

SIMON FRASER UNIVERSITY
OFFICE OF THE VICE-PRESIDENT, RESEARCH

Memorandum

S.99-54

*As amended
by Senate*

TO: Ms. Alison J. Watt
Secretary to Senate

FROM: Bruce P. Clayman
Vice-President, Research

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SUBJECT: Search Committee for the Librarian **DATE:** August 20, 1999

I seek the ^{approval} advice of Senate on the composition and terms of reference of the search committee for the University Librarian. The attached draft has benefited from the advice of the Librarian Pro Tem and several others and has been approved by the Senate Library Committee at its meeting in July.

Would you please place the matter on the agenda of Senate at the earliest opportunity? Thank you for your assistance.

Attach.

Bruce Clayman

MOTION: "that Senate approve, and recommend approval to the Board of Governors, the composition and terms of reference of the Search Committee for the University Librarian as set out in S.99-54 "

SEARCH COMMITTEE FOR THE UNIVERSITY LIBRARIAN

MEMBERS	CONDITIONS
Vice-President, Research	Chair
Two Deans	Selected by the Deans. At least one must be a Faculty Dean.
Five faculty members (one from each Faculty)	Elected by and from the respective Faculties.
Two students	Selected by the Student Society; one undergraduate and one graduate student, <i>elected by respective undergraduate + graduate student body.</i>
Two members of the Library professional staff	Elected by and from members of the Professional Librarian and Division Head staff of the Library.
One member of the Library support staff	Elected by the support staff of the Library
Up to two additional persons	Selected by the Vice-President, Research from the above groups to ensure appropriate gender representation.

The incumbent Librarian is excluded from membership. A quorum shall be 60% of the membership of the Committee.

The term of office for the University Librarian shall normally be five years and re-appointment shall be possible, through the process described in this document.

No later than 10 months before the expiration of the University Librarian's term of office, the Vice-President, Research shall initiate formation of the Search Committee for the University Librarian. In the event the Librarian leaves the position prior to the expiration of the term of office, a Search Committee shall be constituted as soon as possible.

The Registrar shall be responsible for conducting elections for the Search Committee.

TERMS OF REFERENCE

1. Stage One:

The Committee shall review the incumbent's performance where that individual is eligible for and seeking re-appointment. The review will include meeting with the incumbent and broad consultation within the University, with the Senate Library Committee, with the Deans and Vice-Presidents, and with appropriate external constituents. If the committee is satisfied with the results of the review, it will recommend reappointment.

2. Stage Two:

Where there is no incumbent eligible for and seeking re-appointment or where, as a result of a Stage One review, the Committee does not recommend the incumbent's re-appointment, the responsibilities of the Search Committee for the University Librarian shall include:

- a) deciding whether to include in its search persons outside the University;
- b) engaging in a search for potential candidates and examining their credentials;
- c) receiving expressions, as early as possible in the search process, of opinions and preferences of faculty, students and all library personnel;
- d) consulting with all available Deans, Vice-Presidents, department chairs and Library Division Heads during the search procedure;
- e) consulting with the Senate Library Committee;
- f) obtaining, in the case of a candidate from within the Library, ratification by vote of the Professional Librarians and Division Heads of the Library.
- g) bringing to the President of the University within a reasonable period one or more recommendations for appointment to the position.

- 3. When an external candidate is being recommended as University Librarian, an appointment compatible with the terms of A 12.03 is required.
- 4. If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the Search Committee, the President shall so inform the Committee, and shall supply an explanation of the decision. In such an event, the Committee shall undertake once more the responsibilities outlined above.
- 5. Any person who is a candidate for the position shall not be a member of the Search Committee.
- 6. If a member of the Search Committee leaves the Committee, the Vice-President, Research may appoint a replacement.