks for professional librarian employees at Carleton University: Librarian I, Librarian II, Librarian III and Librarian IV. These ranks reflect individual levels of professional achievement and are independent of any scheme for the assignment of responsibilities.

### (a) **Criteria for Librarian Promotions**

- (i) **Librarian I.** The rank of Librarian I shall be an introductory rank reserved for library school graduates with no professional experience. A professional librarian employee appointed to the Librarian I rank shall hold either a preliminary or term appointment and shall normally serve in that rank for the period of one (1) year.
- (ii) **Librarian II.** To qualify for appointment or promotion to the rank of Librarian II, the candidate shall have met the minimum educational requirement and shall have at least one year's professional experience or equivalent. As a primary criterion for appointment or promotion to this rank, a candidate shall have a record of successful performance as a librarian. Performance shall be assessed with respect to the candidate's achievement of goals which have been mutually established between the candidate and the candidate's supervisor(s), and those duties documented in a job description. It is expected that successful candidates will have demonstrated the ability to use effectively their professional education and will have shown the capacity to develop and extend their professional expertise.
- (iii) **Librarian III.** A librarian may not normally be considered for appointment or promotion to the rank of Librarian III until they have had a minimum of five (5) years experience as a Librarian II, or has had equivalent experience. Time is a factor that enters into the evaluation of a candidate's status. The Peer Evaluation Committee, Library Rank Promotion Committee, University Librarian (hereinafter called the Library) may recommend accelerating the unusually gifted member, whose professional performance and achievement in at least two (2) of the other areas listed below are considered by the Library to be significantly above their peers at the same stage of career. If evidence of continuing effective performance is not forthcoming, the Library may recommend that the candidate's consideration for promotion be delayed beyond the normal time. Upon the decision in favour of promotion, the promotion shall become effective on the July 1st immediately after the consideration process as set out in Article 10.7 has terminated. The primary criterion shall be professional performance; how well the librarian carries out the duties and responsibilities of the position held. Therefore, the successful candidate shall have a record of continuing effective performance. Performance shall be assessed with respect to the candidate's achievement of goals which have been mutually established between the candidate and the candidate's supervisor(s), and those duties documented in a job description. There should be clear promise of continuing professional development and demonstrated ability in areas of specialization and/or in an administrative capacity. With less weighting, the candidate's performance in the

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following three areas should also be considered: academic achievement and activities, including additional formal degrees, programmes of continuing education, teaching, research, publication; involvement in professional activities and participation in professional organizations, including serving on committees, the presentation of papers, organization of and participation in conferences, seminars, workshops; service to the Library and/or the University. For promotion to the rank of Librarian III, a candidate must demonstrate achievement in ~~one~~ **two** of the three areas.

- (iv) **Librarian IV.** A librarian may not normally be considered for appointment or promotion to the rank of Librarian IV until they have had a minimum of five (5) years experience as a Librarian III, or has had equivalent experience. Time is a factor that enters into the evaluation of a candidate's status. Promotion to this rank is jealously guarded in most institutions and deviations from the normal timing will of necessity be scrutinized extremely carefully by the Peer Evaluation Committee, Library Rank Promotion Committee, University Librarian (hereinafter called the Library). The Library may recommend accelerating the unusually gifted member, whose professional performance and achievement in at least three (3) of the other areas listed below are considered by the Library to be significantly above their peers at the same stage of career. If evidence of excellent performance is not forthcoming, the Library may recommend that the candidate's consideration for promotion be delayed beyond the normal time. Upon the decision in favour of promotion, the promotion shall become effective on the July 1st immediately after the consideration process ~~as set out in Article 10.7~~ has terminated. The primary criterion shall be professional performance; how well the librarian carries out the duties and responsibilities of the position held. Therefore, the successful candidate shall have a record of excellent performance with demonstrated initiative, leadership and creativity. Performance shall be assessed with respect to the candidate's achievement of goals which have been mutually established between the candidate and the candidate's supervisor(s), and those duties documented in a job description. There should be evidence of further development and extension of professional expertise. In addition, the candidate must submit evidence of substantial achievement in **research and in** at least ~~two~~ **one** of the following areas: ~~research~~, publishing, teaching, professional endeavours including significant involvement in professional organizations, significant service to the library or the University, or significant administrative duties.

(b) **Procedures for Librarian Promotions**

- (i) By October 1 of each year, the Office of the University Librarian shall prepare for the Chairperson of the Peer Evaluation Committee a list of professional librarian employees who should be automatically considered for promotion and shall send to each eligible employee a letter indicating that their name has been forwarded to the Peer Evaluation Committee for consideration for promotion.
- (ii) By October 1st of each year, the Peer Evaluation Committee shall email to members and publicly post the timetable for promotion proceedings.

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- (iii) Unless the professional librarian employee requests in a letter to the Chairperson of the Peer Evaluation Committee that they not be considered for promotion, each employee shall automatically be considered for promotion in the years specified as normally appropriate in Article 10.7(a) **10.12(a)**. In the case of promotion to Librarian IV, a professional librarian employee shall be automatically considered when first eligible; thereafter, promotion proceedings are always initiated by the individual employee.
- (iv) Unless a candidate who is not recommended by the Peer Evaluation Committee indicates in writing to the Chairperson of the Peer Evaluation Committee a desire not to be considered further, they shall be reconsidered automatically by the Library Rank Promotion Committee.
- (v) For each candidate, the Peer Evaluation Committee shall assemble a file containing the following documentation:
- (1) a current CV supplied by the candidate;
  - (2) a letter of reference supplied by the candidate's department head(s) or equivalent;
  - (3) copies of the candidate's annual performance appraisals for the period since the last promotion or since appointment as appropriate;
  - (4) a current job description for the position held and, if applicable, for previous positions held in the period under review; and,
  - (5) except in the case of promotion to Librarian II, a list of three (3) or more names supplied by the candidate to be used as referees. For promotion to Librarian IV, normally at least one (1) of the names shall be that of an individual external to the library.
- (vi) The University Librarian shall solicit letters from two (2) referees chosen from the candidate's list. If the University Librarian desires to solicit additional references or assessments they shall ~~so inform the candidate and submit the names of the proposed referees to the candidate who shall have the right to comment in writing on the names suggested and to have such comments included in their official dossier as stated~~ **so inform the candidate and submit the names of the proposed referees to the candidate who shall have the right to comment in writing on the names suggested and to have such comments included in their official dossier as stated** ~~do so according to the procedure in~~ Article 16.8(a) and (b).
- (vii) The Peer Evaluation Committee shall consider all documentation and may interview the immediate supervisor to obtain clarification on any point. If the Committee or the University Librarian desires to solicit additional written references to support the application, they shall act in accordance with Article

16.8 of the Collective Agreement. All letters of reference solicited in relation to promotion shall become part of the candidate's official dossier for the purposes of the promotion proceedings only. All such letters shall be available to the Peer Evaluation Committee.

- (viii) The Peer Evaluation Committee shall make a written recommendation and submit the dossier for each candidate going forward to the Library Rank Promotion Committee by March 15 of each year. If the Peer Evaluation Committee proposes to recommend against promotion, it shall, before making a formal recommendation, notify the candidate of its tentative decision and invite the candidate to comment on the proposed recommendation. Upon request, the Peer Evaluation Committee shall furnish the candidate with a written statement of the reasons for the proposed negative recommendation. Such written communication shall indicate to the candidate at least in which area or areas of performance the Peer Evaluation Committee would expect evidence of further development before recommending in favour of promotion. The candidate shall have the right to meet with the Peer Evaluation Committee to discuss these reasons and/or to submit a response in writing before the recommendation is formally made. If the final recommendation is negative, the candidate shall be informed in writing **and asked whether they want to be considered further as per 10.12(b)(iv)**. Any written statement provided by the candidate shall be added to their dossier.
- (ix) In every instance where the Committee is unable to reach a unanimous recommendation, a statement of the recommendation signed by each committee member, which shall include a description of any disagreement within the committee concerning its recommendation, shall be forwarded to the Library Rank Promotion Committee.

(c) **Library Rank Promotion Committee Procedures**

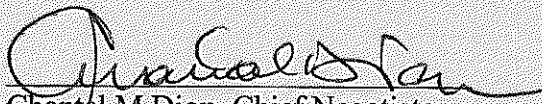
- (i) The Chairperson of the Peer Evaluation Committee shall forward to the Library Rank Promotion Committee the documentation for each candidate to be considered by the Library Rank Promotion Committee. The documentation shall include the complete dossier together with a written submission from the Peer Evaluation Committee.
- (ii) The Chairperson of the Peer Evaluation Committee shall present the cases of all the candidates to the Library Rank Promotion Committee.
- (iii) The Library Rank Promotion Committee shall consider for promotion each candidate on evidence presented. If the Library Rank Promotion Committee proposes to recommend against promotion it shall, before making a final recommendation, notify the candidate of its tentative decision and invite the candidate to comment on the proposed recommendation. The candidate shall have the right to meet with the Library Rank Promotion Committee to discuss these reasons and/or to submit a response in writing before the recommendation is formally made to the President.

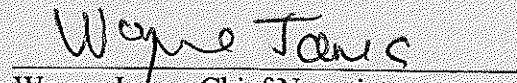
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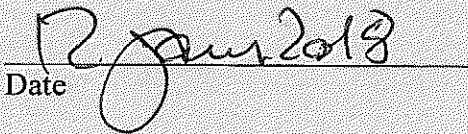
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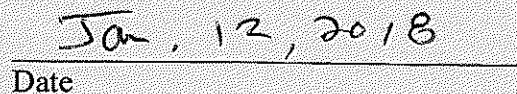
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- (iv) The University Librarian, as Chairperson of the Committee, shall maintain a record of the results of the balloting and the recommendations of the Committee and shall make these known to all members of the Committee present at the time and other members, if any, within five (5) working days thereafter.
- (v) The Library Rank Promotion Committee shall recommend for promotion to the President by April 15 of each year those candidates receiving a majority of votes cast.
- (vi) In the case of recommendations against promotion, the Library Rank Promotion Committee shall indicate in writing to the candidate at least in which area or areas of performance the Committee would expect evidence of further development before recommending in favour of promotion.
- (d) A candidate not recommended by the appropriate committee or promoted by the Board of Governors has recourse to the procedures under Article 30 or 10.5 as appropriate.
- (e) The President shall recommend to the Board of Governors by May 31 only those candidates who were approved by the Library Rank Promotion Committee.
- (f) The successful candidate(s) shall be notified by June 1.
- (g) All promotions shall be posted in the Library and appear in an appropriate publication of the University.

  
Chantal M Dion—Chief Negotiator  
CUASA/the Union

  
Wayne Jones—Chief Negotiator  
Carleton University/the Employer

  
Date

  
Date