

CUASA Proposals— November 5, 2017  
CU Proposal November 29, 2017  
CUASA Proposal December 6, 2017 10 a.m.  
CU Proposal December 19, 2017  
CUASA Counter Proposal January 12, 2018  
CU Counter Proposal January 18, 2018

*This proposal sets out CUASA's bargaining position on the individual articles included as of this date. CUASA reserves the right to amend its position, including the right to add, modify or delete any component of each individual article if not accepted in its entirety*

## Article 9: Appointments

### 9.1 Appointments

<Note: Change in Article numbering for references to Article 9 reflects proposal of new Article 9.3 in CUASA proposals tabled on November 5, 2017.>

<Note: This CU counterproposal does not imply acceptance of CUASA's proposed new Article 9.3.>

<Note: This CUASA counterproposal does not imply acceptance of CU's counter on Article 9.3>

[...]

#### (b) Professional Librarian Employees

All new or vacant positions at any of the four librarian ranks shall be filled by competition, after being advertised as provided for in this Article.

- (i) Each competition shall be conducted by an *ad hoc* **Hiring eCommittee** (**hereafter referred to as the Hiring Committee**) consisting of the immediate supervisor of the position to be filled, a professional librarian employee from the area of expertise within which the position falls, and one person from library management. The ~~competition committee~~ **Hiring Committee** shall be constituted and shall follow procedures and criteria as outlined in Article 9.78.
- (ii) All new or vacant positions at any of the four librarian ranks shall be first advertised internally to all librarian members of the bargaining unit ~~which shall include employees of Carleton University who have previously been professional librarian members of the bargaining unit. However, for term positions the internal and external advertisements may appear simultaneously~~ **However, for term positions the internal and external advertisements may appear simultaneously.**
- (iii) If no internal candidate is clearly acceptable, the vacancy shall be advertised externally in various publications as the *ad hoc* **Hiring eCommittee** for the position concerned may deem suitable, but to include the ~~print~~ **CAUT Bulletin, University Affairs, and Felicitas The Partnership Job Board, and/or their web sites** whenever publication schedules permit and the advertising copy shall be sent to the Association within ten (10) working days of its placement.

CUASA Proposals—November 5, 2017  
CU Proposal November 29, 2017  
CUASA Proposal December 6, 2017 10 a.m.  
CU Proposal December 19, 2017  
CUASA Counter Proposal January 12, 2018  
CU Counter Proposal January 18, 2018

- (iv) Appointments of extreme urgency may be made without following the requirements of Article 9.1(b) (ii-iii) at the discretion of the President, but in all such cases complete details of the appointments must be reported in writing to the Association and the Clerk of Senate within ten (10) working days by the President. The Employer, however, shall post a notice of the vacancy for five (5) working days on the vacancies bulletin board in the Library.
- (v) ~~In the case of professional librarian employees, an~~ An appointment may commence at any time during the year.
- (c) The Employer shall provide to each short-listed candidate a package of information supplied by CUASA.

## 9.78 Librarian Appointments

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### (a) Criteria

Individuals to be considered for hiring as professional librarian employees shall have both

- (i) an initial undergraduate degree (the Association of Universities and Colleges of Canada may be applied to for an opinion in cases where there is doubt about whether the qualifications presented meet existing Canadian standards); and,
- (ii) a professional library qualification from an ALA (**American Library Association**) accredited library school or an international library school which has been accredited by a national professional library association recognized by ~~the Canadian Library Association~~ ALA (**CFLA**, the **Canadian Federation of Library Associations**), may be applied to for an opinion in cases where there is doubt about whether the qualifications presented meet existing Canadian standards).

### (b) Procedures

- (i) The Employer shall decide when a position is to be created or a position is to be

CUASA Proposals—November 5, 2017  
CU Proposal November 29, 2017  
CUASA Proposal December 6, 2017 10 a.m.  
CU Proposal December 19, 2017  
CUASA Counter Proposal January 12, 2018  
CU Counter Proposal January 18, 2018

filled by transfer or competition, in accordance with University procedure and Article 9.6(c). In conjunction with the supervisor of the position, the University Librarian shall set the date on which the competition is to start.

- (ii) Within seven (7) working days of having received official notification that a new or vacant position is to be filled, the Peer Evaluation Committee shall ~~meet to~~ choose the third member of the ~~Ad-Hoc Competition~~ **Hiring** Committee who shall ~~normally~~ be a professional librarian employee **normally** from the area of expertise in which the position falls. The other two members of this committee shall be the immediate supervisor of the position to be filled and the University Librarian or their designate from Library management. **The majority of the Hiring Committee members shall be CUASA members of the Library.** In the case of unavoidable absence of the immediate supervisor or the University Librarian during a competition, a substitute designated by that individual shall serve on the ~~Ad-Hoc Competition~~ **Hiring** Committee.
- (iii) Within another seven (7) working days the ~~Ad-Hoc Competition~~ **Hiring** Committee (~~henceforth referred to as the Committee~~), shall meet to prepare an internal advertisement for the position which shall include the minimum criteria for professional librarian employees, the salary range(s) for the relevant rank(s) and the job description attached to that position. This advertisement shall be posted for seven (7) working days on the vacancies bulletin boards in the Library and the Library's internal website. In the case of term appointments, the internal advertisement shall be posted for ~~one (1) week~~, **five (5) working days**, ~~but the external advertisement may proceed simultaneously as outlined in Article 9.1.~~ **but the external advertisement may proceed simultaneously as outlined in Article 9.1.**
- (iv) In conjunction with the immediate supervisor of the position to be filled, the University Librarian or their designate shall assume responsibility for the receipt of applications and for all other documentation relating to appointments.
- (v) **Internal Competition**
- (1) The **Hiring** Committee shall review all internal applications, interview the applicants as it sees fit and, if a suitable applicant is found, make a recommendation of appointment to the Peer Evaluation Committee. **Any recommendation by the Hiring Committee must be by majority vote.** The **Hiring** Committee ~~may be requested by the University Librarian to~~ shall substantiate its rejection of a candidate. Unsuccessful applicants shall be notified promptly, **and in writing**, of the decision not to appoint them.
- ~~(2) The Committee shall make every effort to reach agreement upon a candidate. However, in those instances where the supervisor is in disagreement with the other two committee members, the matter shall be~~

CUASA Proposals—November 5, 2017  
CU Proposal November 29, 2017  
CUASA Proposal December 6, 2017 10 a.m.  
CU Proposal December 19, 2017  
CUASA Counter Proposal January 12, 2018  
CU Counter Proposal January 18, 2018

~~referred to the University Librarian who shall forthwith submit their resolution of this disagreement to the Peer Evaluation Committee.~~

- (2) **The Committee shall make every effort to reach agreement upon a candidate. However, in those instances where the supervisor is in disagreement with the other two committee members, the matter shall be referred to the University Librarian who shall forthwith submit their resolution of this disagreement to the Peer Evaluation Committee.**
- (3) Within two (2) working days of receipt of the name of a suitable candidate from the **Hiring** Committee, the Peer Evaluation Committee shall review the candidate's qualifications in the light of the minimum criteria mentioned in Article 9.7-9.8(a)(i) and (ii). If the Peer Evaluation Committee approves the candidate, it shall recommend to the University Librarian that an offer of employment be made at a specified rank commensurate with the experience and qualifications of the candidate.
- (4) The University Librarian shall ~~decide whether to reject the~~**decide whether to reject the forward the** recommendation ~~or to accept and forward it~~**or to accept and forward it** to the President. No more than seven (7) working days shall elapse between the time the recommendation is made by the Peer Evaluation Committee and either:
  - the Peer Evaluation Committee and, the **Hiring** Committee, and the **candidate** are informed of ~~the~~**the President's** decision to reject the candidate and of the grounds for doing so; or
  - a written offer is sent to the candidate.Both the Peer Evaluation Committee and the **Hiring** Committee shall receive all particulars of the offer excepting only salary.
- (5) If the candidate rejects the offer, the University Librarian shall decide either to continue negotiations with the candidate, or to inform the Peer Evaluation Committee and the **Hiring** Committee that the competition is to be continued.
- (6) If an internal candidate accepts an offer of a different position within the Library, it shall not adversely affect the employee's eligibility for career development increments, or any other increment to their nominal salary, or their eligibility for sabbatical leave, or their eligibility for or status of confirmation or Professional Achievement Award.
- (7) ~~If a professional librarian employee should prove unsatisfactory in their new position~~**Subject to satisfactory performance** Transfer from that

CUASA Proposals—November 5, 2017  
CU Proposal November 29, 2017  
CUASA Proposal December 6, 2017 10 a.m.  
CU Proposal December 19, 2017  
CUASA Counter Proposal January 12, 2018  
CU Counter Proposal January 18, 2018

**their new position to any other position in the Library shall not adversely affect that employee's eligibility for career development increments, or any other increments to their nominal salary, or their eligibility for sabbatical leave, or their eligibility for or status of confirmation or Professional Achievement Award.**

- (8) **In cases where a professional librarian employee holding a confirmed appointment is appointed to a different position from that held as a result of competition or transfer, the initial appointment to the new position shall be for a period of one (1) year. Three (3) months prior to the end of the year, a performance appraisal shall be conducted in accordance with the provisions of Article 11.3 to determine whether the appointment to the new position shall be made a continuing one. The appointment shall be renewed upon the recommendation of the Peer Evaluation Committee to the University Librarian. In the event that the employee does not wish or is not able to continue in the position, or that the Employer finds the employee's performance unsatisfactory, the employee shall be transferred to an equivalent position without loss of previous salary or benefits and subject to the provisions of Article 38.2(a).**

(vi) **External Competition**

- (1) If no internal candidate is clearly acceptable, the vacancy shall be advertised externally in such publications and on such websites as the ~~Ad Hoc~~ **Hiring** Committee for the position concerned may deem appropriate consistent with the provisions of Article 9.1.
- (2) The **Hiring** Committee shall review all external applications, interview as it sees fit and, if a suitable applicant is found, shall make a recommendation of appointment to the Peer Evaluation Committee. The **Hiring** Committee may also recommend that a confirmed appointment be offered. From this point the procedures shall be those indicated in Article ~~9.7~~ **9.8(b)(v)**. The **Hiring** Committee may be requested by the University Librarian to substantiate its rejection of a candidate. Unsuccessful candidates shall be notified promptly of the decision not to hire them.

- ~~(c) In cases where a professional librarian employee holding a confirmed appointment is appointed to a different position from that held as a result of competition or transfer, the initial appointment to the new position shall be for a period of one (1) year. Three (3) months prior to the end of the year, a performance appraisal shall be conducted in accordance with the provisions of Article 11.3 to determine whether the appointment to the new position shall be made a continuing one. The appointment shall be renewed upon the recommendation of the Peer Evaluation Committee to the University Librarian. In the~~

CUASA Proposals— November 5, 2017  
CU Proposal November 29, 2017  
CUASA Proposal December 6, 2017 10 a.m.  
CU Proposal December 19, 2017  
CUASA Counter Proposal January 12, 2018  
CU Counter Proposal January 18, 2018

~~event that the employee does not wish or is not able to continue in the position, or that the Employer finds the employee's performance unsatisfactory, the employee shall be transferred to an equivalent position without loss of previous salary or benefits and subject to the provisions of Article 38.2(a).~~

**(d)(c) Procedures Governing the Appointment of the University Librarian**

- (i) When a committee is established to advise the President on the selection of the University Librarian, it shall include representation from professional librarian employees of whom one (1) shall be from public service and one (1) from technical services area of expertise.
- (ii) In the event that external applicants for the position of University Librarian are sought, the position shall be advertised in appropriate Canadian **websites and publications**, including the *CAUT Bulletin* and ~~*Felicitier*~~ ***The Partnership Job Board***.

**(e)(d) Library Department Heads**

- (i) Library Department refers to units within the Library with Department Heads performing delegated administrative responsibilities.
- (ii) Normally, only full-time continuing-track CUASA members of the Library at the rank of Librarian III or IV are eligible to serve as Department Heads.
- (iii) Term of Office
  - (4) The term of office for a Library Department Head shall normally be five (5) years; however, the ~~Selection~~ **Hiring Committee (as per (e)(d)(iv)(2) below)** may recommend to the University Librarian that a shorter term be offered.
  - (2) ~~A term of office for a Library Department Head will normally commence on July 1. A Library Department Head may be renewed for a subsequent term, with the approval of the University Librarian. Prior to proceeding to renewal, a call for interest shall be made by the University Librarian following the procedures laid out in Article 9.8(e)(d)(iv)(1). If there are no interested internal candidates, the incumbent may seek renewal subject to a process to be developed and mutually agreed upon by the Employer and CUASA at JCAA. a Review Committee will be formed according to the usual procedures and membership composition as described in the same article. previously established with CUASA, per Article 9.8(d)(iv)(2).~~
  - (3) ~~Subject to satisfactory performance in the role, a Library Department Head may be eligible for a subsequent term, with the approval of the~~

CUASA Proposals—November 5, 2017  
CU Proposal November 29, 2017  
CUASA Proposal December 6, 2017 10 a.m.  
CU Proposal December 19, 2017  
CUASA Counter Proposal January 12, 2018  
CU Counter Proposal January 18, 2018

~~University Librarian, if no other candidates have expressed interest. If there are other interested candidates, the University Librarian will convene a selection committee according to Article 9.7 (e) (iv).~~

(iv) Library Department Head Selection

(1) ~~Before April 30 of the year~~ **Two (2) months before** a Department Head's term ends, or two (2) months prior to a planned retirement or resignation or within thirty (30) days should the position of Head become **otherwise** vacant, the University Librarian shall distribute a current job description to all CUASA members of the Library. ~~and create a selection committee conforming to the rules and procedures of appointment for librarians as outlined in Article 9.7 (b) with the following amendments to the composition of the committee:~~

(2) **A Hiring Committee conforming to the rules and procedures of appointment for librarians as outlined in Article 9.8 (b) shall be formed with the following amendments to the composition of the committee:**

(i) The majority of the ~~Selection~~**Hiring** Committee members will be CUASA members of the Library;

(ii) Whenever possible CUASA members from the Department for which the Head is being hired shall be included on the ~~Selection~~**Hiring** Committee. ~~In the case of Departments where the only CUASA member is the Head, a CUPE member from that Department may be included on the Selection Committee; In the case of Departments where the only CUASA member is the Head, a CUPE member from that Department may be included on the Selection Committee; In the case of~~ **Departments where the only CUASA member is the Head, a CUPE CUASA member from that another Department may be included on the Selection Hiring Committee;**

(iii) Two members shall be appointed by the University Librarian or designate, one of whom will be the Associate University Librarian responsible for the departments., ~~and the other will either either either be a Library CUPE member or Library CUPE member or a Library CUPE member or a member of Library Management.~~

(iv) Three CUASA members shall be selected by the Peer Evaluation Committee (PEC);

(v) The Associate University Librarian responsible for the

CUASA Proposals—November 5, 2017

CU Proposal November 29, 2017

CUASA Proposal December 6, 2017 10 a.m.

CU Proposal December 19, 2017

CUASA Counter Proposal January 12, 2018

CU Counter Proposal January 18, 2018

Department shall chair the ~~Selection~~**Hiring** Committee but shall only vote to break a tie;

- (vi) Any recommendation by the ~~selection~~**Hiring** eCommittee for hiring must be by majority vote and include all members eligible to vote.
- (vii) The ~~Selection~~**Hiring** Committee shall invite members of the Department to meet with candidates being interviewed and to give feedback to the ~~Selection~~**Hiring** Committee.
- (viii) If no internal candidate is clearly suitable, and if the funding is available for a new CUASA hire, the University Librarian shall post the Department Head job description externally in accordance with Article 9.1 (b) (iii). If no funding is available for a new hire, then the University Librarian may renew the appointment of the incumbent or take other measures as required to fill the position on a temporary basis until a suitable internal candidate is found **or funding is secured.**

(v) Acting Library Department Head

- (1) Acting Department Heads may be appointed by the University Librarian to a short term in the event of an extreme urgency ~~or for planned absences such as sabbaticals, parental leave, etc.~~ **or for planned absences such as sabbaticals, parental leave, etc.** ~~or for unplanned absences such as sabbaticals, parental leave, etc.~~ **or for planned absences such as sabbaticals, parental leave, etc.** Such appointments will not normally be for less than one month or more than one (1) year.
- (2) Two months prior to the completion of the Acting Department Head's term, the University Librarian shall comply with Article 9.79.8 (e)(d) (iv). ~~unless the Acting Department Head was temporarily replacing the Department Head.~~

(vi) Recognition for Service as Library Department Head / Acting Department Head

- (1) ~~In recognition of Department Head duties, each shall receive a minimum annual stipend as calculated in 9.7(e)(vi)(2).~~
- (2) ~~1-9 employees \$2,500.00~~  
~~10-19 employees \$3,000.00~~  
~~20+ employees \$3,500.00~~



CUASA Proposals—November 5, 2017  
 CU Proposal November 29, 2017  
 CUASA Proposal December 6, 2017 10 a.m.  
 CU Proposal December 19, 2017  
 CUASA Counter Proposal January 12, 2018  
 CU Counter Proposal January 18, 2018

- (1) ~~Effective July 1, 2017, a Department Head/Acting Department Head shall receive in addition to their annual salary, an annual stipend in accordance with Article 25.1(c)(i) in accordance with Article 25.1(c)(i) as follows: In recognition of Department Head duties, each shall receive an minimum annual stipend as calculated in 9.8(d)(vi)(2) follows:~~

1-9	employees	\$2,500.00	\$3,250	\$3,000.00
10-19	employees	\$3,000.00	\$3,750	\$3,500.00
20+	employees	\$3,500.00	\$4,250	\$4,000.00.

- (32) ~~A Librarian who at the signing of this Collective Agreement, or who during its term, is a department head shall receive a credit equivalent to one (1) additional year of service towards a sabbatical entitlement for five (5) years of service as department head. A Librarian serving as Department Head shall receive credit towards sabbatical in accordance with Article 25.1(b). A Librarian serving as Department Head shall receive a credit equivalent to one (1) additional year of service towards a sabbatical entitlement for five (5) years of service as Department Head. A Librarian serving as Department Head shall receive credit towards sabbatical in accordance with Article 25.1(b). A Librarian serving as Department Head shall receive a credit equivalent to one (1) additional year of service towards a sabbatical entitlement for five (5) years of service as Department Head.~~

<Reserved>

- (vii) Duties of a Library Department Head/Acting Department Head

Duties of a Library Department Head shall be those specified in the individual job description and under the general direction and approval of Library Management, shall include, inter alia, the responsibility to:

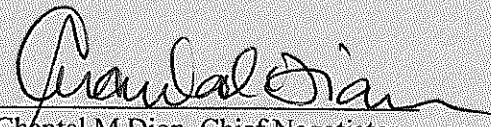

- (1) Plan, establish goals, co-ordinate and direct the operations of the department, managing all staff that report to the Department Head and recommend staffing levels to Library Management;
- (2) Work collaboratively within the Library's operational structure, communicating priorities, working to effectively co-ordinate services, policies and programs within the department, library and externally as appropriate;
- (3) Represent the department on relevant committees, participate in strategic and operational planning, and prepare reports and give advice as needed;



CUASA Proposals— November 5, 2017  
CU Proposal November 29, 2017  
CUASA Proposal December 6, 2017 10 a.m.  
CU Proposal December 19, 2017  
CUASA Counter Proposal January 12, 2018  
CU Counter Proposal January 18, 2018

- (4) Engage in professional activities and maintain current professional knowledge, skills and abilities in relation to managing and supervising staff;
- (5) Perform such other duties in connection with the work and administration of the Department as Library Management may assign to them and as are consistent with their status as a member of the bargaining unit.

Grandparent clause

~~At the time of agreement by all parties to Article 9.7 (e) [June 22, 2011], all Library Department Heads currently in place will be re-appointed under these changes to the Collective Agreement for an initial term of 5 (five) years with the appropriate stipend retroactive to the start of the current Collective Agreement, May 1, 2010.~~

  
Chantal M Dion—Chief Negotiator  
CUASA/the Union  
  
Date

  
Wayne Jones—Chief Negotiator  
Carleton University/the Employer  
  
Date