ARTICLE 16 LIBRARIANS

16.1 TERMS AND CONDITIONS OF EMPLOYMENT

The terms and conditions of employment for Librarian members shall be those specified in this Article, and in Articles 1 (Definitions), 2 (Terms of Agreement), 8 (Non Discrimination), Article 9 (Grievances), 11 (Academic Freedom), 13.5 (Salary Anomaly Adjustments Committee), 18 (Professional Development Expense Fund), 20 (Discipline), 21 (Conflict of Interest), 22 (Financial Exigency), 23 (Redundancy), 24 (Layoffs), 25 (Intellectual Property), Appendix A (Long-Term Disability Plan), Appendix B (Re-Employment Program (Librarians), Appendix E (Recognition Awards) and Memorandum of Understanding 4 (Benefits for Retirees). This article applies equally to all Librarian members, regardless of campus designation. Working conditions at the Brampton campus should be consistent with working conditions at the main campus. Such conditions include, but are not limited to, office space and access to hybrid technology.

16.2 DUTIES AND RESPONSIBILITIES OF LIBRARIANS

A. Duties and Responsibilities

1. The duties and responsibilities of Librarian members shall be an appropriate combination of:

   a) Professional practice which includes the teaching, learning and research activities of the University, providing development and stewardship of information resources, and the development and maintenance of library information systems within the financial resources available; (hereinafter, “Professional duties”);

   b) Service to the University, the profession and the community (hereinafter, “Service duties”); and

   c) Scholarly, research and creative activities (hereinafter, “SRC duties”) and/or professional development.

2. While carrying out their duties, Librarian members shall treat colleagues, other employees and students ethically, so that objectivity and fairness are maintained in all deliberations, including assessment of performance of any colleague, other employee or student.

3. The distribution of these responsibilities may vary between individual Librarian members and over the course of time. The “appropriate combination” mentioned in A.1 above, will be determined by local norms and approved by the Dean of Libraries, subject to University standards.

4. TFA members hired to the Brampton campus are not expected to perform their duties and responsibilities provided for in Article 16.2.A.1 on the main campus; although this does not preclude them from participating in main campus activities when they choose to do so. Similarly, TFA Librarians hired to the main campus are not expected to perform their duties and responsibilities provided for in Article 16.2.A.1 at the Brampton campus; although this does not preclude them from participating in activities at the Brampton campus, if they choose to do so.

   A Librarian may only be assigned duties and responsibilities provided for in Article 16.2.A.1 at the campus they are not appointed to, with their consent. Assignment of duties and responsibilities on another campus is a special circumstance, not a normal occurrence.

B. Professional Duties

1. The professional duties described in 2 below, will be fairly, reasonably and equitably distributed by the Dean of Libraries amongst Librarian members, in accordance with operational needs, taking into consideration:

   a) the skills and areas of interest of individual members;

   b) the terms of a member's appointment;

   c) the member's anticipated/desired SRC and Service Activities.

   Annually, the Dean of Libraries will provide all Librarians with an overview of the assignment of each Librarian's Professional Duties.

   Librarians shall not be required to carry out workloads that exceed a typical work week.

2. Librarian members are obliged to develop and maintain their professional competence, currency and effectiveness as Librarians, and perform the professional duties assigned to them. Librarian members' professional responsibilities include, but need not be limited to, the following:

   a) to support the teaching, learning and research needs of the University through professional practice that reflects the current state of the profession;

   b) to provide stewardship of information resources;

c) to adhere to Senate's, the Library's and the University's policies as they pertain to their assigned responsibilities;

d) to foster a free exchange of ideas, to refuse to practice or permit censorship, and to strive to ensure the fullest possible access to information resources, both internal and external, for members of the University community;

e) to provide professional consultation and assistance to faculty, students and other users in the form of research consultation services;

f) to design and deliver effective teaching through information and digital literacies instruction seminars, workshops, and other sessions, and to partner with teaching faculty to ensure course curriculum objectives regarding critical evaluation of information resources, ethical use of information, and other information and digital literacy competencies relevant to course learning outcomes are addressed;

g) to meet scheduled appointments including workshops, classroom presentations, reference and research work and Library meetings.

h) to be responsible for the preparation, supervision, co-ordination and evaluation of staff assignments, where appropriate; to be responsible for the supervision of staff, if applicable, and to participate in the administration of the Library, where appropriate taking a leadership role, for example, performing as a department head, or administering a portfolio;

i) to support, develop, maintain and assess library information technologies and infrastructure in an ongoing sustainable fashion;

j) through user consultation, research and best practice, continually assess user needs to effect improvement in library resources and services; and,

k) where appropriate, Librarian members may teach up to one half-course per year in a regular academic program at the University.

l) to undertake special assignments.

C. SRC Duties, and/or Professional Development

1. Librarian members contribute to the advancement and application of knowledge and maintain professional currency. A Librarian member's

responsibilities in the area of SRC and/or professional development activities may include, but are not limited to:

a) publication of books, articles, reviews and reports of a scholarly or instructional nature and relevant contributions of a creative nature;

b) research in librarianship and information science or other subject areas including policy development;

c) formal study taken to broaden and/or improve skills or relevant professional subject knowledge;

d) study for relevant advanced professional and/or related academic qualifications;

e) active participation in professional associations;

f) professional growth through further study (including attendance at workshops); professional development through the planning, implementation, and/or participation in workshops conferences, coursework, professional exchange or other educational programs;

2. Librarian members may choose the topics, or areas in which they will carry out their SRC duties and/or professional development.

D. Service Duties

Service to the University

1. Consistent with their primary professional and service responsibilities, Librarian members shall participate in the administration of their department and the Library through active membership on appropriate bodies such as departmental management groups and shall participate to a reasonable extent on other University bodies including Departmental, Library and University committees, Senate and the Board when called upon to do so by, or when elected to, such bodies.

2. Service to the University shall be counted as part of the Librarian member's normal workload.

Service to the Profession and the Community

3. Librarian members have the right to participate in the work of learned societies, professional associations, and union/labour organizations, including the Faculty Association, the Ontario Confederation of University Faculty Associations, and the Canadian Association of

University Teachers. When a Librarian member's service on such bodies conflicts with scheduled professional or administrative duties, the Librarian member must seek the approval of the Dean of Libraries, or equivalent, for proposed alternative arrangements to ensure that such scheduled professional and/or administrative duties are fulfilled. A Librarian member's service to such societies and associations shall be considered in the assessment of the performance of the Librarian member.

4. Librarian members are encouraged to serve the community in a manner that enhances the reputation of the University. However, except when specifically authorized to speak on behalf of the University, Librarian members must make it clear that their positions and opinions are personal.

E. Outside Professional Activities

Suitable contact with the public and private sectors offers a means by which Librarian members may practise and enhance their professional knowledge and skills. Such activity shall be subject to the following:

1. Such professional activity shall not conflict or interfere with the fulfillment of their duties and responsibilities to the University as provided in this agreement;

2. Such professional activities shall not reflect adversely on, or be to the detriment of, the University. This Article does not diminish the academic freedom of Librarian members recognized in Article 11, above;

3. A written statement of the nature, scope and extent of the activity shall be given to the Dean of Libraries or their designate who shall review the same in the light of (1) and (2) immediately above;

4. The Library shall be reimbursed, at the prevailing rate set by the Library, for supplies, equipment, facilities and the space used in connection with the outside professional activity, it being understood that Library activities shall have priority in the use thereof; and

5. The name of the University or the University letterhead shall not be used in correspondence between a Librarian member and their client, or in any report they may submit, and the name of the University shall not appear in any publicity or commercial presentation of the results of the consulting work nor shall the Librarian member represent themself as an agent of the University.

16.3 ANNUAL REPORT

A. Each Librarian who is eligible and who wishes to be considered under the Increment process (CDI) shall submit an electronic copy (i.e. online submission) of their annual report, where applicable by May 31. The service period shall be the twelve months preceding the May 31 on which the annual report is due. The report shall include information regarding professional duties, service duties, and SRC duties and/or professional development activities of the Librarian member. One copy of this report shall be placed in the Performance and Conduct File of the Librarian member and a second copy shall be forwarded to the Dean of Libraries.

B. The annual report, which shall be completed on a standardized form supplied by the Dean of Libraries, shall include the following information as appropriate:

1. professional responsibilities, including teaching and instructional activities and with particular reference to all assigned duties and responsibilities;

2. professional or other developmental work including conference and workshop participation, coursework, etc., graduate degrees obtained or graduate studies in progress and expected date of completion, university and title of thesis;

3. scholarly, research or creative activities completed or in progress including publications published or in progress, editorial work, conference papers, presentations, exhibitions given;

4. research grants and contracts awarded, name of granting body, research title, amount awarded and the date of the award;

5. awards and other honours received;

6. Departmental and Library administrative and committee work;

7. Senate, Board, Association and other University activities;

8. contributions to Librarian member’s profession;

9. contributions to Librarian member’s community;

10. a statement of Librarian member’s outside professional practice in the previous year;

11. an account of the academic activities pursued by the Librarian member during the term they did not have assigned professional duties; and any other relevant information.

16.4 SALARIES, INCREMENTS AND ALLOWANCES

A. Salaries

The base salary minima and maxima for each Librarian rank as of July 1, 2026, July 1, 2027 and July 1, 2028 shall be as outlined below:

		Librarian I	Librarian II	Librarian III	Librarian IV
July 1, 2026	Minimum	$80,747.82	$90,090.56	$112,112.67	$132,800.14
	Maximum	$120,120.73	$188,189.15		
July 1, 2027	Minimum	$83,170.26	$92,793.28	$115,476.05	$136,784.15
	Maximum	$123,724.35	$193,834.83		
July 1, 2028	Minimum	$85,665.37	$95,577.08	$118,940.33	$140,887.67
	Maximum	$127,436.08	$199,649.87		

B. Starting Salary

Starting salary will reflect qualifications and relevant work experience.

C. Career Development Increments

1. A Librarian's salary will be increased by one Career Development Increment (CDI) annually up to the maximum for satisfactory service and is conditional upon receipt of the member's annual report. Librarians will be eligible for their increments on September 1st each year, or on the first day of the month following submission of their annual report, whichever is later. The University reserves the right to deny this increment, giving reasons in writing, when service has been unsatisfactory.

2. The Career Development Increments are:

   a) September 1, 2026: $3,400

   b) September 1, 2027: $3,400

   c) September 1, 2028: $3,400

3. Rank promotion:

   a) Promotion to Librarian II: one CDI

   b) Promotion to Librarian III: one CDI

   c) Promotion to Librarian IV: two CDIs

4. In no case shall the award of a Career Development Increment move a member's base salary above the base salary maximum for their rank.

D. Across-the-Board (ATB) Adjustments

1. Librarians who were members of the bargaining unit as of June 30, 2026 and who continue to be members at the time this Agreement is adopted, shall be entitled, on July 1, 2026, to an Across-the-Board increase of 2.75%.

   Librarians who are actively employed on July 1, 2027 and who commenced employment prior to July 1, 2027 shall be entitled to an Across-the-Board increase of 3.0%.

   Librarians who are actively employed on July 1, 2028 and who commenced employment prior to July 1, 2028 shall be entitled to an Across-the-Board increase of 3.0%.

2. Librarians on paid leave or sick leave shall receive the Across-the-Board adjustment.

3. Librarians on unpaid leave shall receive the Across-the-Board adjustment upon their return to active employment. This adjustment shall take effect on the date of return to active employment.

4. Librarian members on Long-Term Disability shall receive the Across-the-Board and any Sector adjustments upon their return to active employment only in circumstances where Librarians return to active employment within three years of the on-set of Long-Term Disability or within three years of July 1, 2026 whichever is the earlier date. In these circumstances, the Across-the-Board adjustment shall take effect on the date of return to active employment.

E. Salary Adjustment Sequence

Salary adjustments will be processed in the following sequence and will take effect on the dates stipulated immediately below or as modified by clauses 16.4. D., C.:

1.	Across-the-Board:	effective July 1st
2.	Anomalies Adjustment:	effective July 1st
3.	CDI:	effective September 1st
4.	Promotional Adjustments:	effective September 1st

*However, in the case of promotion from Librarian I to Librarian II, the effective date of the promotional CDI will be effective on the anniversary date of their appointment as a Faculty Association Librarian.

F. Special Allowances

A Library Department Head shall receive a reduction in other workload duties commensurate with their administrative responsibilities. They will receive extra remuneration.

G. Pay Day

Salaries shall be paid in monthly installments on the fifteenth day of each month. Should the fifteenth of the month fall on a weekend or a holiday, the salary due shall be paid not later than on the first preceding working day.

16.5 VOLUNTARY REDUCED WORKLOAD

A. Subject to the approval of the Dean of Libraries, a Librarian member may request up to a 50% reduction in workload with a proportionate reduction in salary, provided that:

1. the Librarian member has a minimum full-time service of five years;

2. the reduction normally will be effective for a 12 month period;

3. the request is made six months in advance and is subject to the approval of the Dean of Libraries;

4. requests that satisfy the conditions specified in 1-3 above are subject to operational requirements and are at the discretion of the Dean of Libraries;

5. the reduction might not abrogate the member's obligation to complete any contractual obligations that form a part of their service duties or SRC activities to which the Librarian member was obligated prior to requesting a reduced workload.

6. the University reserves the right to limit the number of Librarians on reduced workload at any one time. Such reduced workload arrangement may be renewed up to one additional twelve (12) month period. Subject to operational requirements and at the discretion of the Dean of Libraries additional renewals will not be unreasonably denied.

B. 1. During the period(s) of reduced workload/reduced salary, a Librarian shall receive benefits coverage as if they were employed on a full

workload/full salary basis, and they shall make contributions accordingly, except that, as regards the Long-term Disability Plan, this provision shall be operative only for a maximum of two years and that thereafter for any remainder of the reduced workload/reduced salary period, the coverage under the Plan shall be provided on the basis of the reduced salary.

2. Subject to applicable pension plan provisions, the Librarian and the University will continue to contribute to the Pension Plan on the basis of the Librarian's full normal salary level, with the objective of not affecting adversely either the Librarian's future pension or the funding basis of the Pension Plan. Each Librarian should seek the advice of the Human Resources Department in advance of requesting reduced workload to determine the effect, if any, of the specific provisions of the applicable Pension Plan in which the Librarian is participating. In cases where the Pension Plan prohibits contributions on the basis of full normal salary, the University will pay the Librarian the balance of the contribution it would otherwise have had to make.

16.6 APPOINTMENT OF LIBRARIANS

A. General

1. Appointments of Librarians shall be limited to probationary or career positions and shall be made at the rank of Librarian I, Librarian II, Librarian III or Librarian IV.

a) The rank of Librarian I shall be a rank reserved for graduates of an ALA-accredited or ALA-recognized Library and Information Science Program, or equivalent, with limited professional experience. A Librarian employee appointed to the Librarian I rank shall hold a probationary appointment and shall normally serve in that rank for a period of two (2) years, except in situations where their probationary period is extended as provided for in Article 16.6.E.6.

b) The University may appoint a Librarian to the rank of Librarian II, provided that the candidate shall have met the minimum educational requirements of Librarian I and shall have at least two (2) years professional experience or equivalent, and where the LAC has so recommended.

c) If a candidate is hired at the Librarian II rank, the successful completion of their probationary period will result in the Librarian being granted career status.

d) Appointments made at the rank of Librarian III may be career status or probationary. Appointments made at the rank of Librarian IV are normally career status. LPC recommendation on rank shall be sought for Librarian III or IV appointments.

2. Each new Librarian member shall be appointed by the University on recommendation of the Dean of Libraries and the Vice-Provost, Faculty Affairs. The appointment will have been recommended to the Dean of Libraries and the Vice-Provost, Faculty Affairs by the Library Appointment Committee.

3. The University has the sole and exclusive authority to determine complement levels.

4. The minimum qualification for a career stream Librarian member shall be a graduate degree from a program in Library and Information Science accredited or recognized by the American Library Association. Notwithstanding the above, the LAC may recommend a candidate with a degree in progress, where appropriate.

5. If a term Librarian position is established and continues to be required on an ongoing basis for a period of more than thirty-six (36) months/three years, the term position, subject to the University's normal budgetary approval process, shall be assimilated into the University's established TFA career complement where the limited term incumbent, if one exists, is free to apply. Any term Librarian position that is assimilated into the University's career complement shall be a new full- time position. With respect to any term positions that are assimilated into the University's career complement, the applicable appointment procedures set out in Article 16.6.C shall apply. As well, the successful candidate shall be a probationary appointment subject to Articles 16.6.D and E, below.

B. Dean of Libraries or Associate Dean of Libraries Appointment

1. A person appointed from outside the bargaining unit to the position of Dean of Libraries or Associate Dean of Libraries, at the University's discretion, may be assigned simultaneously to a Librarian career position. In these circumstances, upon completion of their administrative duties, they shall assume the full scope of duties and obligations of a career Librarian within the Library.

2. The terms and conditions of such appointment (Dean of Libraries and Associate Dean of Libraries) lie within the University's discretion.

C. Library Appointment Committee

1. A Library Appointment Committee (LAC) shall be established annually by an Associate Dean of Libraries. Normally the committee shall consist of an Associate Dean of Libraries as the Chair and non-voting member, two appointed career Librarians, and three elected career status Librarians. Where a larger LAC is appropriate the committee may be expanded through the addition of one elected career status Librarian and one appointed member; the latter may be drawn from other than the Library depending on the needs of the LAC for particular expertise, but shall normally be either a career status Librarian or a tenured faculty member. Members of the LAC will select/elect an Equity Advocate from among the members of the LAC.

   The LAC will take into account the University's strong commitment to fostering equity, diversity and inclusion within its community, in all aspects of the recruitment efforts including establishing equity goals for the search, developing a diversity outreach strategy and considering ways to remove barriers to candidates in the recruitment process.

   When required, the University shall arrange a training workshop. The workshop shall be conducted jointly by the Association and the University and shall include instruction by the University with regard to the LAC's legal obligations and duties under the Agreement and University policies, including equity. Any LAC member who does not attend the workshop(s) shall not be eligible to be a member of a LAC, except when a member who missed the workshop provides a reasonable explanation for their absence to their Associate Dean of Libraries. In addition, the University will deliver training workshops for Equity Advocates and for any LAC members who also wish to attend. The Office of the Vice-President, Equity and Community Inclusion (OVPECI) shall provide to the Equity Advocate and the committee chair relevant information from the University's Employee Diversity Self-ID Data.

   Should a member need to be replaced for any reason, the replacement shall be chosen in the same manner, that is, by either election or appointment, as the person being replaced. Where necessary, the new member shall attend a special workshop, under the conditions outlined in this Article.

   Members of the LAC are responsible for declaring any conflicts of interest and shall respond to such conflicts according to the provisions of Article 21.

   Members of the LAC are bound by confidentiality in their deliberations about individual candidates. They may have confidential discussions with Association or Administration representatives on any matter of concern.

Otherwise, only the Chair of the committee is authorized to communicate, as specified in this Article, on behalf of the committee.

2. The responsibilities of the LAC shall be to conduct suitable search procedures for new positions, to recommend a candidate for each position, and to conduct assessments of probationary members.

   All notices of vacancy will include a statement confirming that the position falls within the Faculty Association, a link to the Faculty Association Collective Agreement, a link to the Faculty Association's website, and a link to University's Faculty Association Benefits Summary.

   Each LAC will have assigned to it a member of the University's Human Resources Department in order to assist that LAC in complying with the terms of this Agreement with respect to the recruitment, selection and assessment of members. The Human Resource Department representative will not participate in the deliberations of the LAC and will not attend LAC meetings with members or interviews with potential Librarians. The contribution of the Human Resource Department representative will consist of guidance, coaching and training of members of the LAC, where the members of the LAC and the Human Resources Department Representative both see such as appropriate, on the terms of the Agreement and University policy, as they apply to the activities of the LAC.

3. The Chair of LAC shall forward a report including a section prepared by the LAC Chair with the Equity Advocate, regarding how the hiring was consistent with the obligations and suggested practices provided in LAC training and guides, along with their own recommendation, to the Vice-Provost, Faculty Affairs, whose responsibility it is to authorize appointments.

4. The LAC shall make a recommendation to the Dean of Libraries in writing stating the reasons for their decision. The Dean of Libraries will review the LAC recommendation, along with the applicant's human resources file, if applicable. After this review, the Dean of Libraries will forward to the Vice- Provost, Faculty Affairs the LAC's recommendation, along with their recommendation. The Dean of Libraries will render one of two recommendations:

   a) they accept the recommendation of the LAC and recommends its implementation to the Vice-Provost, Faculty Affairs; or

b) they disagree with the LAC recommendation stating the reasons for their disagreement and forward their recommendation to the Vice-Provost, Faculty Affairs.

The Vice-Provost, Faculty Affairs shall review the recommendation of the Dean of Libraries and the LAC and either:

a) confirm the recommendations of the Dean of Libraries; or

b) overturn the recommendation of the Dean of Libraries stating the grounds for the rejection of the decision.

5. The Dean of Libraries shall write a letter of appointment to each new Librarian indicating the terms of the appointment. The letter shall indicate the campus(es) to which the appointment is being made and any expectations which the appointee may be required to meet before transfer to career status and shall also indicate that membership in the Faculty Association is a condition of employment. Any reference within this letter to SRC and/or professional development activities shall be broad and qualitative in nature. The letter of appointment will include the probationary member's start date and their annual salary rate. Further, the letter of appointment will state that this annual salary rate is for the applicable appointment year (the appointment letter will include the start and end date of the appointment year), and that such salary rate will not be increased by any increments during the applicable appointment year which have been, are being, or will be negotiated between the University and the Association.

D. Probationary Period

1. The probationary period for Librarians shall be two years.

2 The probationary appointment may be extended for up to one year in accordance with the procedure set out in Article 16.6.E.

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

E. Assessment of Probationary Librarians

1. The performance of a member on a probationary appointment shall be formally reviewed at the sixth, fourteenth and twenty-third months of their probationary period. An Associate Dean of Libraries shall be responsible for the LAC conducting the formal review and for producing an assessment report. The formal assessments by the members of the

LAC, or summaries of them, shall be incorporated into the LAC's report. The LAC shall also consult with the probationary member's administrative unit/department head, if any. The report shall indicate clearly any areas of performance which are not meeting the standards expected of a career Librarian. The Dean of Libraries shall meet with the LAC to review the assessments and the LAC report. Subsequently the Dean of Libraries will write a letter indicating their agreement or disagreement with the contents of the LAC report.

2. The Dean of Libraries shall provide the member with a written copy of the report, as well as their letter as referenced in paragraph 1. above, at least five days in advance of meeting with the member to discuss their performance.

3. The probationary Librarian shall sign the report to signify that they have read the review and has discussed their performance at the meeting with the Dean of Libraries. The signature does not indicate that the member agrees with the performance evaluation.

4. The member shall have the right to respond to their assessment review and the Dean of Libraries' letter.

5. If at any time during the probationary period, including prior to or subsequent to any of the sixth or fourteenth month reviews, the probationary member is not demonstrating satisfactory progress in meeting the standards expected of a career Librarian, the Dean of Libraries shall indicate clearly any areas of performance which need improvement, and shall provide the probationary member with a reasonable period of time for such improvement. If after this period of time the probationary member is still not demonstrating satisfactory progress, the Dean of Libraries may recommend dismissal pursuant to Article 16.6.E, or Article 20.2.D.

6. No later than one month before the end of the probationary period, that is at the twenty-third month, the LAC shall have concluded a final assessment of the probationary member's performance in accordance with Article 16.6.E. A copy of this report shall be given to the probationary member, to the Dean of Libraries and to the Vice-Provost, Faculty Affairs, and shall include the recommendation of the LAC, and all LAC assessments or summaries thereof, including any written opinions dissenting from the LAC's recommendation.

   The LAC's recommendation and supporting rationale will be provided to the probationary member for their comments. If the probationary member wishes to comment, they shall provide their comments in writing to the

LAC and the Dean of Libraries within two (2) weeks of the LAC's recommendation.

The LAC shall render one of three recommendations to the Dean of Libraries:

a) that the member be transferred to career status;

b) that the probationary period be extended for up to one year either where the probationary member's performance has been marginally satisfactory and may be expected to improve, or where the probationary period has not provided a suitable opportunity for the member to demonstrate satisfactory performance; or

c) that the member's employment be terminated for failure to meet the standards expected of a career Librarian.

Where (b) above is the recommendation, the LAC, through the Chair of the LAC, will indicate in writing to the probationary member any areas of improvement required in order to meet the standards expected for a career Librarian.

7. The Dean of Libraries shall, upon receipt of the LAC recommendation and any written comments provided by the probationary member, render one of two recommendations:

a) they accept the recommendation of the LAC and recommends its implementation to the Vice-Provost, Faculty Affairs; or

b) they disagree with the recommendation stating the reasons for their disagreement and forward their recommendations to the Vice-Provost, Faculty Affairs.

8. The Vice-Provost, Faculty Affairs shall review the recommendations of the Dean of Libraries and the LAC. The Vice-Provost, Faculty Affairs shall either

a) confirm the Dean of Libraries' recommendation and cause it to be implemented; or

b) refer the recommendation back to the Dean of Libraries and the LAC with questions.

9. In the case of a recommendation for dismissal, the Vice-Provost shall, prior to reaching a final decision, provide the member with a full

opportunity to respond to the issues raised by the Dean of Libraries and by the LAC in the reviews of the member's performance.

10. If the Vice-Provost confirms a recommendation to dismiss a probationary member, they shall provide notice according to Article 20.2 D.

11. In the case of a decision to dismiss a probationary Librarian, the Librarian member has recourse to Article 9 (Grievances) subject to Article 20.2.D.

16.7 PROMOTION

A. There shall be four ranks of Librarian:

1. Librarian I

2. Librarian II

3. Librarian III

4. Librarian IV

B. Promotion of Librarians:

1. The term promotion designates the transition from Librarian I to Librarian II; from Librarian II to Librarian III; and from Librarian III to Librarian IV.

2. Librarians may apply for promotion by forwarding a request to the Dean of Libraries. Such requests, and all accompanying documentation, must be received by the Dean of Libraries, not later than May 1 for consideration for promotion with effect from the beginning of the next academic year (September 1). For clarity by way of example, a May 1, 2026 application that is successful may utilize the new rank effective the day that the positive VPFA promotion decision letter is issued and the CDI(s) related to the successful promotion will be effective September 1, 2026.

3. The Dean of Libraries shall ensure that a Library Promotion Committee is established by May 31 to consider requests for promotion, with their term of office being June 1 to May 31. If external LPC members are required per 16.7.D.1.(c) because there are insufficient Librarian IV committee members, they will be added by August 31st. The term for external committee members shall start when they are added to the committee and end on May 31. The Chair of the LPC shall forward the

composition of the committee to the Vice-Provost, Faculty Affairs and the Association.

C. Eligibility for Promotion:

1. Promotion to Library II will be automatic for Librarian I's who have successfully completed their probationary period. Librarian II's who have successfully completed their probationary period do not have the automatic right to be promoted to the rank of Librarian III and must meet the service requirement set out in paragraph 3 below.

2. At the time of application for promotion to Librarian ranks III and IV, the candidate normally must be a career employee and have successfully completed their probationary period.

3. To qualify for promotion to the rank of Librarian III, the candidate shall have met the minimum educational requirements of Librarian I and at time of application, shall have a minimum of five (5) years' experience as a Librarian II or shall have equivalent experience. A current Librarian II will be eligible to apply for promotion only after five (5) or more years of service as a Librarian II or shall have equivalent experience. If successful, the promotion will be retroactive to September 1st of the academic year of application.

4. A Librarian may not be considered for promotion to the rank of Librarian IV unless at the time of application, the candidate has met the minimum educational requirements of Librarian I and until they have had a minimum of five (5) years' experience as a Librarian III or have equivalent experience. A current Librarian III will be eligible to apply for promotion only after five (5) or more years of service as a Librarian III or shall have equivalent experience. If a positive promotion from Librarian II to Librarian III is rendered after April 30, the count of service as Librarian III towards eligibility for promotion to Librarian IV will include any time between May 1 and the date of the promotion decision.

D. Library Promotion Committee:

1. The complete Librarians Promotion Committee (LPC) shall be established annually (by August 31 if external members are required, or by May 31st if no external members are required).

a) The LPC shall consist of an Associate Dean of Libraries as chair and non- voting member of the committee, plus three Librarians

from ranks III or IV, two elected by the Librarians and one appointed by the Dean of Libraries. The committee will select/elect an Equity Advocate from amongst themselves.

The University shall arrange a training workshop to be held each year for all LPC members. The workshop shall be conducted jointly by the Association and the University and shall include instruction by the University with regard to the LPC's legal obligations and duties under the Agreement and University policies, including the values of equity, diversity and inclusion. Any LPC member who does not attend the workshop(s) shall not be eligible to be a member of a LPC, except when a member who missed the workshop provides a reasonable explanation for their absence to an Associate Dean of Libraries LPC Chair in which case the training will be provided. In addition, the University will deliver training workshops for the Equity Advocate and for any LPC members who also wish to attend.

b) In the case of application for promotion to the rank of Librarian IV, at least two of the three Librarian committee members shall be from the rank of Librarian IV only. Additional Librarian members may be added to the LPC but must be chosen from the Librarian III or IV ranks, respectively and shall be added so that the ratio of elected to appointed shall be maintained.

c) Notwithstanding b) immediately above, for the initial transition, and unless there are at least two Librarians promoted to the rank of Librarian IV or recommended and approved by the Vice-Provost for such promotion, and who are available to serve on the LPC, an applicable number of external career (tenured) Librarians deemed to be at equal to or greater rank being sought shall be asked to join the LPC. One shall be appointed by the Dean of Libraries and two shall be elected, provided they have been nominated, by the Librarians. Where fewer than three external Librarians are required, the first shall be elected and the second shall be appointed. The external Librarians will be added to the LPC formed as provided for in Article 16.6.D.1(a) and this expanded LPC will only assess the applications for promotion to Librarian IV. Any other applications for promotion to Librarian III that year will be assessed by the LPC formed as provided for in Article 16.6.D.1(a).

d) Members of the LPC are bound by confidentiality in their deliberations about individual candidates. They may have confidential discussions with Association or Administration representatives on any matter of concern. Otherwise, only the Chair

of the committee is authorized to communicate, as specified in this Article, on behalf of the committee.

Members of the LPC are responsible for declaring any conflicts of interest and shall respond to such conflicts according to the provisions of Article 21.

e) The Chair of the LPC is charged with the solicitation of the opinions of external referees (for those applicants seeking promotion to the rank of Librarian III or the rank of Librarian IV).

E. Evaluation Criteria:

1. Librarian III

Evaluation of professional competence and performance shall be based on the principal responsibilities of Librarians as set out in Article 16.2 and shall include their assigned responsibilities. Professional competence and performance may be demonstrated by the attainment of recognized professional qualifications, performance of assigned responsibilities in an effective manner, continuing efforts to maintain competence and evidence of contributions to advances in the profession through SRC and/or professional development.

For promotion to the rank of Librarian III the candidate normally must:

a) demonstrate an overall high standard of performance in discharging their duties and responsibilities as a professional Librarian;

b) demonstrate on-going efforts to contribute to the university and the community;

c) demonstrate satisfactory application to scholarly, research and creative activities and/or professional development.

2. Librarian IV

For promotion to the rank of Librarian IV the candidate normally must:

a) exhibit evidence of a substantial extension of the record on which promotion to Librarian III was based;

b) submit evidence of a record of excellent performance with demonstrated initiative, leadership and creativity;

c) submit evidence of substantial achievement in two or more of the following areas: professional duties, SRC duties and/or professional development, and/or service duties, which may include service to the University and/or service to the profession and the community.

F. Assessment Criteria for Promotions from Librarian II to Librarian III and from Librarian III to Librarian IV:

For evaluation purposes members of the LPC shall be guided by, but not limited to, the examples listed below:

1. Professional Duties:

a) professional competence as demonstrated by knowledge applied within the position in an effective and efficient manner on an on-going basis;

b) ability to communicate and interact effectively and co-operatively with all colleagues and patrons;

c) ability to relate their functions to the overall goals of the Library and/or the University;

d) ability to take initiative and to be innovative;

e) special skills and aptitudes which are utilized in the performance of their duties;

f) teaching.

2. Service Duties:

a) supervision, or co-ordination, of Library personnel or activities;

b) demonstrated administrative ability or capacity for administration;

c) service and leadership in library-wide and University affairs;

d) service in the community and professional associations.

3. SRC Activities and/or Professional Development:

a) publication of books, articles, reviews and reports of a scholarly or instructional nature and relevant contributions of a creative nature, as

well as consideration of the extent of the candidate's intellectual activity in support of the research activities of others;

b) research in librarianship and information science or other subject areas including policy development;

c) formal study taken to broaden and/or improve skills or relevant professional subject knowledge;

d) study for relevant advanced professional and/or related academic qualifications;

e) efforts for professional growth through further study (including attendance at workshops); professional development through the planning, implementation, and/or participation in workshops, conferences, coursework, professional exchange or other educational programs.

G. Promotion Procedures:

1. The LPC may invite the candidate to appear at a meeting for clarification of their application. Such an invitation shall be given in writing and shall identify the matters requiring clarification. Reasonable notice shall be given. The candidate has a right to decline such an invitation. The candidate can also choose to meet with the LPC.

2. For promotion from the rank of Librarian II to Librarian III, the members of the LPC must consider the assessment of the applicant’s satisfaction of the criteria in Article 16.7.E.1 as judged by two (2) external referees. The referees shall normally hold the rank of Librarian III or its faculty equivalent or higher in an academic institution and shall be recognized in the applicant’s area of SRC or librarianship. One of the referees is to be named by the applicant and the other referee will be named by the Dean of Libraries. All external evaluations shall come to the LPC Chair, duly signed by the author. A copy of all external evaluations shall be provided to each member of the LPC.

3. For promotion from the rank of Librarian III to Librarian IV, the members of the LPC must consider the assessment of applicant’s satisfaction of the criteria in Article 16.7.E.2 as judged by three (3) referees external to the Library and at least two of which will be external to the University. The referees shall normally hold the rank of Librarian IV or its faculty equivalent in an academic institution. One (1) of the referees is to be named by the applicant, one (1) of the referees will be named by the LPC independent of the Dean of Libraries and one (1) referee will be named by the Dean of Libraries. All external evaluations

shall come to the LPC Chair, duly signed by the author. A copy of all external evaluations shall be provided to each member of the LPC.

4. No individual may act as an external referee where there is a real or perceived conflict of interest.

5. The external referees will be provided with a copy of the applicant's Dossier, except for the list provided for in Article 16.7.H.5.

6. By March 15 the LPC shall make a recommendation to the Dean of Libraries in writing stating the reasons for their decision. In the case of a recommendation for denial of promotion, the reasons for that decision must also be conveyed in writing to the Dean of Libraries.

   The LPC shall provide a copy of the letter of recommendation to the candidate, and the external referee reports with the names of any identifying information redacted. If the candidate wishes to respond, they will provide their comments in writing to the Dean of Libraries within two weeks of receipt of the LPC recommendation.

   In cases of promotion from the rank of Librarian II to Librarian III or in cases of promotion from the rank of Librarian III to Librarian IV where all of the external referees recommend against the promotion of the applicant to the rank of Librarian III or IV, denial of the promotion shall be automatic unless the promotion is recommended by the Vice-Provost, Faculty Affairs.

   The Dean of Libraries will review the assessment and recommendation of the LPC, the Librarian's response, if any, the evaluations of the external referees, along with the Performance and Conduct File (PCF) for each member who has applied for promotion and will meet with the LPC to discuss their recommendation and response from the member, if any. After this review, the Dean of Libraries will forward to the Vice-Provost, Faculty Affairs the summary of assessments, recommendation of the LPC, the response from the member, a copy of the evaluations by the external referees, (as outlined in 16.7.G.2 and 3 above), along with their recommendation. At the same time, the Dean of Libraries will inform the applicant, in writing, of their recommendation and the reasons for such decisions.

   The Dean of Libraries shall render one of two recommendations:

   a) accepts the recommendation of the LPC and recommends its implementation to the Vice-Provost, Faculty Affairs; or

b) disagrees with the recommendation stating the reasons for their disagreement and forward their recommendations to the Vice-Provost, Faculty Affairs.

7. The Vice-Provost, Faculty Affairs shall review the recommendation of the Dean of Libraries and the LPC and either:

a) confirm the recommendation of the Dean of Libraries; or

b) overturn the recommendation of the Dean of Libraries stating the grounds for the rejection of the decision.

8. The decision of the Vice-Provost, Faculty Affairs shall be communicated in writing to the candidate, the Dean of Libraries and the LPC.

9. In the case of a negative recommendation the candidate may in writing rebut the assessments and recommendations within 14 days of the decision.

10. A copy of the LPC's assessment and recommendations as well as any rebuttal shall be placed in the Librarian's PCF.

11. Librarians who are denied promotion shall not be eligible, for a period of two years, to apply for promotion from the date of application.

12. Denial of promotion may be grieved only if the Vice-Provost overturns the decision of the Library Promotion Committee, and/or in cases based on alleged discrimination or lack of due process.

H. Dossier

Each candidate for promotion shall assemble a file/dossier containing the relevant documentation. It is the candidate's responsibility to maintain their dossier of professional activities and any other information that the member deems relevant to their professional practice.

The following documents must be attached to the application for promotion and submitted at the time of application:

1. a copy of the applicant’s current CV, in a University approved format, including any letters of testimonial, however the applicant must indicate whether the letters were solicited or not;

2. copies of the candidate's annual reports;

3. a list of responsibilities for the current and previous posts held;

4. a statement describing the nature and extent of service, other professional activities and SRC and/or professional development as related to the criteria outlined above that the applicant wishes to have considered in the examination of the application;

5. the name of the individual that the candidate proposes as their choice of external referee;

6. any other documentation relevant to a Librarian's professional activities, SRC or service duties in addition to the above.

16.8 LEAVES OF ABSENCE

A. Without Pay

1. Leave of absence without pay may be granted to a career Librarian for a period of time mutually agreeable to the University and the member. In no case shall such a leave exceed a period of 12 consecutive months.

2. A member desiring a Leave of Absence without pay shall apply in writing to the Dean of Libraries stating the purpose and duration of the leave. Such requests shall be made with as much notice as possible, but in no case, with less than six months' notice prior to the requested date of such leave.

3. The Dean of Libraries shall consider such a request and, within one month of the date of receipt of the request in writing, inform the Librarian, in writing, of the approval or denial. The Library's operational requirements shall be the determining factor in granting or denying such leave. All requests, however, shall be considered and the Dean of Libraries shall not unreasonably deny a bona fide request submitted within the process and time limits established.

4. A member on leave without pay is eligible to continue their Group Life Insurance at the rate in effect immediately prior to the commencement of leave and to participate in the Long-term Disability Plan.

5. The cost of participation in the available benefits will be paid entirely by the member annually in advance. Where the approved leave was granted for educational or compassionate reasons, the University will refund to the member upon their return to active employment that portion of the premiums which it would normally have paid had the member been in active employment.

6. Association dues will be paid by the member concerned in advance for the period of the authorized leave without pay. Payment will be made to the University which will turn over any such collected dues to the Association together with the next remittance of dues deducted from the salary of other members (Article 2.4 C. (Terms of Agreement – Membership in the Association)).

B. Leaves with Pay

1. The University and the Association agree that taking paid (sabbatical) leave is considered an investment toward increasing both the quality of programs of study and the scholarly, research, and creative activities at the University by allowing an eligible Librarian:

   a) to devote more time to scholarship, research and/or creative activities, and/or

   b) to acquire relevant experience in areas related to an area of specialization, with the objective of enabling them to make their professional practice more complete and more appropriate to the needs of the Library or other departments within the University.

2. Paid (sabbatical) leaves will be for periods of 6 months or 12 months. Twelve-month leaves are taken July 1 to June 30, or January 1 to December 31. Six-month leaves are taken January 1 to June 30, or July 1 to December 31.

3. A career Librarian must apply in writing on a University supplied form and submit it to the Dean of Libraries by October 15 prior to the academic year in which they plan to start their leave. The application will state the purpose of the leave and the accomplishments expected.

4. By December 1 the Dean of Libraries makes a decision based on the operational requirements of the Library and if the leave cannot be approved based on operational requirements, the provisions of 16.8.B.8 below apply. By the following January 31 the applicant shall be advised of the University's decision through the Office of the Vice- Provost, Faculty Affairs. The applicant shall complete and sign the requisite memorandum of agreement from the Office of the Vice-Provost, Faculty Affairs by March 31.

5. The Dean of Libraries may approve up to three positions per year, or a combination of more than three, but adding up to no more than the equivalent of three career positions; for example six Librarians at six months each.

6. Only career Librarians with a minimum of six years' service may apply. Periods of leave of 6 months or more with or without pay, including periods of long-term disability, do not lead to qualifying years of service. Periods on pregnancy/parental/adoption leave and secondments qualify as years of service. Years of service for the purposes of paid leaves will accrue on a prorated basis during periods of reduced workload.

7. With the exception of the first career sabbatical as provided for in (c) below, the years of qualifying service outlined below refers to the years of service since the Librarian's previous sabbatical. Salary paid during such approved leave shall be as follows:

   a) 100% of the Librarian's salary for a six (6) consecutive month sabbatical upon the completion of a minimum of four and a half (4.5) years of service.

   b) If taking leaves of 12 months in duration the following salary rate applies:

      i. 85% of the Librarian's salary upon completion of six years' service

      ii. 92.5% of the Librarian's salary upon completion of seven years' service

      iii. 100% of the Librarian's salary upon completion of eight years' service

   c) whether six (6) months or twelve (12) months in duration, the first career sabbatical of a career Librarian will be at 100% salary.

8. In some circumstances, the Dean of Libraries, due to operational requirements, may not be able, in a given year, to accommodate all eligible leaves. In such cases, the Dean of Libraries and the eligible members shall attempt to work out a schedule acceptable to all parties. Where agreement cannot be reached, deferred members will have first priority, then members having the greater period of time elapsed since the last paid leave. Ties shall be decided by lot. In such circumstances, paid leaves may be delayed up to one year with reasons provided to the member in writing by the Dean of Libraries, with reasonable notice.

   A Librarian Member retains any credited academic service time under 16.8.B.6, including the period of deferral and may apply it to the service period required for a subsequent paid leave. A deferred leave does not count towards the limit in 16.8.B.4 in the year in which the leave is taken,

unless the reason for the deferral was due to exceeding the limit in the previous year.

9. A Librarian's first work obligation while on paid leave is the fulfilment of the terms of their leave duties. Librarians may engage in outside employment while on paid leave only to the extent that such employment does not interfere with the Librarian's leave obligations to the University. A Librarian on paid leave shall report to the University any outside remuneration received while on leave, which would not have been received had they not been on leave. Such reporting shall be made at the time of application for leave; or in circumstances where the Librarian requests a substantive change to the leave plan as previously approved.

10. During the first academic semester after returning from paid leave, a Librarian shall provide to the Dean of Libraries a written report of activities undertaken and objectives accomplished while on paid leave, including any outside remuneration received whilst on leave, consistent with clause 9 above.

11. While on paid leave, a Librarian’s entitlement to increment will not be interrupted, save and except as provided for in Article 13, Article 16, and Appendix A, paragraph D (6).

12. A Librarian on paid leave will continue to participate in the medical, dental, extended health, and Group Life Insurance benefits.

13. When a paid leave is interrupted by pregnancy/parental/adoption leave, or sick leave of more than three months, or other such extenuating circumstances, and where such conditions or circumstances are documented by the Librarian and accepted by the University, the time in such status shall not be counted as paid leave under the terms of this Article.

14. Except in cases where a Librarian gives notice of their intention to resign or retire at the end of a sabbatical leave, a Librarian must return to active service following their paid leave and is not eligible for another sabbatical leave until they have accrued sufficient service as provided for in paragraph 7(a) and (b), above.

C. Special Leaves

Section 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.10, 6.11, 6.12 and 6.13 under Special Leave of Article 6 (Leaves of Absence) shall apply to Librarian members.

16.9 VACATION FOR LIBRARIANS

Librarians shall be entitled to five (5) weeks of paid vacation after completion of each year of service; after twelve (12) years of service the entitlement shall be increased to six (6) weeks per year. Vacation credits shall accumulate on a monthly basis, at a rate of 2.083 days per completed month of service during the first twelve (12) years of service; thereafter, vacation credits shall accumulate at the rate of 2.5 days per completed month of service. Vacation credit may be accumulated to a maximum of double the annual entitlement. No further credits will be granted once a member reaches the maximum accumulation unless the vacation balance is reduced below the maximum entitlement.

16.10 PROFESSIONAL DEVELOPMENT TIME

Effective January 1, 2023, Librarians are entitled to sixteen (16) professional development days per annum. Unused professional development days may be carried forward to the next year, provided that the total accrued does not exceed 24 days. All professional development days are, where reasonably practical, to be requested seven (7) days in advance and will be granted subject to operational requirements. Requests for professional development days made less than 7 days in advance are at the discretion of the Dean of Libraries. In either case, approval will not be unreasonably withheld.

16.11 GRIEVANCES

Librarians are entitled to the rights of grievance set out in Article 9 (Grievances), except as stated in Article 16.7.G.12.

16.12 BENEFITS

The benefits applicable to Librarians shall be those specified for faculty members in Article 12 (Benefits), and Appendices and Memorandum referred to therein.

16.13 RETIREMENT

The retirement of a career-stream Librarian will be as provided for in Article 19.

16.14 RESIGNATIONS

In the first four months of employment a Librarian member may resign on one month’s written notice. Thereafter, three months' written notice is required.

Resignation of a Librarian member must be in writing, addressed and delivered to the Dean of Libraries with a copy to the Human Resources Department.

16.15 PERFORMANCE AND CONDUCT FILE

Article 14 (Performance and Conduct File) shall apply to the Librarians.