

ARTICLE 16 – PROMOTION OF PROFESSIONAL LIBRARIANS

Definition of a Promotion Decision

A decision to promote constitutes a promotion decision, and shall be made by the Board only on the recommendation of the President, who shall first receive a recommendation from the University Librarian, following the University Librarian's receipt of a recommendation from COAP and from the Library Personnel Committee and the Chair of the Library Personnel Committee.

Promotion shall not be granted without a positive recommendation from the University Librarian and the President, provided that each carries out the duties assigned in the promotion process under this Agreement without determinative procedural or substantive error or bias.

A rank promotion takes effect on the July 1 following the initiation of the promotion hearing.

Promotion for Librarians—Eligibility to be Considered for Promotion

- III.8.4.1** Librarians I, II, and III ~~shall be~~ **are eligible to be** considered for promotion during the academic year in which they are on the step of their current rank scale immediately below the lowest step in the next highest rank scale. **The University Librarian shall inform candidates of their eligibility to be considered for promotion by September 30th of the first year in which they are eligible for consideration. Requests to be considered for promotion, which must be in writing to the Chair of the Library Personnel Committee, may be made by October 31st of any year in which the candidate is eligible to be considered for promotion.**
- ~~III.8.4.2~~ ~~If not promoted at this point, librarian members shall be considered for promotion in any subsequent year that they so request in writing to the Library Personnel Committee.~~
- III.8.4.3 When librarian members are eligible for consideration for both permanency and promotion to Librarian III in the same academic year, the granting of permanency entails promotion in the same year, unless there is an overriding failure to satisfy the obligations of IV.1.2(ii) and (iii).
- III.8.4.4 When librarian members are recommended by the University Librarian to the President for a merit award which would have the effect, when awarded, of placing them at a point at which they would be eligible for promotion, they shall be **deemed to be immediately eligible for** ~~considered consideration~~ for promotion, unless such a member formally requests not to be considered. The provisions of III.8.4.2 shall also apply in this case.

III.8.4.5 **Criteria for Promotion for Librarians**

The criteria for promotion shall be those appended to this Agreement (Appendix A).

Criteria for promotion to the next rank are as follows:

(i) I to II

Competence in the performance of duties in the library.

(ii) II to III

(a) Competence in the performance of duties in the library; interest involvement in general library policy.

(b) ~~Interest and~~ Documented activity in at least one of the following:

(i) making a contribution to the profession at large;

(ii) scholarship, research, and university teaching;

(iii) university service or professionally-related community service.

(iii) III to IV

(a) Thoroughly satisfactory in the performance of duties in the library, and an effective contributor to the shaping of library or archives policy.

(b) Significant contributions to the profession at large and/or in scholarship, research and university teaching.

(c) Active participation in university service or professionally-related community service.

The holding of any given rank is not tied to the holding of any given administrative position.

III.8.4.6 **Promotion Procedures for Preparation for Promotion Decisions**

The Chair of the Library Personnel Committee shall submit a

recommendation for or against promotion to the University Librarian by the deadline specified annually in the Chair's calendar as issued by the Dean's Office. COAP, the University Librarian, and the President will endeavour to work within a timeline which will permit the University Librarian or the President to convey a decision regarding promotion to the candidate by June 30th of the year in which the promotion hearing was initiated

The Library Personnel Committee shall be bound by the guidelines for submission of promotion recommendations as issued by the University Librarian and revised from time to time in consultation with Joint Committee.

- i) **The Chair of the Library Personnel Committee shall ascertain, before December 16 by November 1st of each year, whether any librarians have requested are eligible to be considered for promotion under the provisions of III.8.4.1, with the exception of those candidates who are eligible to be considered for promotion to Librarian III simultaneous with being considered for permanency. or eligible to request consideration for promotion under provisions of III.8.4.2.**
- ii) ~~Eligible candidates shall be notified and be given the opportunity to request or defer consideration.~~
- iii) **Candidates shall be given at least four (4) weeks (following notification) until November 30th to submit such evidence as required by the guidelines for submission of promotion recommendations as issued by the University Librarian and other such supporting evidence as they he/she sees fit. In the case of a candidate who becomes eligible under the provisions of III.8.4.4, notification of eligibility by the Univesity Librarian shall occur not no later than February 16-December 16th.**
- iv) **The Chair of the Library Personnel Committee shall provide to the University Librarian the names and academic backgrounds of at least four (4) qualified assessors from universities or institutions outside of Trent, at least two (2) of whom shall be the choice of the Library Personnel Committee and at least two (2) of whom shall be the choice of the candidate. The Chair of the Library Personnel Committee shall provide the University Librarian with a brief c.v. and contact information for each of the assessors, as well as a rationale for the selection of assessors. Two assessors (one (1) named by the Library Personnel Committee and one (1) named by the candidate) shall be requested by the University Librarian to furnish assessments of the candidate's performance in accordance with the criteria as specified in Appendix A. On receipt of the assessors' reports, the University Librarian shall make them**

available to the Chair of the Library Personnel Committee.

- iv) The Library Personnel Committee shall follow a fair and reasonable plan to secure the views of librarians, **faculty members, librarian colleagues external to Trent, and other relevant parties.** **The Chair of the Library Personnel Committee** ~~departmental/program Chair~~ shall include a report on this plan ~~with~~ **when he/she submits the recommendation of the Library Personnel Committee and his/her recommendation to COAP and to the University Librarian.**
- v) ~~All materials submitted shall be treated in accordance with the provisions concerning personnel files (IV.8).~~

III.8.4.7 Recommendation of the Library Personnel Committee

The Library Personnel Committee shall be advisory **to the Chair of the Library Personnel Committee.**, ~~through the Librarians' Committee, to the University Librarian.~~ **The Chair of Library Personnel Committee shall not vote.** After considering all the submissions and discussing the case, the Library Personnel Committee shall vote formally to recommend or not recommend to the Chair of **the Library Personnel Committee** that the candidate be promoted. ~~The Chair of the Library Personnel Committee shall not vote.~~

In the event that the Library Personnel Committee intends to recommend against promotion, the candidate shall be informed by the Chair of the Library Personnel Committee with the reasons set out in writing. The candidate shall have the right to request reconsideration by the Library Personnel Committee before it makes its recommendation to the Chair of the Library Personnel Committee. Should the candidate request reconsideration, the candidate shall submit a written response within two (2) weeks to the Chair of the Library Personnel Committee. The evidence to be considered by the Library Personnel Committee in its reconsideration is to be confined to the original evidence submitted, the candidate's written response, and whatever additional relevant information the candidate provides. Following the reconsideration, the candidate shall be informed of the final recommendation of the Library Personnel Committee which the Chair of the Library Personnel Committee intends to forward to the University Librarian, as well as the Chair of the Library Personnel Committee's own recommendation.

In the event that the Chair of the Library Personnel Committee is conveying a recommendation against promotion to the University Librarian, the member shall receive full information from the Chair of the Library Personnel Committee on the procedures followed.

III.8.3.3 Recommendation of Library Personnel Committee to the University Librarian

The Chair of the Library Committee shall forward to the University Librarian, for consideration by COAP, the recommendation of the Library Personnel Committee along with his/her recommendation, all supporting arguments and all correspondence and documentation considered by the Library Personnel Committee, and a report on the procedures followed. Members of the Library Personnel Committee who disagree with the Library Personnel Committee's recommendation shall have the right to submit, together or singly, a dissenting report to COAP. the University Librarian who shall include the dissenting report(s) in the materials forwarded to COAP for review.

~~III.8.4.8 Recommendation to the University Librarian and COAP~~

~~The Chair of the Library Personnel Committee shall then inform the Library Personnel Committee of the intended recommendation to the University Librarian and COAP. Members of the Library Personnel Committee who disagree with this recommendation shall have the right to submit, together or singly, a dissenting report to COAP.~~

~~III.8.4.9 Right of Rebuttal~~

~~Where the Library Personnel Committee decides to recommend against promotion, the candidate shall be informed in writing of the reasons for this negative recommendation before it is forwarded to COAP. The Chair of the Library Personnel Committee shall make available to the candidate all material tabled in the Library Personnel Committee. The candidate shall then have the right to submit a written rebuttal to COAP, with a copy to the Chair of the Library Personnel Committee.~~

~~III.8.4.10 Outside **External** Assessments~~

~~III.8.4.10.1 If the University Librarian determines that the evidence already available does not suffice to make a reasonable judgment, outside external assessments may be secured in connection with the recommendation for promotion. A statement of the University Librarian's reasons for seeking such outside assessments shall be submitted to the Library Personnel Committee in every case.~~

~~III.8.4.10.2 The Library Personnel Committee may also request that the University Librarian secure such outside **external** assessments.~~

~~III.8.4.10.3~~ ~~Where such outside external assessments are to be sought, the University Librarian shall give the candidate the opportunity to name one (1) of such outside assessors.~~

Recommendation of COAP

III.8.3.5 **In its review of promotion files and recommendations received from the University Librarian, COAP shall strive to ensure that members receive fair and equitable treatment under the procedures for granting promotion provided for in this Agreement.**

III.8.4.11.1 COAP shall review all the submissions and recommendations pertaining to the promotion in the light of the criteria set out in Appendix A, and shall have access to all materials tabled in the Library Personnel Committee.

COAP, by formal vote, shall make its recommendation to the University Librarian. The University Librarian shall not vote.

COAP may do one of the following:

- (i) **endorse a recommendation concerning promotion from the Library Personnel Committee, in which case COAP recommends to the University Librarian that the recommendation concerning promotion from the Library Personnel Committee be upheld; or**
- (ii) **COAP may, giving reasons, instruct the University Librarian to request that the Library Personnel Committee reconsider its recommendation concerning promotion; or**
- (iii) **COAP may, giving reasons, instruct the University Librarian to request that the Library Personnel Committee reconsider its recommendation concerning promotion after seeking further evidence and/or supporting documentation including but not limited to assessments from qualified external assessors. If further external assessments are being sought, the procedures outlined in III.8.4.6 will be followed; or**
- (iv) **COAP may refuse to endorse a recommendation concerning promotion from the Library Personnel Committee, but shall not do so without good reason based on the criteria for the granting of promotion as provided for in Appendix A, or a finding of determinative procedural or substantive error or bias.**

~~A COAP recommendation against promotion which contradicts the recommendation of the Library Personnel Committee must be communicated~~

~~to the Chair of the Library Personnel Committee, in writing by the University Librarian. a~~

In the event that COAP does not endorse a recommendation (positive or negative) from the Library Personnel Committee, it shall instruct the University Librarian to so inform the candidate and the Chair of the Library Personnel Committee, setting out in writing ~~The University Librarian shall provide the Chair with~~ a summary of COAP's reasons for its recommendation, including the weight given in that recommendation to outside assessments. The University Librarian shall also indicate if COAP considered any additional evidence to that considered by the Library Personnel Committee **and the Chair of the Library Personnel Committee**. If such evidence was considered by COAP, the University Librarian shall submit copies of it to the **Chair of the** Library Personnel Committee. The Chair of the Library Personnel Committee shall discuss the University Librarian's communication with the Library Personnel Committee, and may ask COAP to reconsider its recommendation.

Promotion Decision

III.8.4.11.2

The decision to promote is made subsequent to the University Librarian making a positive recommendation to promote to the President and the President making a positive recommendation to promote to the Board. The decision to promote is made by the Board and communicated by the President to the Candidate. ~~The University Librarian shall, in the case of a positive decision, so recommend to the President, who in turn shall make a recommendation to the Board. In the case of a decision by the University Librarian not to promote~~ ~~In the case of a negative decision,~~ the University Librarian shall communicate that decision in writing to the candidate, and provide a full report on the procedure followed and the reasons for the negative decision, including the weight given to outside assessments.

Promotion decisions take effect the July 1 following the initiation of the promotion hearing.