

SIMON FRASER UNIVERSITY

MEMORANDUM

S.78-2

As amended by Senate
January 9, 1978

To..... SENATE

From P. JEWETT

PRESIDENT

Subject.. SEARCH PROCEDURES FOR UNIVERSITY
LIBRARIAN

Date DECEMBER 13, 1977

MOTION

"That Senate approve the selection procedures and terms of reference established by the Board of Governors, as set forth in S.78-2, for the University Librarian Search Committee:

A. Selection of the University Librarian Search Committee:

1. The University Librarian Search Committee shall consist of the following members:
 - a. The Academic Vice-President, who shall serve as Chairman.
 - b. Two Deans, elected by the Deans.
 - c. Four members of the University Library professional Librarian and Division Head staff elected by that constituency.
 - d. One faculty member from each Faculty, holding a regular full-time appointment, ~~appointed by the Dean~~, elected by and from each Faculty.
 - e. ^{Three} ~~Two~~ students, to be selected by such methods as the Simon Fraser Student Society may determine, at least one of whom shall be a graduate student.
 - f. One member of the continuing non-professional Library staff, to be elected by that constituency.
2. All the above members of the University Librarian Search Committee shall be voting members.

B. Terms of Reference of the University Librarian Search Committee:

1. Responsibilities of the University Librarian Search Committee shall include:
 - a. Deciding whether to include in its search area persons outside the University.
 - b. Engaging in a search for potential candidates and examining their credentials.
 - c. Consulting during the search procedure with all available University Library Division Heads.
 - d. Receiving expressions, as early as possible in

the search process, of the opinions and preferences of Library personnel.

- e. Apprising the President of the name of any candidate for appointment so that in advance of making any final recommendation, agreement may be reached between the President and the said candidate regarding the terms under which he/she might be appointed.
 - f. Obtaining, in the case of a candidate from within the Library, ratification by vote of the constituency defined in A.1.(c) above, of the candidate to be recommended to the President; and
 - g. Bringing to the President of the University within a reasonable period one or more recommendations for appointment to the position.
2. If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the Committee she shall so inform the Committee, and shall supply an explanation of her decision. In such an event the University Librarian's Search Committee shall undertake once more the responsibilities outlined in B.1. above.

C. Related Matters

1. Only those persons holding appropriate status within the University Library (as determined by Senate and as recorded in the Registrar's Office) shall be eligible to vote under sections A.1.(c) and B.1.(f).
2. Unless otherwise specified, the applicable election rules and procedures shall be those prevailing in elections to Senate, with the elections to be conducted by the Registrar."

Registrar's Explanatory Note: Unless clearly instructed otherwise by the Board and by the Senate, the constituency of Section A.1.f shall be taken to be the usual type of constituency for prime elections at this institution and would constitute those non-faculty equivalent library employees entitled to be candidates and/or to vote in elections to the Board.

SIMON FRASER UNIVERSITY

MEMORANDUM

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| To..... Mr. H. Evans..... | From..... Pauline Jewett..... |
| Secretary of Senate..... | President..... |
| Subject..... Search Procedures for Univer- sity Librarian | Date..... December 13th, 1977..... |

This is to confirm that at the Board of Governors meeting held on December 6, 1977, the Board approved the attached "Terms of Reference for Search Committees for University Librarian", with the following amendment:

That Section f. be added under Item A.1., which would read:

One member of the continuing non-professional Library staff, to be elected by that constituency.

This amendment has been incorporated into the attached paper.

Although R. Clavier indicated that "continuing" should include part-time employees, but not temporary employees who were employed for less than four months, I will leave it to you to determine the meaning of "continuing" in accordance with Senate regulations.

A further amendment failed, i.e. to add Section g. under Item A.1. which would read:

One graduate student elected by graduate students.

The President indicated that a graduate student could be included under item e., as the Student Society represented both undergraduate and graduate students.

Would you place this on the agenda of Senate for its approval at its meeting on January 9, 1978, in accordance with Section 28(e) of the Universities Act which states that:

".... the Board has power

- (e) with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar, and other senior academic administrators as the board may designate;"

bjp

c.c. Dr. B. G. Wilson, Vice-President, Academic

TERMS OF REFERENCE FOR SEARCH COMMITTEES
FOR UNIVERSITY LIBRARIAN

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 - e. Two students, to be selected by such methods as the Simon Fraser Student Society may determine.
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 - e. Apprising the President of the name of any candidate for appointment so that in advance of making any final recommendation, agreement may be reached between the President and the said candidate regarding the terms under which he/she might be appointed.
 - f. Obtaining, in the case of a candidate from within the Library, ratification by vote of the constituency defined in A.1.(c) above, of the candidate to be recommended to the President; and
 - g. Bringing to the President of the University within a reasonable period one or more recommendations for appointment to the position.

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December 13th, 1977