Subject: Terms of Appointment and Remuneration for Associate Deans of Libraries

1.0 PURPOSE

1.1 The purpose of this policy is to establish:
   a) The process to appoint Associate Deans of Libraries;
   b) The term of appointment and renewal process;
   c) Remuneration; and
   d) The probation and performance review process.

2.0 SCOPE

2.1 This policy applies to the appointment of Associate Deans in the Simon Fraser University Libraries.

2.2 Associate Deans of Libraries previously appointed in continuing positions (as Associate University Librarians) at the time this policy is approved will remain in continuing Associate Dean of Libraries positions.

3.0 DEFINITIONS

3.1 Librarian and Archivist Faculty mean Librarians and Archivists 1-4 and Division Heads.

POLICY

4.0 APPOINTMENTS

4.1 Associate Deans of Libraries are appointed to undertake delegated responsibilities of the Dean of Libraries. They hold senior administrative appointments outside of the SFU Faculty Association bargaining unit.

4.2 Candidates must be able to meet the responsibilities of a Librarian and Archivist Faculty continuing appointment at the rank of Division Head and will enter the bargaining unit at that rank once their administrative term of appointment as Associate Dean of Libraries ends, subject to successful completion of probation for external candidates.

5.0 TERM OF APPOINTMENT AND REMUNERATION

5.1 The term of the appointment will normally be five years. An individual may be reappointed more than once, subject to review.

5.2 Initial appointments will commence with a probationary appointment of 12 months.
5.3 Associate Deans of Libraries will receive a faculty salary at the rank of Division Head and an SFU Associate Dean stipend as per Policy A 13.04. The stipend will be reviewed periodically and is subject to general wage increases.

5.4 The Associate Dean of Libraries’ faculty salary will be increased 1.25 steps each year during the term of the appointment, unless the Associate Dean of Libraries’ faculty salary is at the ceiling or their most recent annual performance review was unsatisfactory.

5.5 The Associate Dean of Libraries will be entitled, upon completion of their term appointment, to administrative leave at full faculty salary of one month for every year served as an Associate Dean of Libraries, up to a maximum of twelve months.

6.0 REVIEW OF PROBATIONARY APPOINTMENTS

6.1 Upon the successful completion of the probationary period, the Associate Dean of Libraries will have a term administrative appointment and a continuing faculty appointment at the rank of Division Head, with annual performance reviews.

6.2 When the probationary appointment of an internal candidate for Associate Dean of Libraries is not successful, the incumbent will revert to the rank held prior to the probationary appointment and to the salary they would have earned had there been no interruption in normal progress through the ranks.

6.3 When the probationary appointment of an external candidate for Associate Dean of Libraries is not successful, the incumbent is not entitled to a bargaining unit appointment.

ROLES AND RESPONSIBILITIES

7.0 APPOINTMENTS

7.1 The Dean of Libraries will consult with the Vice-President Research and International with respect to the appropriate search procedures.

7.2 The Vice-President Research and International will administratively conclude appointments of Associate Deans of Libraries.

7.3 The Dean of Libraries will chair the search committee. The Chair is a voting member of the committee.

7.4 The composition of the search committee will be:

a. One Associate Dean of Libraries elected by their peers,

b. One Division Head elected by their peers,

c. Two Librarians or Archivists from categories 2, 3, and 4, elected by their peers, and

d. Up to two additional people who will work closely with the appointee or who have relevant expertise. The latter may be added to the committee on the recommendation of the Chair and with the approval of the Vice-President Research and International.

7.5 Members of the SFU Faculty Association bargaining unit will constitute the majority of the committee.

8.0 RE-APPOINTMENT

8.1 A review committee will be constituted in the same manner as search committees at section 7.4 when an incumbent is seeking re-appointment.

8.2 If the committee is satisfied with the results of the review, it will recommend reappointment to the Vice-President Research and International.
9.0 REVIEW OF PROBATIONARY APPOINTMENTS

9.1 The Dean of Libraries will review an Associate Dean of Libraries’ performance during the probationary appointment, by the end of six and nine months, to ensure they are meeting the requirements and responsibilities of the position.

9.2 At the first unsatisfactory review, the Associate Dean of Libraries will be informed in writing of the unsatisfactory aspects of their performance and the steps by which they can attain a satisfactory assessment.

9.3 If this occurs at the nine-month review, another review will be scheduled in three months and the probationary period will be extended by three months.

9.4 At a second unsatisfactory review, the Dean will forward a recommendation to the Vice-President Research and International, with a copy to the Associate Dean of Libraries, that they be given three months’ notice of the termination of their appointment.

9.5 The Associate Dean of Libraries may appeal this recommendation to the Vice-President Research and International within 14 days. The decision of the Vice-President Research and International is final.

9.6 If the Dean concludes that there is not an adequate record to assess a probationary appointment, they will recommend to the Vice-President Research and International that the probationary period be extended.

10.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

10.1 The legal and other University policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

   a. The Collective Agreement between Simon Fraser University and the Simon Fraser University Faculty Association.

11.0 POLICY REVIEW

11.1 This policy will be reviewed at least once every five years.

12.0 AUTHORITY

12.1 This policy is administered under the authority of the Vice President Research and International.

13.0 INTERPRETATION

13.1 Questions of interpretation and application of this policy shall be referred to the President, whose decision will be final.