Librarians

Policy: This policy sets out the responsibilities, terms and conditions of appointment of librarians.¹

1. **General**

   The principal responsibilities of librarians are the selection, organization and dissemination of information to support the research, teaching and learning activities of the University. They are expected to have a broad understanding of the role of the Library in a University context. They are also expected to maintain currency with developments in the profession and in their specific fields, and participate in other forms of professional activity. Service to the University through membership on appropriate committees is encouraged.

2. **Qualifications**

   All librarians must have a bachelor's degree in a subject field and a master's degree in Library Science or Information Studies from an ALA accredited school, or its equivalent.

3. **Librarian Ranks**

   3.1 **Librarian 1**

   This is the entry level rank for librarians who have less than two years of experience. Librarians of this rank must be able to perform a narrow range of responsibilities under the direct supervision of a librarian who holds a higher rank.

   3.2 **Librarian 2**

   A Librarian who has successfully completed two years as a Librarian 1 or who has had equivalent experience in another library setting shall be promoted to or appointed at this level. A Librarian of this rank must be able to carry out a range of responsibilities more independently, although still under the broad supervision of a librarian who holds a higher rank. S/he may be expected to supervise a Librarian 1 and support staff.

   3.3 **Librarian 3**

   A Librarian with a minimum of five years of successful, relevant professional experience is eligible for promotion or appointment at this rank. A Librarian of this rank must be capable of performing an extensive array of complex responsibilities without supervision. S/he may be expected to supervise Librarians 1 and 2 and support staff.

4. **Librarian Administrator Ranks**

   4.1 **Proviso**

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

A Division Head must be a librarian qualified to hold a Librarian 3 appointment and capable of managing a large library division who also has a demonstrated ability for administration and for providing leadership within the Library.

4.3 Associate University Librarian

The Associate University Librarian must be a librarian qualified to hold a Division Head appointment with a wide range of library experience who also has ability to advise and assist the University Librarian in the management of the Library. S/he will act for the University Librarian in her/his absence.

5. Appointments

5.1 When a vacant position exists, or when a new position has been authorized by the Vice President, Research, a search shall be conducted to fill the position. In exceptional circumstances where there is an urgent need to fill a limited term position, a full search may not be required.

5.2 Librarians of all ranks shall be informed when a new or vacant position is advertised.

5.3 All librarian appointments regardless of rank may be full or part-time.

5.4 Limited term appointments can be made at any librarian rank when the temporary employment of a librarian is required. Initially, a limited term appointment shall normally be for a period of one year or less. It may be renewed at the discretion of the University for one or two year terms to a maximum of five years in total. If the employment of a librarian is still required at the end of five years, a continuing appointment shall be made. In the event that a limited term librarian is appointed to a continuing librarian position, continuous years of service as a limited term librarian immediately preceding the continuing appointment shall count toward promotion and eligibility to apply for Study Leave.

5.5 With the exception of limited term librarian positions, initial appointments shall be for a probationary period of twelve months.

5.6 Librarian Positions

5.6.1 In the case of a Librarian, a search committee shall be established by the Division Head or Associate University Librarian with the approval of the University Librarian. The Division Head, Associate University Librarian or University Librarian shall chair the search committee which will have at least three other members, and will include representatives of those who will work most closely with the appointee. A person who is not a librarian may be a member of a search committee where special expertise is deemed appropriate, and will be on the committee in addition to the librarians.

5.6.2 The University Librarian shall consult with Vice President Research with respect to the appropriate search procedures, including whether the search will be exclusively internal or will also consider external candidates.

5.6.3 The chair of the search committee shall forward a recommendation to the University Librarian, along with a list of all applicants, and the curriculum vitae and letters of reference of the short-listed candidates. The University Librarian shall consider the advice of the search committee and if s/he concurs with the recommendation, shall forward it to the Vice President, Research for his/her consideration.

5.6.4 If the University Librarian does not concur with the recommendation of the search committee, s/he shall review the recommendation with the chair of the search committee. If no consensus emerges, the matter shall be referred to the Vice President, Research for decision.
5.7 Librarian Administrator Positions

5.7.1 A search committee shall consist of the following members

a. the University Librarian (Chair)
b. three Librarians from the ranks Librarian 2 and 3, elected by the Librarians
c. a Librarian Administrator, elected by the Librarian Administrators
d. up to two members of the campus community may be selected by the Vice President, Research on the recommendation of the Senate Library Committee.

5.7.2 The University Librarian shall consult with Vice President Research with respect to the appropriate search procedures, including whether the search will be exclusively internal or will also consider external candidates.

5.7.3 The University Librarian shall forward a recommendation to the Vice President, Research along with a list of all applicants and the curriculum vitae and letters of reference of the shortlisted candidates.

5.7.4 The Vice President, Research shall review the recommendation forwarded to him/her and shall conclude an appointment if he/she approves it. If the appointment is not approved, the recommendation shall be returned to the University Librarian for reconsideration.

5.8 When a librarian appointment is made continuing it will be made without term, but may be terminated as provided for in section 11 and section 13.

5.9 Normally, a Librarian Administrator position is an appointment without term. Where a Librarian vacancy exists, however, a Librarian Administrator may be considered for the position If appointed her/his salary will be at the Librarian level.

6. Review of Probationary Appointments

6.1 Librarian Ranks

6.1.1 During the probationary period, a Librarian's performance shall be reviewed by her/his supervisor at the end of six and nine months.

6.1.2 If the first review is unsatisfactory, the Librarian shall be informed in writing of the unsatisfactory aspects of his/her performance and the steps by which s/he can attain a satisfactory assessment. If the second review is also unsatisfactory, the supervisor shall forward a recommendation to the Librarian Promotions Committee, with a copy to the Librarian, that s/he be given three months notice of the termination of her/his appointment. The Librarian may appeal this recommendation to the LPC within 14 days of receipt. S/he shall have the right to appear before the Committee accompanied by a representative. The LPC shall make a recommendation to the University Librarian who shall in turn forward a recommendation to the Vice President, Research for final decision.

6.1.3 If the first review is satisfactory but the second review is unsatisfactory, the Librarian shall be informed in writing of the unsatisfactory aspects of his/her performance and the steps by which s/he can attain a satisfactory assessment. Her/his probationary period will be extended by three months. If the third review is also unsatisfactory, the supervisor shall forward a recommendation to the Librarian Promotions Committee, with a copy to the Librarian, that s/he be given three months notice of the termination of her/his appointment. The Librarian may appeal this recommendation to the LPC within 14 days of receipt. S/he shall have the right to appear before the Committee accompanied by a representative. The LPC shall make a recommendation to the University Librarian who shall in turn forward a recommendation to the Vice President, Research for final decision.
6.2 Librarian Administrator Ranks

6.2.1 Initial probationary appointments of twelve months are made when a librarian is appointed as or promoted to Division Head or Associate University Librarian.

6.2.2 During the probationary period a Librarian Administrator’s performance shall be reviewed by the University Librarian at the end of six and nine months. If the first review is unsatisfactory, the Librarian Administrator shall be informed in writing of the unsatisfactory aspects of his/her performance and the steps by which s/he can attain a satisfactory assessment.

6.2.3 If the first review is satisfactory but the second review is unsatisfactory, the Librarian Administrator shall be informed in writing of the unsatisfactory aspects of his/her performance and the steps by which s/he can attain a satisfactory assessment. Her/his probationary period will be extended by three months.

6.2.4 When a Librarian Administrator receives two consecutive unsatisfactory reviews during the probationary period a continuing appointment will not be made.

a. When the probationary appointment of an internal candidate as a Librarian Administrator is not made into a continuing appointment, the Librarian shall 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 rank.

b. When the probationary appointment of an external candidate as a Librarian Administrator is not made into a continuing appointment, the University Librarian shall forward a recommendation to the Vice President, Research with a copy to the Librarian Administrator, that s/he be given three months notice of the termination of her/his appointment. The Librarian Administrator may appeal this recommendation within 14 days of receipt to the Vice President, Research whose decision will be final.

6.3 During the probationary appointment of either a Librarian or Librarian Administrator, the supervisor may conclude that a performance review is premature and recommend that the probationary period be extended by up to twelve months to allow for supplementary review.

6.4 Upon successful completion of the probationary appointment, a Librarian or Librarian Administrator will have a continuing appointment with annual performance reviews.

7. Salaries and Benefits

7.1 Initial placement on the salary scale will reflect both the type and duration of the librarian’s professional experience. The salary scale for librarians is contained in A20.02.

7.2 Salaries will be within a specified range at each rank. Floors and ceilings will bear a specified relationship to the librarian salary base. This is an established reference point subject to negotiation rather than the actual salary of any librarian or archivist.

7.3 There is a break-point in the salary scale of Librarian 3, Division Head, and Associate University Librarian. Below the break-point the steps are of greater value than above the break-point.

7.4 Salaries shall increase by one step on September 1 annually for those librarians who are eligible and whose performance in the previous year has been satisfactory. Librarians with less than 6 months of service, librarians whose salaries are at the ceiling of their rank and librarians who have received a step adjustment on promotion within the previous six months are not eligible for a step increase. Where the salary of a librarian is within one step of the ceiling of her/his rank, the salary shall be increased to the ceiling.

7.5 Benefits

7.5.1 Details of benefits are contained in A21.01.
7.5.2 Study Leave eligibility is set out A31.06.

7.5.3 Leaves of absence of up to six months may be approved at the discretion of the University Librarian who will inform the Vice President, Research. Leaves of absence of more than six months require the approval of the Vice President, Research. The librarian may elect either to pay her/his and the University's share of benefit contributions or to let the contributions and coverage lapse for the period of the leave. Vacation and sick leave entitlement do not accrue during a leave of absence without pay.

7.5.4 To be eligible for tuition reimbursement, enrolment in courses requires the prior approval of the supervisor and the University Librarian who are responsible for ensuring that such courses do not impair the provision of library services.

7.5.5 When a librarian's appointment ends, the vacation entitlement for that year will be prorated according to the last date of employment.

8. Annual Performance Reviews

8.1 Performance reviews shall be conducted annually on the anniversary of the librarian's continuing appointment, or on a date designated by the University Librarian.

8.2 At the beginning of each year, the librarian in consultation with her/his supervisor shall establish the goals to be achieved over the next twelve month period. At the end of the year, the librarian and her/his supervisor shall review her/his performance in relation to those goals along with any additional achievements.

8.3 The supervisor will prepare a written review including successes and areas for improvement. The review must also contain an overall assessment of the librarian's performance over the review period, either satisfactory or unsatisfactory. The librarian shall receive a copy of the evaluation and shall have the opportunity to add comments to it. The evaluations will then be forwarded to the University Librarian.

8.4 When a librarian's performance is assessed as unsatisfactory, s/he may appeal this assessment to the Librarian Promotions Committee.

8.5 If the librarian accepts the unsatisfactory assessment or if the LPC confirms it on appeal then, in the case of a librarian who has an immediate prior performance history of at least two consecutive satisfactory reviews, s/he will be expected to take steps to remedy the unsatisfactory performance review.

8.6 In all other cases of unsatisfactory performance, the Division Head and the University Librarian shall, within one month outline in writing:

   i. the unsatisfactory aspects of performance;
   ii. the expected standard of performance and
   iii. the criteria by which that performance will be measured.

8.7 If the librarian's performance has not reached a satisfactory level within six months, the supervisor shall recommend to the University Librarian that the librarian be placed on probation.

8.8 When a librarian is placed on probation the following procedure shall be followed:

   i. The supervisor and the librarian shall review the job description to ensure complete understanding of the objectives;
   ii. The areas of deficiency shall be clearly spelled out in writing and the expected standard of performance, along with measurement criteria, fully explained;
   iii. The librarian shall be officially put on notice that the expected standards are to be accomplished by a deadline date which shall be at least three months and no longer than six months from the date of the notice. This shall be in writing with a copy to the Division Head, University Librarian and the Vice President, Research;
   iv. Within 14 calendar days of the deadline date, the LPC will assess accomplishment against objectives. The librarian will be able to make a written submission to the Committee.
v. Should the evaluated performance not meet the articulated standards, the Chair of
the LPC shall forward to the University Librarian a recommendation that the
librarian's appointment be terminated and the University Librarian shall forward a
recommendation to the Vice President, Research. The Vice President, Research
shall forward a recommendation to the President whose decision shall be final. The
librarian shall have a right of response at each step of this process.

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

8.10 When an appointment is terminated as set out in this section, the librarian may have recourse
to the dismissal arbitration process set out in A30.09 - Disciplinary Measures Policy.

9. Librarian Promotions Committee

9.1 The LPC shall comprise the Associate University Librarian, or designate as Chair and four
members.

9.2 Each September, the University Librarian shall hold an election for two members of the LPC.
Members shall hold office for 2 years.

9.3 All Librarians and Librarian Administrators are eligible to vote. Only those holding the rank of
Librarian 2 and above who hold continuing appointments are eligible to serve on the LPC. There
must be a librarian from each rank (Librarian 2, 3, Division Head) elected as members.

9.4 The supervisor of a candidate for promotion who is also a member of the LPC should absent
them self from all deliberations of that application for promotion.

9.5 A quorum for the LPC is four members including the Chair who is a voting member. Abstentions
are not permitted. Tied votes will defeat a motion which should always be phrased in the positive.

10. Promotions

10.1 When a librarian wishes to be considered for promotion within the librarian ranks s/he should
submit an application to the LPC along with any materials that s/he wishes to submit in support of
the application by September 15, January 15 or May 15. These should include a current
curriculum vitae, up to four letters of reference and a summary of major achievements consistent
with the criteria for promotion. The LPC may initiate a consideration for promotion at any time by
advising the librarian that it wishes to do so, but only with the librarian's written consent.

10.2 The LPC shall request written assessments of the candidate's performance from her/his
immediate supervisor(s) and three other individuals familiar with the work of the candidate. A list of
those asked to provide written assessments shall be communicated in advance to the librarian who
may comment on their suitability. The librarian's comments will be taken into consideration, but the
librarian has no power of veto. The LPC will also meet with the candidate and with her/his
immediate supervisor.

10.3 The general standard for promotion will be one of continuous improvement in the areas of
professional expertise, accuracy and efficiency, the standard and quantity of the librarian's work,
analytical and communication skills, initiative and participation in other professional activities.

10.4 Promotion from Librarian 1 to Librarian 2:

10.4.1 To be eligible for promotion, a Librarian 1 must have a minimum of two years of
professional experience, including at least one year as a Librarian 1 at Simon Fraser
University.

10.4.2 Promotion to Librarian 2 requires a high level of performance in carrying out her/his
Librarian 1 responsibilities and the ability to perform the librarian functions described in
paragraph 1 above with broad supervision of a librarian who holds a higher rank.
10.5 Promotion from Librarian 2 to Librarian 3:

10.5.1 To be eligible for promotion, a Librarian 2 must have a minimum of five years of professional experience, including at least one year as a Librarian 2 at Simon Fraser University.

10.5.2 Promotion to Librarian 3 requires a consistent high level of performance in carrying out her/his Librarian 2 responsibilities as well as increased expertise and intellectual and professional growth. S/he must be able to perform complex tasks independently and to foster the best interests of the library system as a whole. There must also be a record of participation in other forms of professional activities.

10.6 Recommendations

10.6.1 At each stage of the promotion recommendation process, the candidate will receive a copy of the recommendation and have 14 days to provide a response for the next level of consideration.

10.6.2 The LPC shall forward its recommendation along with all supporting documentation to the University Librarian. If the recommendation is positive, it shall include the effective date of the promotion and the placement on the salary scale upon promotion. If the recommendation is negative, the candidate shall be given a summary of the written assessments received by the LPC.

10.6.3 The University Librarian shall consider the recommendation of the LPC along with any response from the candidate and forward her/his recommendation along with that of the LPC to the Vice President, Research.

10.6.4 The Vice President, Research shall consider the recommendations of the University Librarian and the LPC along with any response from the candidate and make a final decision within four months of the application deadline, that is, December 31, April 30 and August 31.

10.7 If the application for promotion is unsuccessful, the librarian must wait at least two years from the most recent application date before re-applying.

11. Elimination of Positions

11.1 The University accepts that it has a responsibility to librarians holding continuing appointments 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.

11.2 Before any notice of termination due to position elimination is given to any librarian on a continuing appointment, various courses of action such as voluntary early retirement, job sharing and reduction of hours shall be explored with the librarians.

11.3 A librarian holding a continuing appointment whose position is discontinued shall be advised in writing of the reasons for this action. 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 shall be given, but in no circumstances shall the period of notice be less than four months.

11.4 The University shall assist a librarian whose position is discontinued in a search for suitable alternative employment within the University. A librarian who accepts alternative employment shall be given the opportunity to retrain for her/his new duties and the University shall pay any related fees.

11.5 A librarian whose position is discontinued shall automatically be a candidate for all librarian vacancies that occur during the notice period and for a further three years. The librarian is responsible for keeping the University apprised of her/his current address.
11.6 No librarian shall 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 that s/he previously occupied. In such cases, the individual's salary shall be frozen unless and until the position occupied has a salary range that is greater than the salary currently received by that individual.

11.7 If no suitable alternate employment within the University has been located by the end of the notice period then

a. relocation counselling by an external consultant will be offered at no expense to the librarian, and
b. the librarian shall be terminated and receive severance pay equivalent to one month's salary and benefits for each complete year of service to a maximum of twelve months’ salary, to be paid out in a mutually agreeable manner.

11.8 For the twelve months following termination

a. 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 and
b. if the individual is re-employed by S.F.U. in a continuing position, severance pay will cease and any balance will be due to the University and s/he shall have her/his original vacation service date restored.

12. Resolutions of Disagreements and Grievances

Section 12 of the Framework Agreement with the Faculty Association provides the mechanism for dealing with disagreements and grievances. Where that section refers to a "chair", it shall be interpreted to mean "Division Head" where the disagreement or grievance is brought by or on behalf of a librarian.

13. Reprimands, Suspension and Dismissal for Cause

Policy A30.09 - (Disciplinary Measures Policy) applies to librarians.

14. Outside Activities

Policy A30.04 - (Outside Activities Policy) applies to librarians mutatis mutandis - with due alteration of details. For example, references to "Chair" shall be substituted with "Division Head" and "Dean" substituted with "University Librarian".

15. Labour Disputes

Policy A30.05 - (Strike Policy) applies to librarians mutatis mutandis.

16. Exchanges

Policy A31.04 - (Faculty Exchanges) applies to librarians mutatis mutandis.

17. Resignation and Retirement

17.1 A librarian is expected to provide a minimum of two months' notice of resignation.

17.2 Appointment beyond retirement date is governed by Policy A12.10 (Appointment of Retired Faculty, Lecturers, Laboratory Instructors, Librarians and Archivists).

Interpretation
Section 14.1 of the Faculty Association Framework Agreement deals with matters of interpretation of this Policy.
### Previous Policies

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1. In this policy, where the word "librarian" appears in lower case letters, it shall refer to both Librarians and Librarian Administrators. Where the word "Librarian" is capitalized, it shall refer to Librarians as distinct from Librarian Administrators.

2. See Section 9 for the composition of the Librarian Promotion Committee.

3. See Section 9 for the composition of the Librarian Promotion Committee.