

## PROMOTION AND CONTINUING APPOINTMENT

### General Clauses

1. Unless otherwise provided for in this Collective Agreement, this Article applies only to Members with Probationary or Continuing Appointments, as defined in the Article *Appointments*.
2. The Employer shall promote Members only in accordance with the provisions of this Article.
3. Promotion and the granting of Continuing Appointment by the Employer shall be on the basis of performance in Professional Practice, Academic Activity, and Service in relation to relevant criteria outlined in this Article. The range of duties encompassed by each of Professional Practice, Academic Activity, and Service is defined in the Article *Responsibilities of Members*. Performance in each area of Responsibility shall meet the expectations for the Associate Rank if the Member is considered for Continuing Appointment, and shall meet the expectations for the desired Rank if the Member is considered for Promotion. Successful performance in Professional Practice will be considered the primary criterion for Promotion and Continuing Appointment. Contributions to Service shall be recognized as a criterion in Promotion and Continuing Appointment.
- 3.1 In the application of the provisions on Promotion and Continuing Appointment

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4. With the exception of the chair position, Members shall elect a Committee on Promotion and Continuing Appointment annually by July 1.
  - 4.1 The Committee on Promotion and Continuing Appointment shall include:
    - a) either the Chief Librarian or designate from Western Libraries who shall chair the Committee for Western Libraries Members, or the appropriate Dean or designate who shall chair the Committee for non-Western Libraries Members, but shall not vote except to break a tie;

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4.1.1 One member of the Committee on Promotion and Continuing Appointment shall be

- 4.12 All deliberations of the Committee on Promotion and Continuing Appointment shall be confidential.
- 4.12.1 The provisions of Clause 4.12 of this Article shall not override the provisions of the Articles *Employment Equity* and *Discrimination and Harassment*.
- 4.13 Any stenographic or other notes, including originals, taken during meetings of the Committee on Promotion and Continuing Appointment by someone who is not a member of the Committee shall be placed in the Promotion and Continuing Appointment File and shall be considered part of the File. This provision applies to such notes taken during any meetings of the Committee, including meetings before the Provost receives the File and meetings that may occur if the Provost returns the File to the Committee under the provisions in Clauses 22.2 and 22.3 of this Article. Such notes shall be treated in the same manner as letters under Clause 6.4 of this Article; i.e., information enabling identification shall be removed.
- 4.14 The Employer shall report the membership of the Committee on Promotion and Continuing Appointment to the Association by no later than July 30.

**Promotion and Continuing Appointment File**

5. A Promotion and Continuing Appointment File shall be opened and maintained for each Member eligible for Promotion or Continuing Appointment. The File shall include:
- a) an updated *curriculum vitae*, submitted by the Member;



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- i) a table of contents listing all documents in the package, and signed by the Member and the Chief Librarian or Dean.
- 6. The Member shall be given advance notice of when the File will be ready for review, and shall have at least two (2) working days to complete the review and sign the table of contents.
  - 6.1 Once the Member has signed the table of contents referred to in Clause 5.1 i) above, no further documentation shall be added to the Promotion and Continuing Appointment File, except as provided for subsequently in this Article, or by mutual agreement of the Member and the Chief Librarian or Dean.
  - 6.2 Any letters referred to in Clause 5.1 above that arrive after the table of contents has been signed by the Member and before the Committee on Promotion and Continuing Appointment meets to begin its consideration and evaluation of the File shall be added to the File. In such circumstances, the Member shall be given the opportunity to examine and copy the letter(s) (subject to Clause 6.4 below) at least three (3) working days before the Committee on Promotion and Continuing Appointment meets to begin its consideration and evaluation of the File. During this time the Member may add to the Promotion and Continuing Appointment File under the provisions of Clause 5.1 h) above.
  - 6.3 It is the Member's responsibility to provide the items described in Clauses 5.1 a), 5.1 g) (iii) and 5.1 h) above within four (4) weeks of any request by the Chief Librarian or Dean that the Member do so. The Chief Librarian or Dean may extend this period in the event that circumstances beyond a Member's control make it impossible to respond within the four (4) week period.
  - 6.4 A Member shall have the right to a copy of any



**Early Consideration for Promotion and/or Continuing Appointment**

8. A Member holding a Probationary Appointment at Assistant Rank or higher, who believes they have met the relevant criteria, may request early consideration for Promotion and/or Continuing Appointment, to be started no earlier than one (1) year from the beginning of Probationary Appointment or promotion to current Rank. The Member requesting consideration for Promotion and/or Continuing Appointment must submit the items specified in Clauses 5.1 a), 5.1 g) (iii) and 5.1 h) above, along with the request.
- 8.1 The Chief Librarian or Dean or designate shall acknowledge, in writing, receipt of the required items within four (4) weeks of receipt and, at the same time, shall initiate the public solicitation for comments on the Member's performance as specified in Clause 5.1 f) above.
- 8.1.1 The Member who is contemplating requesting that consideration for Promotion and/or Continuing Appointment be started early, in accordance with 7.2 above, may consult with their supervisor and/or the Chief Librarian or Dean before requesting such consideration.
- 8.1.2 In the case of early consideration for Promotion and/or Continuing Appointment, if the Promotion and Continuing Appointment Committee does not recommend Promotion and/or Continuing Appointment, the Member's Promotion and Continuing Appointment File shall continue, except that the Member may choose either to include all letters or to exclude all letters from external referees obtained in accord with Clause 5.1 g) of this Article and applicable to this initial consideration for Continuing Appointment. The Committee's recommendation shall be placed in the File and the Member shall be considered again by the Committee once only, in the final year of the Probationary Appointment.

**Criteria for Promotion and Continuing Appointment**

9. Criteria for Promotion and Continuing Appointment shall be applied in a consistent and uniform manner in accordance with the Appointment and with the Rank.
10. The Committee shall pay particular attention to the record of the Member's performance as evidenced by the documents listed in Clauses 5.1 c) or d) (as applicable) of this Article.
11. When a candidate is considered for Promotion, evidence relevant to the criteria listed in Clauses 14, 15, or 16 below shall be provided to the Committee. The Committee shall determine, based on the evidence, whether or not the candidate has established a record of performance within each area of the Member's Responsibilities, consistent with the candidate's Workload that meets the criteria for the desired Rank.
12. Promotion through the Ranks shall be on the basis of performance in Professional Practice, Academic Activity, and Service, as specified in the Article *Responsibilities of Members*.

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13. Continuing Appointment shall be granted to a Member holding the Rank of Associate or Senior upon their successful completion of the probationary period as specified in the Member's Letter of Appointment or upon the successful completion of an early consideration for Continuing Appointment as specified in Clause 7.2 while also exhibiting a commitment to professional excellence and growth. The Member shall also have met the criteria, as specified in Clauses 15 or 16 below, established for achievement of the Rank of Associate or Senior, as appropriate.
  - 13.1 For Promotion and/or Continuing Appointment at the Rank of Associate Librarian or Associate Archivist, there shall be four (4) referees, at least two (2) of whom shall be external to the Bargaining Unit or the University.
    - 13.1.1 For Promotion and/or Continuing Appointment at the Rank of Senior Librarian or Senior Archivist, there shall be five (5) referees, at least three (3) of whom shall be external to the Bargaining Unit or the University.
14. A Member appointed or promoted to the Rank of Assistant Librarian or Assistant Archivist shall demonstrate a sustained record of achievement in Professional Practice, provide evidence of a proven ability to effectively use their professional education and demonstrate a capacity to develop and extend their expertise in Professional Practice and Academic Activity, as appropriate to their Responsibilities. The Member shall also demonstrate a satisfactory record of performance in the area of Service.
15. A Member appointed or promoted to the Rank of Associate Librarian or Associate Archivist shall demonstrate a sustained record of achievement in Professional Practice which demonstrates initiative, leadership and creativity. The Member shall demonstrate the ability to apply skill and critical thinking to problem-solving and shall provide evidence of continued growth in their expertise in Professional Practice. As appropriate to their Responsibilities, the Member shall provide evidence of Academic Activity and the dissemination of the results as defined in the Article *Responsibilities of Members*. The Member shall also demonstrate a satisfactory record of performance in Service.
  - 15.1 For Promotion and/or Continuing Appointment at Associate rank, such Promotion and/or the granting of Continuing Appointment by the Employer is on the basis of a record of Academic Activity and not on the basis of potential to establish such a record. The evaluation of the record of performance in Academic Activity shall take into account quality, creativity and significance for librarianship or archival practice, as well as productivity. The Academic Activity record normally includes invited or refereed journal publications, invited or refereed papers or conference presentations, published monographs, or other vehicles or media, as are appropriate to the Member's area of Academic Activity, as described in t





- 18. Should the Committee or the Chief Librarian or Dean or designate have questions about the candidate's record of performance, the Committee Chair may request, in writing, additional information from the candidate. The chair shall forward this request to the candidate, and both the request and any information received shall be added to the Promotion and Continuing Appointment File. The Member shall respond to a request for additional information within 2 (two) weeks of receipt of the request. The Committee may extend this period in the event that circumstances beyond a Member's control make



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- 22.4 The Provost shall either approve or deny each recommendation for Promotion and/or Continuing Appointment made by the Committee on Promotion and Continuing Appointment and shall notify the Member, the Chair of the Committee on Promotion and Continuing Appointment, and the Member's immediate supervisor, in writing of their decision, within six (4 6) weeks of receipt of the Committee's recommendation or subsequent response.
- 22.4.1 The effective date of a Promotion and/or Continuing Appointment for someone considered early pursuant to Clause 8 or 8.1 shall be the first day of the month following the month in which the Provost made the decision.
- 22.4.2 The effective date of a Promotion to Assistant rank shall be the first day following the end of the two-year probationary period specified in Clause 4.1.1 of the Article *Appointments*.
- 22.4.3 The effective date of a Promotion to Senior rank shall be the first day of the month following the month in which the Provost made the decision.
- 22.4.4 In the case of a denial, the Provost shall provide reasons for their decision.
- 22.5 In the case of Probationary Appointments considered pursuant to Clauses 7 and 7.1 above, if the Provost approves a recommendation that Promotion and/or Continuing Appointment be denied, or if the Provost denies a recommendation that Promotion and/or Continuing Appointment be approved, the Member's employment at the University shall cease at the end of the Member's Probationary Appointment.
- 22.6 In the case of Probationary Appointments considered pursuant to Clause 7 above, if the Provost approves a recommendation that Promotion be denied, or if the Provost denies a recommendation that Promotion be approved, the Member's employment at the University shall cease at the end of the Member's Probationary Appointment.
- 22.7 Decisions regarding Promotion from the General rank to the Assistant rank; and decisions regarding Continuing Appointment shall be communicated to the Member no less than three (3) months prior to the end date of the Member's probationary period.
- 22.8 Decisions regarding Promotion at Senior rank shall be communicated to the Member within six (6) months of sign-off on the submission of the Member's Promotion and Continuing Appointment file.

## **Grievance**

23. Any Grievance of a denial of Continuing Appointment an f



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- (ii) if the Member has not been promoted, the File shall be returned to the Chief Librarian or Dean and retained for a period of seven (7) years and shall then be disposed of by confidential destruction. The File shall be available for the purposes of any Grievance referred to in Clause 23 above.
- b) in the case of a Member who has been considered for Promotion to the Rank of Senior:
  - (i) if the Member has been promoted, the Promotion and Continuing Appointment File shall be retained by the Chief Librarian or Dean for consideration for Continuing Appointment, if applicable, or for a period of seven (7) years once the Member has obtained Continuing Appointment and shall then be disposed of by confidential destruction; or
  - (ii) if the Member has not been promoted, the Promotion and Continuing Appointment File shall be returned to the Chief Librarian or Dean for future consideration for Promotion and/or Continuing Appointment. The curriculum vitae present in the File at this point shall remain in the File, along with a copy of any future updated *curriculum vitae*.
- c) in the case of a Member on a Probationary Appointment at a Rank below Senior, who has been granted a Continuing Appointment, the File shall be returned to the Chief Librarian or Dean for the purposes of Promotion;
- d) in the case of a Member on a Probationary Appointment at the Rank of Senior, who has been granted a Continuing Appointment, the File shall be returned to the Chief Librarian or Dean and retained for a period of seven (7) years and shall then be disposed of by confidential destruction; and
- e) in the case of a Member on a Probationary Appointment, who has been denied a Continuing Appointment, the File shall be retained by the Chief Librarian or Dean for a period of seven (7) years and shall then be disposed of by confidential destruction. The File shall be available for the purposes of any Grievance referred to in Clause 23 above.

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26.1 For each set of data, also sorted in the same fashion, the Committee's recommendation made under Clause 19 of this Article shall also be summarized, along with the Employer's decisions under Clause 22.4 of this Article.

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