

SIMON FRASER UNIVERSITY

S.76-22

MEMORANDUM

To SENATE

From SENATE LIBRARY COMMITTEE

Subject LIBRARIANS' STATUS

Date JANUARY 20, 1976

MOTION: "That equivalent academic status be granted to Librarians in terms of the Universities Act."

Explanatory Note from the Senate Committee on Agenda and Rules:

"Section 1 - Interpretation of the Universities Act indicates 'faculty member' means a person employed on a full time basis by a university who has, for four months or longer, served as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the senate." Senate has previously approved motions pertaining to this Section as it relates to the purposes of nominations, elections and voting. Following discussions with the Chairman of the Senate Library Committee and the Chief Librarian and agreement by them, SCAR recommends that Senate debate the motion worded as follows:

MOTION: "That Senate approve under Section 1 - Interpretation of the Universities Act pertaining to 'faculty member' that for the purposes of nominations, elections and voting the positions held by professional librarians be designated by Senate as equivalent positions."

(Note: Approval of this motion would place librarians for the purpose of nominations, elections and voting for the Board of Governors and for Senate as though they were "members of faculty" rather than "full time employees of the University who are not faculty members." If approved, the effect would be to place professional librarians, in the Rules of Senate under Section G.2 (by adding Subsection k) where they are now under Section G.3 but not directly mentioned.

With reference to SLC 75-17, Motion III, the recommendation then would not be operative in its present form and in principle would involve agencies other than Senate.)

SIMON FRASER UNIVERSITY

S.76-22

MEMORANDUM

To..... H. Evans	From..... P. Stigger
Secretary to Senate	Chairman, Senate Library Committee
Subject..... Librarians' Status	Date..... 4th December 1975

At the meeting of the Senate Library Committee held on 17th November 1975, the question of academic status of Librarians was discussed and the following motion passed unanimously: -

"that the Senate Library Committee approves SLC 75-17 and recommends to Senate that equivalent academic status be granted to librarians in terms of the Universities Act."

I attach herewith the supporting documentation which was submitted for consideration to the Senate Library Committee, and would be grateful if you would place this material and the Senate Library Committee motion before Senate.

P. Stigger

PS:dcr
Attachments

ACADEMIC STATUS OF LIBRARIANS AT SFU

INTRODUCTION

At the February 1975 general meeting of the SFU Faculty Association the following motions were passed unanimously:

- Motion I: that all professional librarians be designated as equivalent to faculty members as permitted by the Universities Act under the definition of "faculty member" in the Act.
- Motion II: that all professional librarians be recognized as eligible for membership in all Senate committees except the Library Penalties Appeal Committee.
- Motion III: that the membership of Senate be expanded to include representation of the professional librarians by one person elected from their ranks in addition to the University Librarian who serves ex officio.
- Motion IV: that the above be put before the Senate for their consideration and approval.

As the first step in implementing these resolutions it was decided by representatives of the Association, Senate, the Senate Library Committee and the University Librarian to present them to the Senate Library Committee for their consideration and to request their approval and subsequent submission to Senate.

Rationale for Improving the Status of Librarians

Integration of Teaching and Documentation

University librarians are skilled professionals who not only support the academic activities of the University but contribute heavily to them primarily in the field of bibliographic expertise. Teaching is now more dependent upon reading and library research than at any time in the past. Learning has shifted from primary emphasis on the charismatic teacher to a process that is highly integrated with documentation. The ideal of instilling in the student a synoptic view of all knowledge is being abandoned. It is being displaced with more specialization in curricula and increasing emphasis on bibliographic research. Along with these changes collections have become extremely large and complicated. The librarians' role is more closely related to that of the teaching faculty than is any other service in the university; their expertise directly influences the quality of the educational programme.

Although librarians are not teachers they regularly lecture on bibliographic and library matters. In the 1974-1975 fall, spring and summer terms librarians gave 79 bibliographic seminars for various courses. "Access to Information", a non-credit library course of five sessions, was given seven times. Orientation tours for the year were arranged for over 700 freshmen and high school students. This instruction is in

addition to the weekly 10-12 student-contact hours for those librarians participating in reference service.

Librarians have prepared a total of 50 annotated bibliographies, 20 guides, a slide/sound presentation and a self-guided cassette tour to acquaint the students and faculty with the resources available to them.

A number of these bibliographies were requested by faculty members. In one case, the bibliography on Radical scholarship, a course based on the bibliography was subsequently developed and offered by the History Department as Hist 448: The U.S. in the 20th Century: The Radical critique of the American Foreign Policy. Spring 1974, and Hist 449: Problems in U.S. history. Radical historians and the cold war - a study in revisionism. Fall 1974.

In several instances librarians' publications have had a wider community:

Aleksandra Wawrzyszko's Bibliography of Slavic philology was cited in the 1970 edition of Walford's Guide to reference materials. In 1971 her Bibliography of general linguistics was published by Archon Books.

The English novel 1578-1956 by Inglis Bell and Donald Baird has been reprinted this year by Shoe String Press.

Both Ted Dobb and Brian Phillips have published papers on Library use of computers and Brian Phillips with Paul Koroscil presented a paper on the state of Canadian geographical bibliography at the 1974

National Conference on Canadian Bibliography. Other librarians have contributed frequently to library conferences in Canada and abroad.

For the past four years Maurice Deutsch has been working with W. Ross of Kinesiology on four bibliographies using both manual and computer retrieval techniques for the emerging discipline of Kinanthropometry which is the study of the relationships of body size, type, composition and maturation, to gross motor function, strength, stamina, and to nutrition and the environment. Because this retrieval system has proved so successful, Marcel Hebbelinck, of the New University, Brussels, has invited Maurice to lecture at the International Congress of Physical Activity Sciences which will meet in Quebec in 1976.

Participation in Academic Governance

Librarians and faculty members share a common commitment to academic programmes of the highest possible quality. Until librarians are recognized as fully enfranchized citizens of the academic community they will be unable to fulfill their share of this mutual obligation. In order to participate fully and effectively in the academic governance of the University, librarians must be represented on faculty committees responsible for guiding the University's academic affairs. It seems a misuse of resources when an English professor can evaluate, criticize

and vote on a new biology programme while the librarians who build the biology collection, organize it, assist students in its use, and daily retrieve data for student and faculty researchers are denied this participation.

The role of the librarians in the educational process requires close communication with faculty members throughout the University. Decisions are made almost daily which alter the content of curriculum and research commitments. The Library must respond to all these changes with adjustments to collecting policy, acquisitions budgets and instructional services.

The necessity for greater involvement in academic affairs was recognized recently by Senate Committee on Committees and by Senate itself in according the University Librarian, or his designate, a place on a number of Senate Committees. Further participation by librarians other than those representing the library administration would enrich and enlarge the Library's contribution to our common goal of academic excellence.

Present Status Liabilities

Academic status is necessary to ensure that the human resource which librarians constitute is fully used to the benefit of the university. At present, Simon Fraser University librarians are classified as non-academic employees; this position isolates them from constructive involvement in academic affairs (e. g. lack of representation in university government or on committees other than library committees). A corollary

of non-academic status which further constrains full participation in academic matters is the situation whereby librarians are subject to personnel policies originating in the Personnel Office; such policies are essentially non-academic in nature and serve to inhibit initiative.

- (i) There is no provision for access by librarians to research funds which would enable them to engage in independent research or other scholarly activity (the appended CAUT - CACUL guidelines recommend that librarians should have the same access to research funds as other academic staff).
- (ii) The SFU study leave policy for "supervisory and professional staff" which librarians currently fall under is more restrictive than that allowed faculty (cf. CAUT - CACUL recommendation that librarians should have equal right to sabbatical leave).
- (iii) Librarians presently have no provision for tenure, nor access to faculty dismissal and grievance procedures. The security that this would provide is necessary for the academic freedom needed to ensure that library materials, no matter how controversial, are readily available to all. As members of the university community, librarians also require a full measure of security to ensure their free and possibly controversial participation in university affairs.
- (iv) Librarians presently lack a committee structure that would ensure

participation in formulation of peer group recommendations on hiring, firing, evaluation, promotion and reclassification, study leave, working conditions and tenure. Such a committee structure, supplementing but not replacing the present hierarchical structure, would be composed of committees that would cut both horizontally across separate divisions and vertically through levels of management. Such a structure is in effect at the University of Guelph and facilitates the practice of "consultative management" as described in a recent article.* The primary benefits of consultative management appear to be a greater coordination of library resources, both human and material, and maximum use of each librarian's potential.

This view is endorsed by the CAUT guidelines which recommend that "the university library system should operate under internal policies and procedures which are analogous to those used in the traditional academic faculties".

- (v) Librarians are currently required to account for their time under the same regulations applying to support staff. This is blatant contradiction of their professional status and concomitant sense of responsibility. Although librarians' time is of necessity more structured than that of faculty (because of the need to provide public

* Beckman, M. and Brown, N.A. "The role of the librarian in management," Special Libraries, Jan., 1975, p.19-26.

service at regular times, supervise support staff, etc.) it furthers their sense of isolation from faculty to be subject to such regulations.

The foregoing drawbacks serve to reduce the potential academic contribution of librarians to the quality of education provided at SFU. This problem could be alleviated by the granting of academic status to librarians.

A quotation from the CAUT guidelines expresses succinctly the point of view here espoused:

"University librarians are entitled to have clearly defined and equitable procedures governing their career development. Procedures relating to the terms and conditions of their appointments should, insofar as possible, be analogous to those in use for faculty members and should include procedures governing initial appointment, renewal, confirmation of appointment, promotion, dismissal and grievance resolution. Librarians should be entitled, as well, to research and study leaves at levels of financial support comparable to those for faculty, and should be eligible to apply for travel and research funds available within and outside the university".

An additional statement as to possible means of implementing motions I, II, and III is attached.

Addition Statement in Clarification of Motions I - III

Equivalent Status v. Faculty Status (Motion I)

For several years now university and college librarians across the country have subscribed to a position approved in June 1969 by the Canadian Association of College and University Librarians (CACUL) which advocated a distinction between "academic" and "faculty" status. Librarians feel that their role in the university is more closely related to teaching faculty than to any other group, and that their status should be modelled after, but not necessarily identical to, that of faculty.

The legal basis for the possibility of having this kind of status is provided by the B.C. Universities Act of 1974 which defines a faculty member as "a person employed on a full-time basis by a university who has, for four months or longer, served as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by Senate". (Bill No. 157, pt. I). The purpose of this motion is to officially designate librarians as co-academices and thereby create the basis for their full participation in the governance and development of the University.

The following information is provided to illustrate in what major ways the status of librarians at SFU is currently at variance with faculty and librarians at other Canadian universities. Though such matters do

not generally require Senate decisions, they are unavoidable considerations closely related to the motions under discussion. The information shows how conditions of employment for librarians could be potentially affected if motions on academic status were approved by Senate.

Specific policy, of course, on each of these matters would have to be decided later by the academic administration and/or the Board of Governors.

S. F. U. Librarians

S. F. U. Faculty

Librarians across the country.
(Figures taken from 1974/74
CACUL Survey.)

Appointment

Librarians are hired without the benefit of a written contract, setting out terms of appointment.

Appointments of university teachers are made by the appropriate departmental Appointments Committee and ratified by the Dean of Arts, the Academic Vice-President, the President and the Board of Governors. Terms of appointment are clearly set out in a letter from the President; they can range from one semester or one year appointments to three or five year contracts to permanent appointments for tenured faculty.

At 16 out of 26 Canadian universities librarians receive a written contract of appointment identical or equivalent to that received by faculty members. At 15 of 26 universities the administrative procedure for hiring of librarians is the same as that for the hiring of teaching faculty.

Tenure or Permanent Appointment

Librarians have nothing remotely approaching tenure.

University teachers can attain tenure upon being recommended for it by their departmental Tenure, Salaries and Promotion Committee. Its recommendations are confirmed or overruled by the Dean, the University Tenure Committee, the Academic Vice-President and the President.

20 of 26 universities grant their librarians some sort of permanent appointment or tenure equivalent.

Promotion & Rank

Librarians have no formal channels through which they can seek or be recommended for promotion.

As with tenure, university teachers are recommended for promotion by their departmental Tenure, Salaries and Promotion Committee. Recommendations are confirmed or overruled by the Dean, Academic Vice President and President

In 15 of 26 universities librarians are promoted in the same manner as faculty.

Dismissal & Appeal

Librarians have no formal channels through which they can appeal a dismissal notice.

The faculty have recently been granted a dismissal procedure from which librarians were specifically excluded.

In 18 of 23 universities librarians are treated the same as faculty with regard to dismissal procedures.

Eligibility of Librarians for Membership in Senate Committees
(Motion II)

Librarians are presently represented on many senate committees by the University Librarian, or his designate, who serve ex officio. Although the librarians are currently represented unofficially by one of the lay senators who happens to be a librarian there is no mechanism to guarantee library participation on senate committees except by the Library administration.

We feel that the principle of dual representation should extend to senate committees and that in particular, a librarian senator, or any elected librarian, should be eligible to serve on the following committees:

Senate Graduate Studies Committee

Senate Committee on Undergraduates Studies

Senate Committee on Continuing Studies

In addition the senator elected by and from the professional librarians would be eligible for election to any senate committees for which senators at large are elected by their colleagues except the Library Penalties Appeal Committee which would clearly create a potential conflict of interest.

Elected Representation of Librarians on Senate (Motion III)

Each Faculty is guaranteed dual representation on Senate, with the administration represented by the Dean who serves ex officio, and the faculty members themselves represented by at least two of their colleagues. In contrast, the Library is represented only by its chief administrative officer, who serves ex officio, and there is no mechanism to ensure the presence of another librarian.

Provision for the seating of one Senator, elected by and from the professional librarians, would ensure the same dual representation enjoyed by the Faculties and permit participation in the academic governance of the University by the librarians through their elected representative.

Adding one senator who is a professional librarian could be accomplished under Section 35 (2) (1) of the Universities Act which approves Senate membership for "such additional members as the senate may from time to time determine without altering the ratio set out in clauses (g) and (h)".

Clauses (g) and (h) refer exclusively to the ratio of elected faculty (g) and students (h) to representatives of the University administration who serve as ex officio senators. The addition of one senator to be elected by and from the professional librarians would not affect these ratios and would not require election of any additional faculty or student senators.

22nd October, 1975

MEMORANDUM:

TO: Professional Librarian Members of CAUT

FROM: Donald C. Savage, Executive Secretary

RE: Draft document on academic status for professional university librarians

You will perhaps know that a draft policy statement on academic status for professional university librarians prepared by a joint task force established by the Canadian Association of University Teachers and the Canadian Association of College and University Libraries was approved in principle by the governing bodies of both associations in May, 1975. The CAUT Council, moreover, approved a change in its constitution to make unequivocal the fact that professional university librarians are eligible for membership in CAUT. These developments reflect the CAUT belief that professional university librarians are part of the academic community and are entitled to the same protection and assistance which CAUT has made available in the past to faculty members. CAUT is concerned that fair procedures relating to career development, university and library governance, and the protection of academic freedom be applied to professional university librarians as they are to faculty members.

The draft policy statement (copy attached) will be given clause-by-clause examination this fall by a joint CAUT-CACUL drafting committee. The committee is particularly anxious to have the comments of librarians. Could I ask you to examine the copy attached and let me have your views and suggestions for revisions as soon as possible.





canadian association of university teachers

association canadienne des professeurs d'université

GUIDELINES ON ACADEMIC STATUS
FOR
PROFESSIONAL UNIVERSITY LIBRARIANS

PREAMBLE

The Canadian Association of University Teachers and the Canadian Association of College and University Libraries believe that professional university librarians are partners with faculty members in contributing to the scholarly and intellectual functions of the university and should be accorded academic status, and the rights and responsibilities of that status, as set out below. University librarians do not merely support the academic activities of the university but are skilled professionals who play an integral role in the pursuit, dissemination and structuring of knowledge and understanding in the university. The increasing complexity of library and information technology ensures the vital role of librarians in the acquisition, storage, retrieval, and circulation of library resources in their many forms. Librarians have, moreover, an important responsibility to instruct faculty members and students, both formally and informally, in the availability and use of library resources. Finally, professional librarians may themselves be involved in independent scholarly activity either in the field of library science or in other academic disciplines.

University librarians are entitled by virtue of their role within the academic community to full protection of their academic freedom. The nature of academic freedom and its importance in a university are described in the preamble to the CAUT Policy Statement on Academic Appointments and Tenure. University librarians, through the exercise of professional judgment, must ensure that library materials, no matter how controversial, are readily available to all. It is essential that all university librarians be free to carry out their professional responsibilities, within the limits of appropriately defined library policies, without hindrance from persons or groups within or outside the university. It is for this reason that procedures which ensure academic due process in the resolution of disputes, now widely available to faculty members, should be available to librarians.

University librarians are entitled to have clearly defined and equitable procedures governing their career development. Procedures relating to the terms and conditions of their appointments should, insofar as possible, be analogous to those in use for faculty members and should include procedures governing initial appointment, renewal, confirmation of appointment, promotion, dismissal and grievance resolution. Librarians should be entitled, as well, to research and study leaves at levels of financial support comparable to those for faculty, and should be eligible to apply for travel and research funds available within and outside the university.

Librarians should be subject to regular evaluations of their professional competence, performance and career development. The criteria for renewal of appointment, promotion and confirmation should be clearly established and fairly applied within the library system.

Finally, university librarians should be entitled to participate fully in the academic affairs of the university. They should be eligible for membership on the governing bodies of the university and of the library system.

1. Ranks

Ranks for librarians should parallel faculty ranks as follows:

Librarian I	(General Librarian) - Lecturer
Librarian II	(Assistant Librarian) - Assistant Professor
Librarian III	(Associate Librarian) - Associate Professor
Librarian IV	(Librarian) - Professor

These ranks reflect individual levels of accomplishment and do not constitute a classification of positions. Individuals of any rank may, in principle, hold any administrative post, though senior administrative positions will normally be held by librarians of advanced rank.

II. APPOINTMENTS

1. University librarians should be understood to hold academic appointments. The letter of appointment or contract should be signed by the President of the university or his designate.

2. Appointments should be made following proper consultation on a systematic basis, with a committee fully representative of the library professional staff.

3. The length and conditions of initial and subsequent appointments should be clearly stated in writing, including rank, class of appointment, salary, etc., and any special conditions attaching to the appointment.

4. Appointments are of three classes:

- (i) Confirmed appointments;
- (ii) those that confer probationary status on the candidate, implying that at the end of a stated period the university will either confer confirmation on him or discontinue the appointment;
- (iii) those made in some exceptional cases, where a university may find it necessary to make appointments with a contractually limited term, carrying no implication of renewal or continuation beyond the term and no implication that the appointee is on probation for a permanent appointment.

5. In connection with the three kinds of library appointments, the following guidelines are recommended:

A. PROBATIONARY PERIODS AND CONFIRMATION

A1. The purpose of a probationary appointment is to provide a period of mutual appraisal for the university and the candidate. Probation does not imply inevitable appointment with confirmation. It should imply that the university will give very serious consideration to such an appointment.

A2. Confirmation may be granted to experienced librarians without probationary service. In any event, probationary appointments at the rank of Librarian III or above should not exceed two years. A probationary appointment to a rank at or below that of Librarian II should not exceed five years.

A3. (a) For beginning librarians a probationary period should be at least two years in length, in fairness to the university, and at most five years, in fairness to the candidate. Probationary periods may be for renewable periods, but should not be renewed beyond the maximum of five years. In determining the probationary period for a candidate, full account should be taken of previous full-time service at the university, including service under a limited term contract, and appropriate account should be taken of full-time professional service elsewhere.

(b) Proper consideration of the renewal of a probationary appointment should be assured through clearly defined and well-publicized procedures. The decision on renewal should be made with proper consultation on a systematic basis, preferably through a committee which is fully representative of library professional staff. The librarian should be advised when a review of his appointment is to take place, and he should be given the opportunity to present written or oral evidence. The candidate should be given reasons in writing for non-renewal if he requests them. It should be understood that such reasons might include consideration of budgetary and library needs as well as of the specific qualifications of the individual concerned. Suitable provisions for appeal should be available. Normally an appeal from a recommendation of non-renewal should be based either on a failure to follow proper procedures or on evidence of bias or inconsistency in the grounds for the recommendation.

A4. Notice that a first probationary appointment of two years will not be renewed should be given not later than six months before the end of the probationary period. Notice in a longer probationary appointment should be given not later than one year before the appointment is to terminate. At the end of the fourth year, at the latest, the Chief Librarian should tell the librarian either that he has confirmation or that at the end of the fifth year he will not be offered any further appointment.

CONFIRMATION HEARINGS

These guidelines are designed to accomplish the following ends, namely that the candidate should have the opportunity for a fair hearing before a library committee on confirmation, be informed of the results of any reviews of that decision, and have an opportunity to appeal an adverse decision with a full hearing of both procedure and substance before any recommendation is submitted to the President of the university.

A5. The conferring of confirmation is likely to be the most important step in the relations between the university and the librarian. The matter should be decided only after careful discussion, and the special authority of professional colleagues to judge competence should be recognized.

A6. The library should have a representative promotion and confirmation committee which includes professional colleagues.

A7. The library committee on confirmation should interview the candidate after a study of a complete record of his qualifications. It should solicit the views of others familiar with his work, and may solicit the views of qualified assessors external to the university. The views of such assessors should be confined to the candidate's professional and scholarly activities and those assessors should include at least one named by the candidate.

A8. Each university should have a published statement of criteria for renewal, promotion and confirmation. (See D below). In considering grounds for granting confirmation, the committee should have regard, primarily, to professional competence and scholarship. In reviewing the candidate's qualifications, it should be recognized as desirable that librarians who do not hold confirmed appointments have freedom to criticize the university and to take controversial stands on public issues. Personal or social incompatibility should not be a reason for denying confirmation.

A9. If the committee proposes to recommend that confirmation be denied, it should, before making a formal recommendation, so notify the candidate and give him if he so requests a written statement of the reasons for the proposed recommendation. The candidate should then have the right to meet with the committee and discuss the reasons before a recommendation is arrived at. If the final decision is negative, the candidate should be so informed in writing and should receive a statement of reasons from the committee if he so desires. A statement of reasons should always be complete and substantive and related to the criteria for the award of confirmation.

A10. The candidate should have the right to receive in writing the recommendations and the reasons for them of any academic reviewing authority beyond the library committee on confirmation, but prior to any submission to the President.

A11. In addition to standard review procedures, the university should create a university-wide appeals committee, a majority of whose members should be chosen by appropriate elective procedures. Anyone who is a member of an appeals committee and who has been personally involved in the decisions or reviews relating to a particular case should withdraw when that case is discussed and voted on.

A12. In conducting a hearing, the appeals committee should give the librarian reasonable notice in writing of the time and place of the hearing and a summary of the earlier decisions and the reasons for them. The librarian should have the right to submit his case in writing and in person before the committee. He should receive a summary of any material or considerations not introduced in prior proceedings and the opportunity to speak to them. He should have the right to be represented by an advisor if he so chooses. If competence is in dispute, the appeals committee may solicit opinions from professional librarians outside the university. This should not preclude the

librarian from presenting similar evidence of his own. The appeals committee shall produce a written judgment with reasons for their decisions.

A13. The granting of confirmation should be made the subject of formal and immediate notice to the librarian concerned, by the university.

B. APPOINTMENTS FOR LIMITED TERMS

B1. Limited term appointments are undesirable except for special purposes and should not be substituted for probationary appointments.

B2. The length of a limited term appointment should be clearly stated in writing.

B3. If the appointment is renewable, the university should advise the candidate whether or not it proposes to renew the appointment not later than six months before it expires. In any event, every effort should be made to notify the candidate of non-renewal early enough so that he may investigate other opportunities for employment.

C. PROMOTION IN ACADEMIC RANK

C1. Candidates for promotion in academic rank should be considered by a committee which is fully representative of library professional staff.

C2. Documentation in support of applications for promotion should include evaluation by the candidate's peers as well as by his superiors.

C3. Librarians I, II, and III, should be formally evaluated and reviewed for promotion at the same intervals as are applicable to faculty holding comparable ranks at the university.

C4. If a member of the library professional staff believes there are substantial grounds for disagreement with a denial of promotion, the case should be reviewed according to the appropriate institutional regulations (See F below).

D. CRITERIA FOR RENEWAL, PROMOTION AND CONFIRMATION

D1. The criteria for renewal of appointment, promotion, and confirmation in appointment are closely allied and should include;

- (a) Professional service in the library.
- (b) Research and other creative work.
- (c) Professional activity outside the library.
- (d) University and community service.

D2. Evaluation and substantial review shall be done for all librarians at the required intervals using the above criteria.

E. DISMISSAL PROCEDURES AND SUSPENSION

E1. "Dismissal" means the termination of an appointment by the university without the consent of the appointee, before the end of a stated contractual period. It follows that the failure to renew a contract of limited term does not constitute dismissal; that the decision not to grant confirmation at the end of a probationary period does not constitute dismissal; that the termination of a non-confirmed appointment during the course of its term constitutes dismissal; that the termination of a confirmed appointment by the university at any time other than normal retirement constitutes dismissal.

E2. The appointment of a confirmed librarian should be terminated only upon proof of adequate cause before an arbitration committee which is constituted in accordance with the following principles. The appointment of a librarian on probation or with an otherwise limited term should be terminated at any time other than that specified only in accordance with the same arbitration procedure.

E3. If "adequate cause" is to be defined, it might be said to mean, or to include, gross misconduct or persistent neglect of a librarian's duty to the university community or his discipline. A definition here would only substitute one set of general words for another. The real meaning of either "adequate cause" or any substituted phrases can only be reached in the context of a particular case, and the important thing is to ensure that a procedure is followed that will permit dispassionate consideration of "cause" established by the evidence.

E4. Physical or emotional inability to carry out reasonable duties ought to be treated separately from dismissal cases. A person so afflicted should be granted leave under some form of disability insurance.

E5. When the President of the university and the Chief Librarian are satisfied that there is adequate cause to justify their recommending that a librarian should be dismissed, the President and the Chief librarian should forthwith notify the individual that they intend so to recommend, and they should invite the librarian to meet with them in the presence of his department head, if there is one, and a disinterested librarian having a confirmed appointment who is acceptable to the Chief Librarian and the individual. In this and all further proceedings, the librarian should be permitted to bring and be assisted by an advisor of his choice.

E6. If the attempt to settle the matter fails, the university shall inform the librarian in writing of the charges against him in sufficient detail to enable him to prepare his defense.

E7. (a) Within 14 days of the receipt by the librarian of written charges as provided in E6 above, the university and the librarian shall meet to name jointly an arbitration committee.

(b) The arbitration committee shall consist of three librarians from outside the university who are acceptable to the university and the individual.

(c) If the university and the librarian are unable to constitute

an arbitration committee within 21 days from the meeting in E7 (a) above, recourse shall be had to procedures outlined in E8 below.

E8. A person of unquestioned integrity and independence from outside the university shall be appointed jointly by the university and the faculty association, whose function shall be to name at the earliest possible moment the arbitration committee in cases where the representative of the university and the librarian are unable to agree on one. Such person shall be appointed within 30 days of the adoption of these regulations, or of the resignation of the person previously appointed.

E9. (a) The arbitration committee shall convene within 21 days of being constituted, and shall attempt to conclude their proceedings and render their decision as expeditiously as possible.

(b) The arbitration committee shall have the right to establish its own procedures, and to require each party to make full disclosure of evidence which the committee deems relevant, having due regard to basic fairness. In any event, it shall:

- (i) notify all persons concerned of the time and place at which they intend to hear the parties;
- (ii) afford both parties the right to appear in person with or without counsel or other advisors, and to examine and cross-examine witnesses;
- (iii) hold its hearings in camera unless both parties agree in writing that they shall be open, and instruct all persons appearing before the committee in camera to treat all evidence and proceedings as confidential;
- (iv) require each party to indicate the nature of the evidence it intends to rely on, in order to enable the other party to make a full and fair answer.

(c) No formal transcript of the proceedings shall be kept; however, the committee shall have the authority to require that a logged audio tape of all or part of the proceedings be kept for its own use.

(d) The committee shall issue a written decision which contains findings of fact, reasons, and conclusions as to adequacy of cause. The written decision shall be forwarded to the university and the librarian, either of whom may decide to make the decision public.

(e) The decision of the committee shall be final and binding on the librarian and the university.

(f) In its award the committee shall declare:

(i) that cause for dismissal has not been shown, and that any suspension in effect shall be rescinded,

OR

(ii) that cause for dismissal has been shown.

(g) In the event that the committee finds cause for dismissal, the committee may also rule that the librarian's salary and the university's contribution to his pens on shall be continued for a period not exceeding one year from the date of the committee's decision.

E10. The President of a university may, by written notice for stated cause, relieve a librarian of some or all of his university privileges, provided that dismissal or other procedures to determine the propriety of such action have already been initiated or are initiated simultaneously. The suspension should terminate with the conclusion of the dismissal or other proceedings, or at such earlier time as the President may deem appropriate. The stated cause for suspension must involve an immediate threat to the functioning of the university, or to any member of the university. Salary and other benefits should continue throughout the period of suspension.

E11. Any failure by one party to observe any of the time limits set out herein shall entitle the other party to invoke succeeding steps in the procedure. However, the parties may mutually agree in writing to extend any time limit provided herein.

F. GRIEVANCES NOT INVOLVING DISMISSAL OR SUSPENSION

F1. A librarian who believes that he has been unreasonably denied a promotion or an increase in salary or both, should be entitled to a fair appeal procedure.

F2. Where a librarian believes that he has been unreasonably and persistently harassed or discriminated against by his superior, the Chief Librarian, or by any university administrator, he should be entitled to a fair hearing.

G. PROSPECTIVE OPERATION

G1. In the ordinary case new rules adopted along the lines of this guide should be made only prospective in operation. Unless great care is taken to see what effect they would have if applied retroactively, they should not be made expressly retroactive. Where the new rules work to the benefit of a librarian, and he asks to have them apply to him, consideration should be given to his request.

SALARIES

1. Salary negotiations for librarians should be carried out at the same time and under the same conditions as salary negotiations for other academic staff.

2. The salary floor for each librarian rank should correspond as closely as possible to the floor for each faculty rank. Every effort should be made to assure that salaries adequately reflect market conditions.

IV. OTHER ECONOMIC BENEFITS

Librarians should enjoy the same economic benefits, such as pension plans and disability insurance plans, as do other academic staff.

V. RESEARCH AND TRAVEL FUNDS

Librarians should have access to research and travel funds on the same basis as other academic staff.

VI. LEAVES

1. Paid and unpaid leaves of absence should be available to librarians on the same basis as they are available to other academic staff. Such leaves of absence may be used for the upgrading of academic and professional qualifications.

2. The CAUT Guidelines Concerning Sabbatical Leave should be applied to librarians, for, just as faculty members need to take sabbatical leave at intervals frequent enough to enable them to maintain their effectiveness as teachers and scholars, so do librarians need to take sabbatical leaves at intervals frequent enough to enable them to maintain their effectiveness in their own sphere of activity. Approval of sabbatical leave should depend on the submission of an acceptable study proposal.

3. It is expected that, on expiration of leave, a librarian will return to his duties at the university.

4. Some provision for research time should be made for librarians with on-going research projects, since their working year is not divided into teaching and non-teaching periods, as is the faculty member's year.

VII. UNIVERSITY AND LIBRARY GOVERNANCE

1. Professional university librarians play an essential role in the acquisition and maintenance of library materials for new and existing programmes and should participate in the determination of general academic policies which affect the entire university. They should, therefore, be eligible to serve as elected or appointed members on all appropriate university governing councils and committees in the same way as faculty members. Though the Chief Librarian may serve in an ex-officio capacity, full-time professional librarians should be eligible to serve as elected members of the university Senate, or equivalent body, and its committees and should be represented on any university committee whose responsibilities include any aspect of the operation of the university library system.

2. The university library system should operate under internal policies and procedures which are analogous to those used in the traditional academic Faculties. While the Chief Librarian, analogous in his role to the Dean of an academic Faculty, should have overall responsibility for the operation of the library system, the policies and procedures of the system as a whole

should be determined by a Library Council which is responsible to the Senate and which is composed of all full-time professional librarians as voting members as well as representatives from elsewhere in the university.

3. In those university library systems large enough to have a department or division structure all full-time professional librarians should participate in the development of department and division policy in the same way as faculty members participate in the development of policy and curriculum in the traditional academic departments. Librarians of all ranks should be eligible for membership on all department and division committees. It is recognized that policies and recommendations emanating from departments and divisions may be subject to the approval and ratification of the Library Council and the University Senate.

4. Full-time professional librarians should participate as members of search and appointment committees for the positions of Chief Librarian, Assistant Chief Librarian, and department and division heads or chairmen.