

Article 36: Librarian and Archivist Faculty

- 36.1 Librarian/Archivist Faculty include:
- 36.1.1 Librarians 1, 2, 3 and 4;
 - 36.1.2 Archivists 1, 2, 3 and 4, with appointments in either the University Archives or the Library;
 - 36.1.3 Division Heads.
- 36.2 “University Executive Officer” refers to the Officer to whom the Dean of Libraries or the University Archivist reports; for the Dean of Libraries, this is the Vice-President, Research, and for the University Archivist, this is the University Secretary.

Other Clauses in the Collective Agreement

- 36.3 Where other clauses pertain to all Members including Librarian and Archivist Faculty, the following adjustments will be assumed.
- 36.4 Members with Library appointments:
- 36.4.1 Where clauses refer to “Department Chair”, substitute “Library Supervisor”.
 - 36.4.2 Where clauses refer to the “Vice-President, Academic”, substitute “Vice-President, Research”.
 - 36.4.3 However, where clauses refer to the “Office of the Vice-President, Academic or Faculty Relations”, no substitution is required.
- 36.5 Members with University Archives appointments:
- 36.5.1 Where clauses refer to “Department Chair” or “Dean”, substitute “University Archivist”.
 - 36.5.2 Where clauses refer to the “Vice-President, Academic”, substitute the University Secretary.
 - 36.5.3 However, where clauses refer to the “Office of the Vice-President, Academic or Faculty Relations”, no substitution is required.
 - 36.5.4 Where an appeal to the Dean is specified in a clause, the appeal will be to the University Secretary.

Qualifications

- 36.6 All librarians must have a bachelor's degree in a subject field and a master's degree in Library or Information Studies from an ALA accredited program, or its equivalent.
- 36.7 All archivists must have a bachelor's degree in a subject field and a master's degree in one of: Archival Studies, Information Studies, Archival and Library Studies, or another graduate degree with an Archival Studies specialization, from a recognized university archival education program.

Responsibilities

- 36.8 Librarian and archivist responsibilities should reflect current professional standards and competencies obtained through a pre-appointment university graduate library or archival education program and post-appointment continuing education, training and professional development activities.
- 36.9 Librarians are principally responsible for: selecting, organizing, managing, and ensuring access to data and information; providing consulting, and teaching, and outreach services; developing and maintaining the Library's collection and information systems; promoting

sustainable systems of scholarly research, knowledge creation, and communication; and contributing to Library projects and initiatives; in support of the strategic priorities of the University, including the research, teaching and learning activities of other units. the University. They are expected to have a broad understanding of issues related to the academic library and scholarly environment, and of the role of the Library in a university context.

- 36.10 Archivists are principally responsible for: the appraisal, acquisition, description, preservation and dissemination of those records that document the evolution of the powers, organizational structure, programs, policies, decisions, functions and history of the University. Archivists advise on the creation, maintenance and disposition of university records as well as on the protection of and access to personal and confidential information captured in them. Archivists provide a public reference service that respects legal and policy requirements as well as ethical principles. Archivists further acquire nonuniversity records from individuals and organizations that support the research, teaching and community functions of the University. They are expected to have a broad understanding of the University's organization and functioning, and to maintain currency with developments in the profession.
- 36.11 Librarian and Archivist Faculty are expected to contribute service to the Library or Archives, the University, their profession, and the community at large, by participating in university governance and working with other members of the university community to enhance the academic and administrative excellence of the University, participating in professional associations and activities, and working in the community at large through the application of the librarian's or archivist's professional competence or expertise.
- 36.12 Research activity is optional but currency in their specific field of activity is essential, but there is no requirement for research activity. Continuing essential. Continuing professional development in their specific field of activity and to meet evolving professional activities and the needs of the Library, Archives, and University in general is expected.
- 36.13 Librarian and Archivist activities are undertaken on the basis of Library or University Archives priorities and available resources, in support of the University's academic, administrative and community service activities. Librarian and Archivist Faculty are responsible to their supervisor for assigned duties.

Ranks

Librarian or Archivist 1

- 36.14 An entry level category for librarians or archivists who have less than two years of related professional experience.
- 36.15 Members of this category must be able to competently perform core librarian or archival responsibilities as well as provide and promote services under the direct supervision of a Librarian or Archivist 2 or above, or an administrator.
- 36.16 A Librarian or Archivist 1 should demonstrate:
- 36.16.1 potential to become a highly successful librarian or archivist;
 - 36.16.2 ability to develop and apply new skills and knowledge;
 - 36.16.3 willingness to play an active role in the Library or University Archives.

Librarian or Archivist 2

- 36.17 A librarian or archivist who has successfully completed two years as a Librarian or Archivist 1, or who has had equivalent related experience in another library, archives or records and information management setting, is eligible for appointment in this category, or may apply for promotion to this category.
- 36.18 Members of this category must be able to carry out a range of responsibilities more independently, although still under the broad supervision of a Librarian or Archivist 3 or above, or an administrator. They may be expected to supervise a Librarian 1, Archivist 1 and support staff; to plan, implement and promote services; and to participate on project teams.
- 36.19 Promotion or appointment to Librarian or Archivist 2 will require demonstration of:
- 36.19.1 ability and commitment to the responsibilities of a librarian or archivist;
 - 36.19.2 continued professional growth;
 - 36.19.3 promise of library or archival leadership;
 - 36.19.4 involvement in service to the University, the profession, and the community as appropriate.

Librarian or Archivist 3

- 36.20 A librarian or archivist with a minimum of five years of successful, relevant professional experience is eligible for appointment in this category, or may apply for promotion to this category.
- 36.21 A member of this category must be capable of performing an extensive array of complex responsibilities independently. They may be expected to supervise Librarians and Archivists 1 and 2 and support staff; lead a unit or program; manage projects and project budgets; and plan, implement and coordinate services.
- 36.22 Promotion or appointment to Librarian or Archivist 3 will require demonstration of:
- 36.22.1 excellence in fulfilling the responsibilities of a librarian or archivist;
 - 36.22.2 recognized disciplinary or functional expertise;
 - 36.22.3 continued professional growth;
 - 36.22.4 leadership, including involvement in library or archives projects or service development and innovation;
 - 36.22.5 an appropriate level of involvement in service to the University, the profession, and the community.

Librarian or Archivist 4

- 36.23 A librarian or archivist with a minimum of 12 years of highly successful, relevant professional experience and who has achieved distinction in their field is eligible for appointment in this category, or may apply for promotion to this category.
- 36.24 A member of this category must be capable of excelling at Librarian or Archivist 3 responsibilities; in providing leadership, mentorship, and service; and in developing innovative and impactful initiatives.
- 36.25 Promotion or appointment to Librarian or Archivist 4 will require demonstration of:
- 36.25.1 outstanding achievement in fulfilling the principle responsibilities of a librarian or archivist;
 - 36.25.2 distinction in their field, including demonstrated innovation resulting in positive impact on learning, research or community engagement;
 - 36.25.3 sustained and innovative contributions advancing the ability of the Library or

University Archives to excel in its mandate;

36.25.4 significant contributions to the profession, demonstrated through conference presentations or scholarly or professional publications

36.25.5 outstanding achievements in leadership;

36.25.6 an appropriate level of involvement in service to the University, the profession, and the community.

Division Head

36.26 Appointment as or promotion to the rank of a Division Head will occur when a vacant position exists.

36.27 A Division Head must be a librarian or archivist capable of managing a library division, who also has a demonstrated ability for administration and for providing leadership within the Library.

36.28 A librarian in this category must be capable of human resources management and strategic planning, and financial management may also be a requirement.

Continuing Appointments

36.29 When a vacant position exists, or when a new position has been authorized by the appropriate University Executive Officer to whom the Dean of Libraries or University Archivist reports, a search will be conducted to fill the position.

36.30 The Dean or University Archivist will consult with the appropriate University Executive Officer with respect to the appropriate search procedures, including whether the search will be exclusively internal or will also consider external candidates.

36.31 Librarians or archivists of all ranks will be informed when a new or vacant position is advertised.

36.XX All searches should include an active search for candidates from designated groups (as defined in Article 13.1.X). Such procedures may include advertising positions through a selection of professional associations, equity group associations, and publications targeted towards academics in designated groups.

36.xx The Search Committee will provide a rationale for any short list of potential candidates that does not include members of designated groups to the Dean for approval.

36.32 When an internal candidate is not short-listed for a position, the Chair of the search committee will offer to schedule a meeting with the candidate to explain the search committee's rationale. The candidate may consult with their current supervisor in order to develop strategies to improve the candidate's future opportunities.

36.33 The goal in hiring should be to identify and recruit the best possible candidates for each continuing appointment.

36.34 While all qualified candidates will be considered, in accordance with Canadian Immigration requirements, Canadian citizens and permanent residents will be given priority in hiring.

Librarian or Archivist Appointments

36.35 A search committee will be established by the Supervisor to whom the position reports, with the approval of the Dean of Libraries. The Supervisor will chair the committee unless the Dean approves an alternate arrangement. The Chair is a voting member of the committee.

- 36.36 The search committee will include representatives of those who will work most closely with the appointee, including two or three Members of the bargaining unit with continuing appointments, elected by their peers.
- 36.37 Up to two additional people who will work closely with the appointee or who have relevant expertise may be added to the committee on the recommendation of the Chair and with the approval of the Dean, as long as Members of the bargaining unit constitute the majority of the committee.
- 36.38 In the Archives Department, the Supervisor is the University Archivist. University Archives appointments will follow the process above, with references to the Dean of Libraries replaced by the University Secretary.

36.XX Persons chosen to serve on search committees should only carry out such duties after successfully completing a program of training, within the past five years, which covers the principles, objectives, best practices, rules and institutional expectations with respect to equity, diversity, and inclusion. Training program draft material will be provided to the Association for consultation prior to use.

Division Head Appointments

- 36.39 A search committee will consist of the following Members:
- 36.39.1 Dean of Libraries or Associate Dean University Librarian (Chair)
 - 36.39.2 Three Librarians or Archivists from categories 2, 3, and 4 elected by their peers
 - 36.39.3 A Division Head, elected by the Division Heads
- 36.40 Up to two additional people who will work closely with the appointee or who have relevant expertise may be added to the committee on the recommendation of the Chair and with the approval of the Dean, as long as Members of the bargaining unit constitute the majority of the committee.

Recommendations for Appointment

- 36.41 The Chair of the search committee will forward a recommendation for appointment, along with a list of all applicants and the curricula vitae of the shortlisted candidates, to the Dean of Libraries, who will consider the advice of the search committee. If the Dean concurs with the recommendation, they will forward it to the Vice President, Research for their consideration.
- 36.42 If the Dean does not concur with the recommendation of the search committee, they will review the recommendation with the Chair of the search committee. If no consensus emerges, the matter will be referred to the Vice-President, Research for decision.
- 36.43 Recommendations for appointment within the University Archives will be forwarded to the University Secretary, for their consideration.

Appointment

- 36.44 There is no commitment to a candidate until they receive an appointment letter signed by the appropriate University Administrator.
- 36.45 The appointment letter will inform the appointee, in writing, of the terms and conditions of their appointment, including rank, salary and duration of appointment.
- 36.46 No contract exists until the candidate has signed and returned a copy of the letter or form conveying that offer, or in the case of the appointment of a non-Canadian, until they have obtained the necessary documents which will allow them to take up the appointment.

- 36.47 Continuing appointments will commence with a probationary appointment of 12 months.
- 36.48 Continuing Librarian and Archivist Faculty appointments will be an appointment without term subject to Article 36.102-36.109, Elimination of Position.
- 36.49 While a Division Head position is an appointment without term, where a Librarian or Archivist vacancy exists, a Division Head may be considered for the position. If appointed their salary will be at the Librarian or Archivist 4 level.
- 36.50 All appointments regardless of rank may be full- or part-time.

Review of Probationary Appointments

- 36.51 During the probationary period, a Member's performance will be reviewed by their Supervisor at the end of six and nine months to ensure they are meeting the requirements and responsibilities of the position.
- 36.52 If the first review is unsatisfactory, the Member will be informed in writing of the unsatisfactory aspects of their performance and the steps by which they can attain a satisfactory assessment. If the second review is also unsatisfactory, the Supervisor will forward a recommendation to the Librarian and Archivist Promotions Committee (the Promotions Committee), with a copy to the Member, that they be given three months' notice of the termination of their appointment. The Member may appeal this recommendation to the Promotions Committee within 14 days of receipt. They will have the right to appear before the Promotions Committee accompanied by a representative. The Promotions Committee will make a recommendation to the Dean or University Archivist who will in turn forward a recommendation to the appropriate University Executive Officer for final decision.
- 36.53 If the first review is satisfactory but the second review is unsatisfactory, the Member will be informed in writing of the unsatisfactory aspects of their performance and the steps by which they can attain a satisfactory assessment. The probationary period will be extended by three months. If the third review is also unsatisfactory, the Supervisor will forward a recommendation to the Promotions Committee, with a copy to the Member, that they be given three months' notice of the termination of their appointment. The Member may appeal this recommendation to the Promotions Committee within 14 days of receipt. They will have the right to appear before the Promotions Committee accompanied by a representative. The Promotions Committee will make a recommendation to the Dean or University Archivist who will in turn forward a recommendation to the appropriate University Executive Officer for final decision.
- 36.54 If the Supervisor or Promotions Committee concludes that there is not an adequate record to assess a probationary appointment, the Supervisor or Chair of the Promotions Committee will recommend to the Dean or University Archivist that the probationary period be extended by 12 months to allow for a supplementary review; nonetheless, the annual step award on September 1st will be given.
- 36.55 When the probationary appointment of an internal candidate as a Division Head is not made into a continuing appointment, the Librarian will revert to the classification status held prior to the probationary appointment and to the salary that status would have earned had there been no interruption in normal progress through the ranks.
- 36.56 Upon successful completion of the probationary appointment, a Librarian/Archivist faculty member will have a continuing appointment with annual performance reviews.

Term Appointments

General

- 36.57 A term appointment may be made where there is a need for the temporary employment of a Librarian or Archivist faculty member and/or where only temporary or contingent funding for a position is available. Term appointments will end on the date specified in the appointment letter and no further notice is required.
- 36.58 In the event that a term Member is appointed to a continuing position, continuous years of service immediately preceding the continuing appointment will count toward years of service needed to apply for promotion.
- 36.59 Term appointments will have annual performance reviews.
- 36.60 Members with term appointments are expected to provide a minimum of four weeks' notice of resignation.

Renewal and Limits of Term Appointments

- 36.61 Term appointments may be renewed. For positions of 50% or greater (with no breaks in service of over four months) renewals beyond five years must have the approval of the Member and the Association.
- 36.62 Where a unit has employed a Librarian or Archivist faculty member in a term position for four years, the Supervisor will evaluate the continuing need for that position. If a continuing need is identified, a position will be created (subject to budgetary approval).
- 36.63 If a continuing position is approved, the Supervisor will make a recommendation to the Dean or University Secretary on whether the search should be internal or also include external candidates. The search will then follow the terms of the continuing appointments process (see Continuing Appointments, above). If the incumbent is the successful candidate, the probationary period appointment will be waived.
- 36.64 If a continuing need is not identified, or if budgetary approval for a continuing position is denied, the unit may not appoint any new term Librarian and Archivist Faculty to do the same work for a period of two years following the expiry of the appointment that triggered the consideration.

Appointments Supported by External Funds

- 36.65 Where a continuing appointment is subject to the availability of external funding of at least 50% of the salary, the position will be identified as such (externally funded) and the source of funding will be stipulated in the appointment letter.
- 36.66 Externally funded appointments may be terminated in accordance with the following provisions:
- 36.66.1 The Member will be notified by the University of the date of termination as soon as the University receives notice that the funding will not be renewed.
- 36.66.2 The Member will receive severance pay equivalent to one month's salary and benefits for each complete year of service to a maximum of 12 months' salary, to be paid out in a mutually agreeable manner (Article 36.102-36.109, Elimination of Position will not apply).
- 36.67 Externally funded positions may not constitute more than 30% of Librarian and Archivist Faculty university-wide.

Performance Reviews

- 36.68 Performance reviews will be conducted annually on the anniversary of the Member's continuing appointment, or on a date designated by the Dean of Libraries or University Archivist.
- 36.69 The Member, in consultation with their supervisor, will establish the goals to be achieved over the next 12-month period in order to meet the responsibilities of their position, and research goals if any. This must include an assessment of the anticipated workload required and resources available. At the end of the review period, the Member and supervisor will review performance in relation to those goals along with any additional achievements.
- 36.XX Where a member is engaged in research activity pursuant to Article 36.97 – 36.101 (Workload), they will establish and be evaluated on research goals as part of the annual review process. In evaluating research, the expectations and parameters set out in Articles 28.6 (Scholarly Activity) and 28.18-22 (Criteria for Assessing Diverse Forms of Scholarship) will apply. Consideration should be given to evidence of scholarship reflected in the ability of the member to have their research published or otherwise subjected to appropriate peer evaluation.
- 36.70 In preparation for a review, the Member will provide the supervisor with a summary of major achievements and goals met in the period since the last review, and a proposed list of new goals.
- 36.71 The supervisor will prepare a written review including successes and areas for development and potential growth. The review must also contain an overall assessment of the Member's performance over the review period, either satisfactory or unsatisfactory. The Member will receive a copy of the evaluation and will have the opportunity to add comments to it. In the Library, the evaluations will then be forwarded to the supervisor's supervisor and the Dean of Libraries, and in the Archives Department, the supervisor is the University Archivist.
- 36.72 When a Member's performance is assessed as unsatisfactory, they may appeal this assessment to the Librarian and Archivist Promotions Committee.
- 36.73 If the Member accepts the unsatisfactory assessment or if the Promotions Committee confirms it on appeal then, in the case of a Member whose prior review was satisfactory, the Library supervisor and the Dean of Libraries or the University Archivist as supervisor will, within one month, outline in writing:
- 36.73.1 the unsatisfactory aspects of performance;
 - 36.73.2 the expected standard of performance;
 - 36.73.3 the criteria by which that performance will be measured.
- 36.74 If the Member's performance has not reached a satisfactory level by the time of the next review, the Library supervisor will recommend to the Dean of Libraries, or the University Archivist as supervisor will decide, that the Member be placed on probation.
- 36.75 When a Member is placed on probation the following procedure will be followed:
- 36.75.1 The Supervisor will review with the Member their job requirements and responsibilities to ensure complete understanding of them.
 - 36.75.2 The areas of deficiency will be clearly spelled out in writing and the expected standard of performance, along with measurement criteria, fully explained.
 - 36.75.3 The Member will be officially put on notice that the expected standards are to

be met by a deadline date which will be at least three months and no longer than six months from the date of the notice. This will be in writing with a copy to the appropriate University Executive Officer, and to the Dean of Libraries for Library employees.

36.75.4 Within one month of the expiration of the notice period, the Promotions Committee will assess accomplishment against objectives. The Member will be able to make a written submission to the Committee.

36.75.5 Should the evaluated performance not meet the articulated standards, the Chair of the Promotions Committee will forward to the Dean of Libraries or University Archivist a recommendation that the Member's appointment be terminated, and the Dean or University Archivist will forward a recommendation to the appropriate University Executive Officer.

36.75.6 The University Executive Officer will forward a recommendation to the President whose decision will be final.

36.76 The Member will have a right of response at each step of this process.

36.77 Termination notice will be three months or the equivalent salary in lieu.

Librarian and Archivist Promotions Committee

36.78 The Librarian and Archivist Promotions Committee (Promotions Committee) will comprise an Associate ~~Dean University Librarian~~ or designate as Chair and five continuing Librarian/Archivist faculty members, as specified below. The Associate ~~Dean University Librarian~~ is a non-voting member of the Committee.

36.79 Members are elected and will hold office for two years. All continuing Librarian and Archivist faculty members are eligible to vote.

36.80 Librarians or archivists on probationary appointments or whose case for promotion will be considered by the Promotions Committee are not eligible for membership on the Promotions Committee.

36.81 The five elected members of the Promotions Committee will normally be comprised of:

36.81.1 One Librarian or Archivist 2 (if there are Members in this rank)

36.81.2 At least one and no more than two Librarian or Archivist 3

36.81.3 At least one and no more than three Librarian or Archivist 4 (if there are Members in this rank)

36.81.4 At least one and no more than two Division Heads

36.81.5 At least one University Archives appointment

36.82 Full participation by all members of the Promotions Committee is essential given the gravity of the matters to be considered. Consequently, a member who is on study leave, sick leave, long term disability leave, parental leave or other leave of absence is not normally eligible to serve on the Promotions Committee.

36.XX Persons chosen to serve on the committee should only carry out such duties after successfully completing a program of training, within the last five years, which covers the principles, objectives, best practices, rules and institutional expectations with respect to equity, diversity, and inclusion. Training program draft material will be provided to the Association for consultation prior to use.

36.83 The supervisor of a candidate for promotion who is also a member of the Promotions Committee should absent themselves from all deliberations of that application for promotion.

- 36.84 A quorum for the Promotions Committee is four members including the Chair. Abstentions are not permitted. Tied votes will defeat a motion, which should always be phrased in the positive.

Promotion

- 36.85 A continuing librarian or archivist may apply for promotion, using the criteria outlined in the Responsibilities and Ranks sections above.
- 36.86 An application for promotion must be submitted in writing to the Chair of the Librarian and Archivist Promotions Committee by ~~February~~ March 1st, accompanied by a current curriculum vitae, and a summary of major achievements consistent with the criteria for promotion, and potential referee names if applicable.~~the names of four referees.~~
- 36.XX If granted, the promotion would take place September 1st of the same year.
- 36.XX For promotion to Librarian or Archivist 3 or 4, the names of at least four referees will be included with the application. For promotion to Librarian or Archivist 2, no letters of reference are required, but a written assessment of the candidate's performance from their immediate supervisor will be required.
- 36.87 For promotion to Librarian or Archivist 3 or 4, ~~the~~ Promotions Committee will compile a list of at least four additional potential referees, and will provide the list to the Member.
- 36.88 The Member and the Promotions Committee will have the opportunity to comment on the other's list before requests for references are sent.
- 36.89 This list will be communicated to the librarian or archivist who may comment on their suitability. The librarian or archivist's comments will be taken into consideration, but the librarian or archivist has no power of veto.
- 36.90 The Promotions Committee will request written assessments of the candidate's performance from the immediate supervisor(s) and at least four other referees, at least half two of whom must be from the Member's list.
- 36.XX There must be a minimum of four referee reports received before the case can be considered. At least two of the reports must be from referees who appear on the faculty member's list. At least two of the reports should normally be from referees from a department different from the Member's department (SFU Library or University Archives). For promotion to Librarian or Archivist 4, reports should be from referees of high academic or professional stature at "arm's length" from the member, at least two of which should normally be external to the University.
- 36.91 If the ~~After the~~ Promotions Committee requires more information, it may request a written response from the candidate on specific questions. The candidate will have 14 calendar days to respond. ~~has examined and discussed the relevant material, including the letters of reference, the Member will have the opportunity to meet with the Promotions Committee to answer any questions the Promotions Committee may have. The Promotions Committee may also meet with the candidate's supervisor.~~
- 36.92 The Promotions Committee will submit its recommendation to the Dean or University Archivist by July 1st, copied to the Member (with any information which might identify the referees deleted). The candidate will have the opportunity to provide a response to the Dean or University Archivist within 14 days.
- 36.93 The Dean or University Archivist will make their recommendation and forward it to the

appropriate University Executive Officer by August 1st, after considering the recommendation from the Promotions Committee and the comments, if any, of the librarian or archivist. A copy of the recommendation will be sent to the candidate (with any information which might identify the referees deleted).

36.94 The University Executive Officer will review the recommendations of the Promotions Committee and the Dean or University Archivist, and the comments, if any, of the librarian or archivist. The University Executive Officer's decision will be final.

36.95 A Member who has been unsuccessful in a promotion may reapply the following year.

36.XX Consideration for promotion is not mandatory and withdrawal can occur until the Dean or University Archivist forwards their recommendation to the University Executive Officer. Consideration for promotion will continue unless the faculty member provides written notice of withdrawal.

~~36.96 Omit. For promotion to Librarian or Archivist 2 or 3, the promotion process may be waived by~~

~~the Dean or University Archivist upon review of the Member's application and prior years' performance reviews, and a recommendation for promotion forwarded to the appropriate University Executive Officer.~~

Workload

36.97 Librarian and Archivist faculty members are allocated an equitable proportion of the responsibilities of their units, including approved administrative and university service duties.

36.xx Librarians may engage in research activities. Research goals established during the annual review process will be considered part of workload, and a proportion of worktime will be allocated to fulfilling these research goals; the proportion of worktime allocated to research activities will depend on the responsibilities of the unit and must not affect the performance of assigned duties.

36.98 Members are responsible for fulfilling all assigned duties. When changes to assigned duties are to take place, the Member and Supervisor will review the Member's annual goals and make adjustments as necessary to ensure a reasonable and sustainable workload.

36.99 Where a Member and their supervisor cannot agree on what constitutes a reasonable workload, Members may request that an Associate Dean University Librarian (AUL) review the matter. The Associate Dean AUL will consult with the Member and the supervisor and provide a written review and recommendation to the Dean, copied to the Member. For Members with University Archives appointments, the University Secretary will conduct the review.

36.100 The University Archivist, or Dean in consultation with the supervisor, will have final authority over workloads and assignments, in order to ensure that the unit meets its obligations.

36.101 It is the supervisor's responsibility to promote equity within units. Similarly, it is the Dean's responsibility to ensure fairness across units. The University Archivist is responsible for equity and fairness in the Archives.

Elimination of Position

36.102 The University accepts that it has a responsibility to continuing employees with long

- service who have given good job performance and who would suffer a loss of employment as a result of re-organization or elimination of their positions.
- 36.103 Before any notice of termination due to position elimination is given to any Librarian/Archivist faculty member on a continuing appointment, various courses of action such as voluntary early retirement, job sharing and reduction of hours will be explored with the Members.
- 36.104 A Member holding a continuing appointment whose position is discontinued will be advised in writing of the reasons for this action with a copy to the Association. Wherever possible, the decision to discontinue will be made on the basis of the lowest rank and the least length of service in that rank. As much notice as possible will be given, but in no circumstances will the period of notice be less than four months.
- 36.105 The University will assist a Member whose position is discontinued in a search for suitable alternative employment within the University. A Member who accepts alternative employment will be given the opportunity to retrain for their new duties and the University will pay any related fees.
- 36.106 A Member whose position is discontinued will automatically be a candidate for all librarian or archivist vacancies that occur during the notice period and for a further three years. The Member is responsible for keeping the University apprised of their current contact information.
- 36.107 No Member will be expected to take a reduction in salary as a result of being the successful applicant to a position in the bargaining unit in a lower salary range than they previously occupied. In such cases, the individual's salary will be frozen unless and until the position occupied has a salary range that is greater than the salary currently received by that individual.
- 36.108 If no suitable alternate employment within the University has been located by the end of the notice period then:
- 36.108.1 up to six hours of counselling by an external consultant will be offered at no expense to the Member;
- 36.108.2 the Member will be terminated and receive severance pay equivalent to one month's salary and benefits for each complete year of service to a maximum of 12 months' salary, to be paid out in a mutually agreeable manner.
- 36.109 For the 12 months following termination:
- 36.109.1 the individual may elect to carry group medical, extended health and dental coverage provided that all employer and employee portions of premiums are prepaid by the individual;
- 36.109.2 if the individual is re-employed by the University in a continuing position, severance pay will cease and any balance will be due to the University and the Member will have their original vacation service date restored.

This article is agreed to by the parties on this ____ day of _____, 2020.

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