

**SFU**

UNIVERSITY SECRETARIAT

S.09-12

*Withdrawn from agenda
S.M. 12 Jan 09*

MEMO

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TO	Senate Committee on Agenda and Rules
FROM	Alison Watt
RE	Search Committee for Dean of Library Services/University Librarian
DATE	11 December 2008

In 1999, Senate and the Board of Governors approved search committee and procedures for the University Librarian. Several years ago, the position of University Librarian was also made a Dean, but the search procedures were never incorporated into Policy A 13.05 Search Committees for Deans.

Attached is a proposed addition to A 13.05 covering the inclusion of the Dean of Library Services/University Librarian. It has been updated from the 1999 version to bring it in line with current search procedures, and the committee membership has been adapted following advice from the Senate Committee on Agenda and Rules in October. If this now meets with SCAR's approval, it can be forwarded to Senate and the Board of Governors for approval.

Motion

That Senate approve and recommend to the Board of Governors the attached updated search committee policy for the Dean of Library Services/University Librarian.

The approved policy revision/update would be incorporated in Policy A 13.05 Search Committees for Deans.

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SIMON FRASER UNIVERSITY
THINKING OF THE WORLD

Search Committee for the Dean of Library Services/University Librarian

Members	Conditions
Vice-President, Research	Chair
Two Deans	Selected by the Deans. (At least one must be a Faculty Dean. The incumbent Dean of Library Services is excluded from membership.)
Four Faculty Members	Elected jointly by and from the faculty of the University, except that a Faculty cannot have more than one faculty representative.
One Graduate Student	Selected by the Graduate Student Society.
One Undergraduate Student	Selected by the SFSS.
One member of the Library Professional staff	Elected by and from members of the Librarian and Librarian Administrators of the Library.
One Member of the Support Staff	Elected by the support staff of the Library.
Up to two additional persons	Selected by the Vice-President, Research to ensure appropriate gender representation. ¹

A quorum shall be 60% of the membership of the Committee.

No later than 10 months before the expiration of the Dean's term of office, the Vice-President, Research shall initiate formation of the Search Committee for the Dean of Library Services. In the event the Dean 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.

¹ While appropriate gender representation will be expected to vary, search committees should have at least 20% of their members from each gender.

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 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 Dean of Library Services 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 library personnel;
 - d. consulting with all available Deans, Vice-Presidents, department chairs and Librarian Administrators 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 Librarians and Librarian Administrators 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 Dean of Library Services, an appointment compatible with the terms of A12.03 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.
7. The term of appointment shall normally be five years. An individual may be reappointed as the Dean of Librarian Services.
8. During the term of office, the Dean shall serve on a year round basis, with annual vacation of one month which shall be scheduled in consultation with the Vice-President, Research.

18 November 2008

SIMON FRASER UNIVERSITY
OFFICE OF THE VICE-PRESIDENT, RESEARCH

S.99-54

Memorandum

As amended
by Senate
13/09/99

TO: Ms. Alison J. Watt
Secretary to Senate

FROM: Bruce P. Clayman
Vice-President, Research

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 "

Approved by BOG Sept. 22/99 mlg

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, elected by and from respective undergraduate and graduate student bodies.
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.