ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS

31.1 This Article applies to Renewal, Continuing appointment and Promotion decisions for librarian and archivist Members.

31.2 Renewal, Continuing Appointment and Promotion Committee

31.2.1 By May 1 of each year, the librarian Members shall elect a standing Renewal/Continuing appointment/Promotion Committee, and archivist Members shall elect a standing Renewal/Continuing appointment/Promotion Committee. Each Committee shall elect its own Chair who shall be a voting member of the Committee. Members of the Committee shall be elected following a process of nomination of individual Members. Members of the Committee may be elected for staggered terms of more than one year. Members who intend to apply for Renewal, Continuing appointment or Promotion shall not stand for election. Elections shall be conducted by a form of secret ballot. The University Librarian, Associate University Librarian and University Archivist shall be excluded from such Committees. The Committee shall have a minimum of three (3) Members of the Bargaining Unit who shall be Continuing-track or Continuing Members, and the majority of Committee members shall be Continuing Members. Archivist Members may elect Librarian Members from the cognate Library ‘departments’ to the Archives RCAP Committee, but a majority of the Archives RCAP Committee shall be Archivist Members.

31.2.2 The provisions of Appendix O apply if the applicant for Renewal, Continuing appointment or Promotion is an Aboriginal person.

31.2.3 Where practicable, the Committee shall be reflective of differences in rank and gender. The Committee shall appoint a Member as the Committee’s Equity Representative per Article 24. The Committee shall have at least one member who is at or above the highest rank being applied for by an RCAP applicant and where a Committee has no such member, remedial steps will be taken to secure such a member. The Parties agree that Renewal, Continuing and Promotion process shall be in accordance with the principles stated in Article 24.1.

31.2.4 The Committee, as defined in Article 31.2.1, shall make recommendations on all Renewal, Continuing appointment, and Promotion applications.

31.2.5 Members of the Committee shall familiarize themselves with Article 18 (Conflict of Interest, Conflict of Commitment and Reasonable Apprehension of Bias). Committee members shall not participate in the deliberations or recommendations of any application where they are in a conflict of interest or where there may be a reasonable apprehension of bias. Committee members excluded for reasons of conflict of
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interest or because there is a reasonable apprehension of bias shall resign from the Committee and shall be replaced if the process of reviewing the applications has not yet commenced.

31.2.6 Committee members shall maintain confidentiality regarding the Committee’s deliberations and decisions. Committee members who knowingly violate this requirement of confidentiality shall be removed from the Committee.

31.2.7 Notwithstanding Article 31.2.6, Committee members may disclose potential violations of the Agreement to the QUFA Grievance Officer or the Faculty Relations Office in the Office of the Provost and Vice-Principal (Academic).

31.3 Remedial Processes for Committees

31.3.1 If, for any reason, the Library/Archives has failed to follow the procedures stipulated in Articles 31.2, remedial measures may be taken as approved by the JCAA. Remedial processes for Committees are outlined in Appendix D.

31.4 Eligibility

31.4.1 A librarian/archivist Member in the final year of an Initial Continuing-track appointment (normally three (3) years) is entitled to be considered for Renewal of appointment for a further three (3) years.

31.4.2 In exceptional cases, the Member may be considered for Renewal earlier than the final year of the Initial Continuing-track appointment. Such consideration must be agreed to by the University Librarian before the assessment begins.

31.4.3 A librarian/archivist Member applying for Renewal may apply for promotion at the same time as provided for in this Agreement. A single application file shall be used for both assessments. If Members choose not to apply for Promotion at the same time, they must make their decision known in writing to the Committee at the start of the assessment.

31.4.4 A librarian/archivist Member holding a Renewed Continuing-track appointment shall normally be considered for Continuing appointment in the final year of his/her Renewed Continuing-track appointment.

31.4.5 In exceptional cases, the Member may be considered for Continuing appointment earlier than the final year of the Renewed Continuing-track appointment. Such
consideration must be agreed to by the Member and the University Librarian before the assessment begins.

31.4.6 A librarian/archivist Member applying for Continuing appointment may apply for Promotion at the same time as provided for in this Agreement. A single application file shall be used for both assessments. If Members choose not to apply for promotion at the same time, they must make their decision known in writing to the Committee at the start of the assessment.

31.4.7 A Member who, during the Initial Continuing-track appointment, has become a parent may elect to have the Renewal decision postponed for a year for each such birth or adoption. A Member who, during the Initial Continuing-track appointment, has taken Sick Leave of sixty (60) days or more may elect to have the Renewal decision postponed for the same amount of time they were on leave (rounded up in years). In other exceptional cases, Members may request consideration be delayed one (1) year and if granted the Initial Continuing-track appointment shall be extended by one (1) year. Due consideration to such requests shall be given.

31.4.8 A Member who, during the Renewed Continuing-track appointment, has become a parent may elect to have the Continuing appointment decision postponed for a year for each such birth or adoption. A Member who, during the Renewed Continuing-track appointment, has taken Sick Leave of sixty (60) days or more may elect to have the Continuing appointment decision postponed for the same amount of time they were on leave (rounded up in years). In other exceptional cases, Members may request consideration be delayed one (1) year and if granted the Renewed Continuing-track appointment shall be extended by one (1) year. Due consideration to such requests shall be given.

31.5 Criteria

31.5.1 Renewal for Continuing-track librarians/archivists shall be granted when there is clear evidence of a commitment to academic excellence, some demonstrated professional growth, and the prospect (based on the record of accomplishments to date) of future development, as reflected in the following:

(a) A record as a good librarian/archivist, who has demonstrated the ability to assume assigned responsibilities; and
(b) Some evidence of high quality academic and/or professional development which is normally, but not necessarily, demonstrated by presentation or publication in a suitable professional, academic or artistic forum.

31.5.2 In a decision about Renewal, there shall be a presumption in favour of Renewal. In order to refuse an appointment, the University must be able to demonstrate that the weight of evidence is in favour of non-Renewal.

31.5.3 Continuing appointment as defined in Article 25.1.5.3 shall be granted when there is clear evidence of demonstrated professional growth and the promise of future development as reflected in the following:

(a) A record as a good librarian/archivist who has demonstrated the ability to assume responsibility and to perform assigned duties successfully;

(b) Evidence of high quality academic and/or professional development which is normally but not necessarily demonstrated by presentation or publication in a suitable professional, academic or artistic forum; and

(c) A record of professional, university or community service which has contributed to the Library/Archives, University or broader academic community.

31.5.4 In order to be granted Continuing appointment as defined in Article 25.1.5.3, the Member must show that the evidence favours granting Continuing appointment.

31.5.5 Promotion is the recognition by academic peers and the University of increased status of the Member in her/his respective discipline. A librarian/archivist Member will be assessed for promotion on her/his professional and academic development, and her/his service to the Library/Archives, the University, the broader academic community and to the librarian and archivist professions.

31.5.6 In order to be promoted to the rank of Librarian/Archivist, the Member must show that the evidence favours granting the promotion.

31.5.7 Subject to Article 31.5.5, the normal expectations for Promotion to the following librarian/archivist ranks are as follows:

(a) **General Librarian/General Archivist**: The Member will have a Master of Library Science, Master of Archival Studies or the equivalent and show both
potential for successful performance and promise for future professional and academic activity. This is the rank at which a professional career normally begins.

(b) **Assistant Librarian/Assistant Archivist:** The Member has demonstrated a continuing record of successful performance as a General Librarian/General Archivist and the ability to assume assigned responsibilities and has some evidence of high quality academic and/or professional development.

(c) **Associate Librarian/Associate Archivist:** The Member has demonstrated successful performance of assigned duties, and demonstrated abilities to handle increased responsibilities. Evaluation of the Member’s performance shall also include consideration of service to the University and professional or scholarly development.

(d) **Librarian/Archivist:** The Member must show a continuing record of professional accomplishment and a demonstrated ability to handle increased responsibility. The Member must demonstrate scholarly and/or professional development and significant achievement in the field of service or specialization.

31.6 **Notification**

31.6.1 By May 1, a notice shall be placed in *For the Record* by the Office of the Provost and Vice-Principal (Academic) announcing an August 15 deadline for applications for Renewal, Continuing appointment or Promotion and referring to the procedures in this Article.

31.6.2 By May 15, the University Librarian shall

(a) notify all Members of the Unit of the Promotion deadlines for the coming year;

(b) provide written notification of this announcement to all Members within the Unit; and

(c) notify all Members eligible for Renewal or Continuing appointment in writing of their eligibility and in that notice draw their attention to Appendix O. If the University Librarian/Archivist uses e-mail to notify the Member, it shall be followed up by a letter. The University Librarian shall make reasonable efforts to ensure that the Member has received timely notice.
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31.6.3 By July 1, the Member must notify the University Librarian of her/his intention to apply for Renewal, Continuing appointment or Promotion, and if so whether the Member wishes to invoke the provisions of Appendix O.

31.6.4 The University Librarian shall notify the Renewal/Continuing Appointment/Promotion Committee of any application for Renewal, Continuing appointment or Promotion as soon as possible so that the Committee can schedule its deliberations and begin the process of selecting and soliciting the views of referees. The University Librarian shall also advise the Committee whether the Applicant has invoked the provisions of Appendix O.

31.7 Referees

31.7.1 For Renewal or Promotion to Assistant Librarian/Assistant Archivist, there shall be three (3) referees, one (1) of whom may be external to the Library/Archives or the University.

31.7.2 For Continuing appointment or Promotion to Associate Librarian/Associate Archivist, there shall be four (4) referees, at least two (2) of whom shall be external to the Library/Archives or the University.

31.7.3 For Promotion to Librarian or Archivist, there shall be five (5) referees, at least three (3) of whom shall be external to the Library/Archives or the University.

31.7.4 Referees must be suitably qualified with expertise in the candidate’s field of service or specialization, impartial, appropriate, and capable of making an assessment. Where appropriate, referees should also have provincial, national or international stature. The referee shall be at arm’s length from the candidate.

31.7.5 Within a reasonable time of receiving notification of the Member’s application, and no later than July 15, the University Librarian, or Associate University Librarian/University Archivist shall arrange a meeting with the Member to give advice on the preparation of the application and to discuss the suitability of potential referees.

31.7.6 The Member shall provide a list of prospective referees to the Committee no later than July 31. The total number of referees proposed by the Member must be greater than the number of letters from referees required pursuant to Article 31.7.1, Article 31.7.2 or Article 31.7.3.
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31.7.7 The Committee shall also suggest names of prospective referees who are at arm's length from members of the Committee.

31.7.8 At least half the required number of referees per Article 31.7.1, Article 31.7.2 or Article 31.7.3 shall come from the list of names proposed by the Member and at least one (1) shall be proposed by the Committee pursuant to Article 31.7.7 and Article 31.7.9.

31.7.9 If the Committee cannot choose at least half the required number of referees from the Member's list, it shall ask the Member to submit the names of additional prospective referees to the Committee.

31.7.10 The Member shall inform the Committee in writing of the nature of the relationship she/he has with all individuals nominated to be referees. The Member may also file a written comment on the appropriateness of any referee proposed by the Committee.

31.7.11 The University Librarian shall request reports from the referees and advise them of their option of remaining anonymous. The referees shall be sent the candidate's full curriculum vitae and teaching dossier (if applicable). The Member shall select significant scholarly work or examples of creative work which shall be sent to the referees. Referees shall be informed that they may request any additional pieces of work that appear on the curriculum vitae if they need those materials to make an informed evaluation of the candidate’s scholarly/creative work. The Member shall provide any requested materials.

31.7.12 If a selected referee does not submit a letter, the University Librarian shall solicit a letter from another referee on the proposed list of referees developed pursuant to Articles 31.7.6 through 31.7.9. Should a letter from the previously selected referee be subsequently received, whichever letter arrives first shall be placed in the file and the other letter shall be excluded from the file.

31.8 Member's Application File

31.8.1 By August 15, the Member shall provide the following materials to the Committee:

(a) An up-to-date curriculum vitae;

(b) A summary of the Member's professional practice as described at Article 15.2.5;
(c) Copies (if feasible) of all relevant scholarly work (or at least citations for such work) and a description of any work in progress; and

(d) A summary of the Member’s administrative and professional service responsibilities.

The Member at his/her discretion may also provide a letter of introduction to his/her materials.

31.8.2 The Unit shall reimburse the Member for the costs of the preparation of duplicate copies on a receipted basis.

31.9 **Colleagues**

31.9.1 By September 15 the Member’s Application File as described in Article 31.8.1 and, if the Member permits, any other material submitted for this purpose shall be made available for review within the Unit so that colleagues may submit to the Committee written and signed opinions on the merits of the application. “Colleagues” includes current Members within the Unit but does not include members of the Committee, the University Librarian, or Associate University Librarian/University Archivist. Where the candidate has a joint appointment or cross appointment, the documentation noted above shall be made available to the relevant Units.

31.10 **Material from the Official File**

31.10.1 Prior to October 15, the University Librarian, or Associate University Librarian/University Archivist shall provide to the Member information from the Member’s Official File that is relevant to the application, subject to Article 28.6.2. The Member shall have ten (10) working days to respond to any material included from the Member’s Official File and may provide additional relevant materials as well as a written response. The University Librarian shall forward to the Committee the material specified in this Article along with the Member’s response.

31.11 **Renewal/Continuing appointment/Promotion File**

31.11.1 The Renewal/Continuing appointment/Promotion File shall consist of all materials provided by the Member pursuant to Article 31.8.1, and all other material, reports and assessments compiled under Article 31.7.11, Article 31.9.1 and Article 31.10.1.
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31.11.2 At the request of a referee submitting a report under Article 31.7.11, the report or assessment shall be masked by deleting the letterhead and signature block to maintain anonymity.

31.11.3 Unsolicited material from students and others shall not be included in the Renewal/Continuing appointment/Promotion File nor be considered by the Committee.

31.11.4 The Member shall have access to the Renewal/Continuing appointment/Promotion File, subject to Article 31.11.2, and shall have a reasonable opportunity to respond in writing to any material in the Renewal/Continuing appointment/Promotion File at the following points in the process:

(a) After any new material is added to the file;

(b) Before the file is considered by the Committee;

(c) Before the file goes to the Associate University Librarian/University Archivist;

(d) Before the file goes to the University Librarian; and

(e) Before the file goes to the Principal.

31.11.5 After the Renewal/Continuing appointment/Promotion File has been submitted to the Committee, the Member can only add new material to the file, other than a written response to a recommendation or to other material added pursuant to Article 31.11.4, if the new material that the Member is adding is sufficiently significant that it might affect the recommendation or decision. The University Librarian may also add new material to the file, other than material specified in Articles 31.12.14 and 31.12.17, if the new material that the University Librarian is adding is sufficiently significant that it might affect the recommendation or decision.

31.11.6 If at any stage of the Renewal/Continuing Appointment/Promotion process the Member submits material or a response which includes an interpretation of the Collective Agreement or past practice, the Committee/Associate University Librarian/University Archivist or University Librarian/Principal (as the case may be) shall immediately deliver a copy of the material or response to the Faculty Relations Office. The Committee/Associate University Librarian/University Archivist or University Librarian/Principal (as the case may be) shall, before considering the Renewal/Continuing Appointment/Promotion File, allow up to ten (10) working days...
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for the Faculty Relations Office to submit a response, which response shall be placed in the Renewal/Continuing Appointment/Promotion File.

31.12 Recommendations

31.12.1 All recommendations shall be made only on the basis of information in the Renewal/Continuing appointment/Promotion File and the applicable criteria.

31.12.2 By November 15, the Renewal/Continuing appointment/Promotion File shall be available to all Committee Members. The Committee shall meet to assess all materials in the Renewal/Continuing appointment/Promotion File. All Committee members shall review the Renewal/Continuing appointment/Promotion File in order to participate in the formulation of the recommendation.

31.12.3 In the case of an emerging negative recommendation at the Committee level, the Member must be informed promptly with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Renewal/Continuing appointment/Promotion File.

31.12.4 In the case of a positive recommendation, or following receipt of the Member’s response to an emerging negative recommendation, the Committee shall form a recommendation in writing with reasons in accordance with the appropriate criteria. The recommendation shall clearly indicate whether the Committee supports or is opposed to the granting of Renewal/Continuing Appointment/Promotion.

31.12.5 For librarian Members, the Committee Chair shall forward to the Member the written recommendation of the Committee with its reasons and any dissenting view(s), and submit to the Associate University Librarian by December 15 the Renewal/Continuing appointment/Promotion File including the written recommendation of the Committee with its reasons and any dissenting view(s).

31.12.6 For archivist Members, the Committee Chair shall forward to the Member the written recommendation of the Committee with its reasons and any dissenting view(s), and submit to the University Archivist by December 15 the Renewal/Continuing appointment/Promotion File including the written recommendation of the Committee with its reasons and any dissenting view(s).

31.12.7 After receiving the recommendation of the Committee and before reviewing the Renewal/Continuing appointment/Promotion File, the Associate University
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Librarian/University Archivist shall provide the Member with seven (7) days to respond to the Committee’s recommendation.

31.12.8 The Associate University Librarian/University Archivist shall form a recommendation on the merits of the file based on the material in Article 31.12.5 and any response made by the Member per Article 31.12.7. The recommendation shall clearly indicate whether the Associate University Librarian/University Archivist supports or is opposed to the granting of Renewal/Continuing Appointment/Promotion.

31.12.9 In the case of an emerging negative recommendation at the Associate University Librarian/University Archivist level, the Member must be informed promptly with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material all of which shall be added to the Renewal/Continuing appointment/Promotion File.

31.12.10 Prior to making a recommendation that would differ from that of the Committee and after receiving any written response or additional relevant material pursuant to Article 31.12.9, the Associate University Librarian/University Archivist shall discuss her/his concerns with the Committee.

31.12.11 In the case of a positive recommendation, or following receipt of the Member’s response to an emerging negative recommendation, the Associate University Librarian/University Archivist shall form a recommendation in writing with reasons in accordance with the appropriate criteria.

31.12.12 By January 15, the Associate University Librarian/University Archivist shall forward to the Member the Associate University Librarian’s/University Archivist’s written recommendation with reasons, and submit to the University Librarian the Renewal/Continuing appointment/Promotion File, including

   (a) the written recommendation of the Committee with its reasons and any dissenting view(s), and the Member’s response to the Committee’s recommendation (if any); and

   (b) the Associate University Librarian’s/University Archivist’s written recommendation and reasons.

31.12.13 After receiving the recommendation of the Committee and the Associate University Librarian/University Archivist and before reviewing the Renewal/Continuing appointment/Promotion File, the University Librarian shall provide the Member with
ten (10) days to respond to the Associate University Librarian’s/University Archivist’s recommendation.

31.12.14 The University Librarian shall form a recommendation on the merits of the case based on the material in Article 31.12.12 and any response made by the Member per Article 31.12.13.

31.12.15 In the case of an emerging negative recommendation at the University Librarian level, the Member must be informed promptly with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Renewal/Continuing appointment/Promotion File.

31.12.16 Prior to making a recommendation that would differ from that of the Committee or the Associate University Librarian/University Archivist and after receiving any written response or additional relevant material pursuant to Article 31.12.15, the University Librarian shall discuss her/his concerns with the Committee and/or the Associate University Librarian/University Archivist.

31.12.17 In the case of a positive recommendation or following receipt of the Member’s response to an emerging negative recommendation, the University Librarian shall form a recommendation in writing with reasons in accordance with the appropriate criteria.

31.12.18 By March 1, the University Librarian shall forward to the Member the written recommendation of the University Librarian and submit to the Principal the Renewal/Continuing appointment/Promotion File, including

(a) the written recommendation of the Committee with its reasons and any dissenting view(s), and the Member’s response to the Committee’s recommendation (if any);

(b) the Associate University Librarian’s/University Archivist’s written recommendation and reasons and the Member’s response to the Associate University Librarian’s/University Archivist’s recommendation (if any); and

(c) the University Librarian’s written recommendation and reasons.
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31.13 Decision-Making

31.13.1 After receiving the material in Article 31.12.18, and before reviewing the Renewal/Continuing appointment/Promotion File, the Principal shall provide the Member with ten (10) days to respond to the University Librarian’s recommendation.

31.13.2 The Principal shall consider the Renewal/Continuing appointment/Promotion File, including all recommendations and all responses from the Member. The decision shall be made only on the basis of information in the Renewal/Continuing appointment/Promotion File and the applicable criteria.

31.13.3 The Principal shall grant or deny Renewal, Continuing appointment or Promotion and shall inform the Member of the decision in writing, including reasons for any denial, by April 1 for Renewal or Promotion to Assistant Librarian/Archivist, by April 15 for Continuing appointment or Promotion to Associate Librarian/Archivist, and by May 15 for Promotion to Librarian/Archivist.

31.13.4 If the decision of the Principal differs from the recommendation of the Committee, Associate University Librarian/University Archivist, or University Librarian, the Principal must explain to them in writing the reasons for the disagreement.

31.13.5 Subject to the above, any Renewal, Continuing appointment or Promotion decision may be delegated to the Provost and Vice-Principal (Academic).

31.13.6 Successful applications for Renewal, Continuing appointment and/or Promotion shall be announced by the Office of the Provost and Vice-Principal (Academic) in For the Record.

31.14 Terminal Appointment

31.14.1 A Member who is not granted a Continuing appointment shall automatically receive a terminal appointment of one (1) year beyond the expiration of the current appointment.

31.14.2 A negative decision is grievable pursuant to Step 2, Article 19.