



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Governing Council

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PRESENTER: See above.
CONTACT INFO:

DATE: Dec 11, 2023 for Dec 18, 2023

AGENDA ITEM: 4

ITEM IDENTIFICATION:

Agreement between the University of Toronto and the University of Toronto Faculty Association regarding proposed revisions to the *Policy for Librarians*, 1991.

JURISDICTIONAL INFORMATION:

Under Section 4 of its *Terms of Reference*, the Academic Board “is concerned with matters affecting the teaching, learning, and research functions of the University.” In addition, “matters having significant impact on the University as a whole...will normally require the approval of the Governing Council.” Further, Under Section 5.2.1(a) of its *Terms of Reference*, the Academic Board states that “policies on the nature of academic employment are assigned to the Academic Board. These encompass policies on the appointment, promotion, tenure, suspension and removal of teaching staff, as well as policies on the conduct of academic work, such as the policies on research leave and on academic freedom and responsibilities.”

Under Section 5.10(b) of its *Terms of Reference*, the Business Board has responsibility for “approval of agreements and changes to agreements outside the Labour Relations Act with respect to terms and conditions of employment, subject to any limitations established by law or contract.”

Section 31(b) of Governing Council *By-Law Number 2* states that the Governing Council has authority to act “with respect to agreements with the teaching or administrative staff of the University concerning the remuneration or benefits, terms of employment, rights or privileges available to employees of the University that are directly related to compensation or that are negotiated in a collective fashion for a class or group of employees of the University.” It specifies that issues pertaining to academic employment are reviewed by Academic Board.

GOVERNANCE PATH:

1. Academic Board [for recommendation] (November 16, 2023)
2. Business Board [for recommendation] (November 22, 2023)
3. Executive Committee [for endorsement and forwarding] (December 5, 2023)
4. **Governing Council [for approval] (December 18, 2023)**

PREVIOUS ACTION TAKEN:

The Governing Council of the University of Toronto first approved a *Memorandum of Agreement (MOA) between the University and the University of Toronto Faculty (UTFA)* on June 28, 1977, as amended from time to time, last consolidated on December 31, 2006. The *Policies for Librarians* was first approved by Governing Council on June 15, 1978. Since that time, it has been amended 4 times to update Section 51 regarding research leave. Article 3 of the MOA states that the existing *Policies for Librarians* will not be changed during the term of the agreement without the consent of both parties.

The parties reached agreement in a Memorandum of Settlement (the Agreement) dated October 27, 2023 on proposed revisions to the *Policies for Librarians* (Schedule A); amendments to Article 4 of the *Memorandum of Agreement between the Governing Council of the University of Toronto and the University of Toronto Faculty Association*, (Schedule B), Letters of Understanding: Secondments (Schedule C), Scholars Portal Librarians on Contractually Limited-Term Appointments (Scholars Portal CLTA librarians) including Scholars Portal Recurring-Term Appointment Librarians (SPRTALS) (Schedule D), and Research Leave or Study Leave for SPRTALS (Schedule E).

HIGHLIGHTS:

Subject to approval by Governing Council, the University of Toronto and UTFA have reached an agreement on revisions to the *Policies for Librarians* (hereinafter referred to as the “PFL”) and the *Memorandum of Agreement between the Governing Council of the University of Toronto and the University of Toronto Faculty Association* (hereinafter referred to as the “MOA”) facilitated by William Kaplan. The agreement went forward to Academic Board on November 16, 2023, Business Board on November 22, 2023 and is now coming to Governing Council for approval on December 18, 2023. The proposed changes which have been agreed to between the parties include a revision of the PFL, and corresponding amendments to the MOA. In addition, the parties agreed to a Transition Framework incorporated into the revised PFL. UTFA will have their governance process completed prior to Governing Council on December 18, 2023.

Amendments to the Policies for Librarians (PFL)

The proposed changes agreed to between the parties include:

1. PFL amendments: intended to modernize the terms and conditions of employment for librarians at the University of Toronto to reflect the important role they play at the University.

2. Amendments to the MOA to include research or study leave entitlements for librarians.
3. The Letter of Understanding on Secondments outlines a process related to secondment opportunities for librarians.
4. The Letter of Understanding for Scholars Portal Librarians on Contractually Limited-Term Appointments (Scholars Portal CLTA librarians) including Scholars Portal Recurring-Term Appointment Librarians (SPRTALS) sets out terms and conditions for appointments, application for permanent status, renewals and termination.
5. The Letter of Understanding on Research Leave or Study Leave for SPRTALS sets out eligibility and the process for externally funded SPRTALS to take research or study leave.

FINANCIAL IMPLICATIONS:

There are no financial implications.

RECOMMENDATION:

Be It Resolved:

THAT the Memorandum of Settlement Between the University of Toronto Faculty Association and the University Administration, dated October 27, 2023, regarding the *Policies for Librarians* be approved, effective immediately.

DOCUMENTATION PROVIDED:

- *Memorandum of Settlement dated October 27, 2023, between the Governing Council and the University of Toronto Faculty Association* in the matter of facilitated negotiations with facilitator Kaplan regarding the PFL and matters related thereto.
 - Proposed revisions to the *Policies for Librarians* (track changes) (Schedule A).
 - Amendments to Article 4 of the *Memorandum of Agreement between the Governing Council of the University of Toronto and the University of Toronto Faculty Association*, (Schedule B).
 - Letter of Understanding: Secondments (Schedule C).
 - Letter of Understanding: Scholars Portal Librarians on Contractually Limited-Term Appointments (Scholars Portal CLTA librarians) including Scholars Portal Recurring-Term Appointment Librarians (SPRTALS) (Schedule D).
 - Letter of Understanding: Research Leave or Study Leave for (SPRTALS) (Schedule E).
- Current *Policies for Librarians*
- Proposed revisions to the *Policies for Librarians* (clean copy)

IN THE MATTER OF FACILITATED NEGOTIATIONS WITH FACILITATOR KAPLAN
REGARDING THE POLICIES FOR LIBRARIANS (THE "PFL") AND MATTERS
RELATED THERETO

MEMORANDUM OF SETTLEMENT

BETWEEN:

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO
(THE "UNIVERSITY ADMINISTRATION")

-AND-

THE UNIVERSITY OF TORONTO FACULTY ASSOCIATION
(THE "ASSOCIATION" or "UTFA")

(Collectively, the "Parties")

WHEREAS the Parties engaged in facilitated negotiations with the assistance of William Kaplan as facilitator regarding amendments to the Policies for Librarians (PFL) and matters related thereto;

AND WHEREAS the Parties reached a tentative agreement regarding amendments to the PFL and matters related thereto subject to ratification by UTFA Council and the Governing Council of the University of Toronto;

NOW THEREFORE the Parties agree as follows:

1. The University Administration and the Association agree to recommend that their appropriate decision-making body(ies) approve/ratify the following in accordance with their respective governing rules and procedures:
 - (a) The amended Policies for Librarians (the "PFL") (Schedule A);
 - (b) The amendments to Article 4 of the Memorandum of Agreement between the University and the Association (the "MOA") (Schedule B);
 - (c) The Letter of Understanding on Secondments (the "Secondments LOU") (Schedule C);
 - (d) The Letter of Understanding regarding Scholars Portal CLTA Librarians including Scholars Portal Recurring-Term Appointment Librarians (SPRTALS) (the "Scholars Portal CLTA LOU") (Schedule D); and
 - (e) The Letter of Understanding regarding Research or Study Leave for SPRTALS (the "RSL SPRTAL LOU") (Schedule E).

Together referred to as "the Agreement". The Agreement will enter into force on January 1, 2024 following the exchange of letters that each Party has completed the procedures required to give effect to this Memorandum of Settlement.

2. UTFA agrees to bring forward the Agreement for ratification/approval at UTFA Council by no later than November 23, 2023, and to advise the University Administration of the results of that process in writing within two business days. The University Administration agrees to bring forward the Agreement for ratification in Governing Council Cycle 2 concluding on December 18, 2023 and to advise UTFA of the results of that process in writing within two business days.
3. If approved by the University Administration and the Association's decision-making body(ies), the University Administration agrees that it will publicly post the documents referred to in paragraphs 1(a)-(e) on the Governing Council and University's HR websites. If approved by the Governing Council on December 18, 2023, the University Administration agrees that these documents will be posted by December 21, 2023, and the University Administration will advise the Association, in writing, when these documents have been posted on its websites, including providing the links to the documents. The previous version of the PFL will remain publicly posted on these websites until January 1, 2029. If any conflict is found between the posted version of the documents and the official documents (Schedules A-E), the terms of the official documents shall prevail.
4. As soon as reasonably practicable following the execution of this Memorandum of Settlement by both parties, and prior to the approval by UTFA Council and the Governing Council of the University of Toronto, the Acting Vice-Provost, Faculty & Academic Life Randy Boyagoda and UTFA President Terezia Zorić, and UTFA Policies for Librarians Chief Negotiator, Kathleen Scheaffer, will discuss and endeavour to agree on the text and timing of a public announcement by the Parties regarding agreement in principle reached. This will facilitate the smooth implementation of all new terms for January 1, 2024 in the event of ratification by UTFA Council and the Governing Council of the University of Toronto.
5. Following approval by the University Administration's and the Association's decision-making body(ies), Acting Vice-Provost, Faculty & Academic Life Randy Boyagoda and UTFA President Terezia Zorić, and UTFA Policies for Librarians Chief Negotiator, Kathleen Scheaffer, will discuss and endeavour to agree on the text and timing of a public announcement by the Parties regarding the amendments to the PFL and MOA, and the Secondments LOU, Scholars Portal CLTA LOU, and RSL SPRTAL LOU by December 11, 2023. If the Agreement is approved by Governing Council on December 18, 2023, such announcement will occur no later than December 21, 2023. This public announcement will be jointly signed by the University Administration and the Association.
6. This Memorandum of Settlement is made without prejudice or precedent to the rights of the University Administration or the Association in any other matter.
7. This Memorandum of Settlement may be executed in any number of counterparts with the same effect as if all parties had signed the same document. All counterparts, including facsimile or email PDF signatures, shall be construed together, and shall

constitute one and the same agreement.

DATED at Toronto this 27th day of October, 2023.

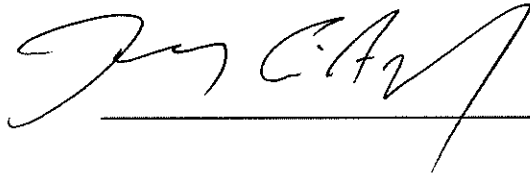
FOR THE UNIVERSITY

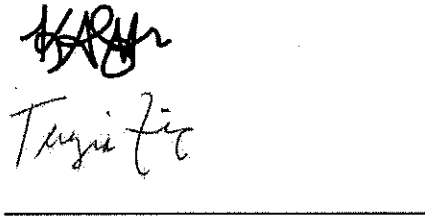
FOR THE ASSOCIATION

Randy Boyagoda, Acting VPFAL
Larry Alford, University Chief Librarian

Kathleen Scheaffer, Strategic Initiatives Librarian
Harriet Sonne de Torrens
Dan D'Agostino
Whitney Kemble
Ken MacDonald
Michael Attridge
Ariel Katz
Terezia Zorić









UNIVERSITY OF TORONTO

University of Toronto
Governing Council

Policies for Librarians

~~July 1,~~
1991[Date]

To request an official copy of this policy, contact:

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Policies for Librarians

Preamble

The University of Toronto Library System (~~referred to in this Policy as the the~~ UTL) is an administratively complex component of the academic community. At present consisting of ~~some 50~~ library units of varying size and with various relationships and reporting structures, it has grown in apparent response to the ~~information evolving~~ academic needs of the University. The UTL is committed to upholding the University of Toronto's principles and values on equity, diversity, inclusion and excellence, and these principles shall inform all aspects of this Policies for Librarians (the Policy), including recruitment, hiring, appointment, and promotion.

Librarians, in fulfilling their roles as contributors in the academic process, have a responsibility to provide leadership, initiative and expertise in realizing the goals and objectives of the ~~UTL Library~~. ~~For those librarians who work in the many different units across the Library System, the need for a well defined University wide personnel policy has become apparent. Equitable opportunity and the same procedures, working conditions, and~~ Policies for Librarians, rank, and salary structure ~~should shall~~ apply to all librarians employed by the University of Toronto under this Policy regardless of the reporting structure, or campus, within which they fulfil their responsibilities.

Librarians play an integral role in advancing the mission of the University, and are guided by collegial values, professional and academic standards, service, and a commitment to intellectual and academic freedom.

Librarians participate in collegial processes. -To that end, where nominations to library committees are sought, librarians will be given reasonable notification and an opportunity to nominate committee members.

~~These Policy policies and procedures proposed~~ recognizes and encourages the concept of a University ~~Library~~ library system, in that ~~it they~~ provides equal access to opportunities for ~~staff librarian~~ development and allows greater mobility and flexibility in staffing across the system as well as consistency in the application of policies across the University. A librarian who is appointed to the University should be made fully aware of the conditions of employment, opportunities for advancement, and specific conditions of the position held. Review and evaluation procedures are prescribed at regular intervals, with substantial review prior to a change in rank or status. The review mechanisms developed emphasize collegial consultation at all appropriate levels, including the concept of peer evaluation.

At the time that a librarian is appointed to the UTL, they shall be provided with this Policy and the Memorandum of Agreement between the University of Toronto and the University of Toronto Faculty Association (MOA), the Workload Policy and Procedures for Faculty and Librarians (WLPP) and the Librarian Workload Policy – University of Toronto.

The autonomy of local ~~UTL Library~~ units with regard to ~~personnel librarian~~ selection and administration is acknowledged, regardless of campus. At the same time, however, ~~the Library Personnel Office, acting on behalf of the~~ University Chief Librarian, will take responsibility for the interpretation of the policies and procedures for librarians across the system supported as appropriate by Library Human Resources. ~~co-ordinating and interpreting personnel policies and procedures for librarians across the system.~~

~~The term department head used in this document is appropriate only in the Central Library, and shall be understood to mean for a librarian outside the Central Library, the Principal, Dean, Director or other administrative officer to whom that librarian is responsible.~~

~~Librarians have access to the grievance procedures under Article 7 of the MOA Memorandum of Agreement between the University of Toronto and the University of Toronto Faculty Association, and~~ subject to the limitations on grievances set out therein and in this Policy.

Librarian Responsibilities

1. Librarian responsibilities are a combination of tasks assigned and tasks determined through collegial interaction and self-direction. While the pattern of a librarian's professional activity may vary from individual to individual, the following three activities constitute a librarian's principal responsibilities:
 - (i) Professional practice as a librarian for the UTL Library or the University, including teaching that has been requested or approved by a librarian's supervisor(s);
 - (ii) Research and scholarly contributions and creative professional activities, including academic, professional and pedagogical contributions; and
 - (iii) Service, which should be broadly understood to include service to the University, the UTL Library, and the profession, including academic organizations and community partnerships relevant to the mission of the University.
2. Professional practice shall be considered the primary area of responsibility. The same activity may reasonably fall into more than one area of responsibility above.
3. Librarian workload is subject to the ~~Workload Policies and Procedures for Faculty and Librarians (WLPP)~~ and the Librarian Workload Policy – University of Toronto as those policies may be amended from time to time.

Librarians are also subject to relevant provisions of the ~~Memorandum of Agreement (MOA) between the University and the University of Toronto Faculty Association~~ as amended from time to time, including librarian responsibilities set out in Article 5 of the MOA.

The same activity may reasonably fall into more than one area of responsibility above.

Appointments

214. There should be a continuous-collegial planning process in each area and department with the objective of delineating future plans and development. Against such plans, requests for new appointments can be judged and the nature of candidates to be sought determined. All area or department heads, before seeking approval for an increase in staff-librarian positions or for the filling of a vacant position, should examine fully the possibility of using staff-in-librarian resources already available in other areas of the University.
225. Notice of vacancy for a librarian's position in any part of the University shall be sent to the Library ~~Personnel~~ Human Resources Office, where appropriate posting and advertising is arranged.

Postings for librarian positions in any part of the University shall be distributed to all UTL University of Toronto Librarians as well as posted on the University of Toronto job posting website. Postings will normally be advertised widely including throughout Canada and internationally, as appropriate to the nature of the position.

A UTL-librarian shall not be excluded from consideration for a position because they hold a higher rank than the advertised position, it being understood that if they are offered and accept the position, they will normally be appointed at the rank, status and salary for the position as advertised.

Secondments

6. The UTL recognizes the desirability of professional and academic growth among permanent status librarians, including endeavouring to provide opportunities for permanent status librarians to work across the UTL where operationally feasible.

Procedures for Appointment

- ~~237.~~ Procedures should be adopted to ensure that an adequate list of possible candidates of quality is obtained and that the selection from this list has been properly and effectively carried out by the department concerned.
- ~~248.~~ The documentation for each candidate shall include a current curriculum vitae and a list of normally at least three (3) referees from whom appraisals may be obtained indicating the candidate's capacity for librarianship as evidenced by job performance and academic and/or professional activities.
- ~~259.~~ These applications shall be assessed and judged by the ~~department head~~ Search Committee, which will identify a short list of candidates to be interviewed, after appropriate consultation with colleagues and interviews of those candidates on the "short list".
- ~~10.~~ Normally, short-listed candidates shall be invited to give a presentation. Those invited will include the Search Committee, members of the unit, all UTL staff and librarians, and faculty and students who may be interested. The Search Committee is advisory to the University Chief Librarian or the appropriate academic administrative head in the case of appointments outside the Central Library System. The Search Committee shall provide a recommendation to the University Chief Librarian who will decide. In the case of appointments outside the Central Library System, the Search Committee shall make a recommendation to the appropriate academic administrative head who will make a recommendation to the University Chief Librarian, shall be notified of the choice when it is made, and the appointment shall be subject to his or her approval. The Search Committee shall consist of the department head/appropriate academic administrative head or supervisor (acting as the Chair of the Committee). The majority of the Committee shall be librarians who hold permanent status and shall normally include one or more librarian(s) from the relevant department. The majority of Committee members shall be from the relevant campus.
- ~~2611.~~ The appointment of a librarian outside the Central Library ~~System~~ shall be made by the senior library administrator or relevant appropriate academic administrative head of the department or division concerned, subject to the approval of the University Chief Librarian.
- ~~2712.~~ The terms and conditions of each appointment shall be clearly stated and confirmed in writing, including type of appointment, rank, salary, status with respect to permanency, the timeline with respect to consideration for promotion and permanent status (if applicable, having regard to previous work experience), and any special conditions attached to the appointment.

Senior Appointments

- ~~2813.~~ Before approving appointments at the ranks of Librarians III and IV with permanent status, the University Chief Librarian ~~or the appropriate academic administrative head~~ shall refer the proposal to a Committee on Permanent Status as described in paragraph ~~(3252)~~ for its recommendation. Proposals for appointment at the rank of Librarian III without permanent status shall be referred to ~~an Ad Hoc Departmental~~ a Committee as described in paragraph ~~(4530)~~. Proposals for appointment at the rank of Librarian IV without permanent status shall be similarly referred to the Senior Committee on Promotions described in paragraph ~~(4735)~~. There shall, however, be no right of appeal against the decision of the University Chief Librarian ~~or the appropriate academic administrative head~~ not to appoint, or to appoint without permanent status.
- ~~14.~~ Where a librarian has been appointed at the rank of Librarian III or IV without permanent status they shall normally be reviewed for permanent status within one year of appointment.

Rank and Permanent StatusPromotion

- ~~15.~~ Librarians in the University of Toronto are appointed to one of the four ranks defined in paragraph ~~(216)~~. ~~Independently of rank~~At the rank of Librarian III or IV, a librarian may be granted permanent status, which is the holding by a librarian of the University of a continuing full-time appointment which the University has relinquished the freedom to terminate ~~before the normal age of retirement~~except under the conditions specified in paragraphs ~~(4668)~~ and ~~(4769)~~. Permanent status shall be granted only by a definite act under the conditions stipulated herein, on the basis of merit.

Ranks

- ~~216.~~ Librarians in the University of Toronto are appointed to one of the four ranks (Librarian I, II, III, IV).
- ~~317.~~ Advancement through these ranks should reflect increased individual levels of professional achievement, which may be demonstrated either by increased responsibility in an area of specialization or by the discharge of administrative responsibilities, or a combination of both.
- ~~418.~~ To qualify for appointment to any rank, the candidate shall have the minimum of an undergraduate degree plus either a ~~library~~ master's degree in library, archival or information science from an accredited institution⁴, or equivalent professional education. ~~A person lacking equivalent professional library education may be appointed to work in the library, but not be appointed as a librarian subject to the terms of this document.~~
- ~~19~~ In exceptional circumstances, the UTL library may consider appointing someone who lacks the requisite graduate education, however, a candidate who does not so qualify shall be appointed conditionally as a librarian and must be accepted and remain enrolled until the graduate degree is conferred, which should normally be within three years. Such candidates will be appointed on a one-year annual contract, which normally may be renewed no more than twice. Successful completion of the degree will make the person eligible for appointment as a librarian without conditions.
- ~~520.~~ The basic quality which must be evident for appointment or promotion to a rank is the ability to perform as a librarian at a high professional level in areas which contribute to the teaching and research objectives of the University, such as the selection, acquisition and preservation of UTL Library materials, the bibliographic control of those materials, the accessibility of the collections to users, the provision of instruction in using the UTL Library's resources and the planning and development of ~~the UTL Library systems~~ library systems.

A librarian shall carry out their responsibilities with all due attention to the establishment of fair and ethical dealings with library users, colleagues and staff taking care to be properly accessible. A librarian shall foster a free exchange of ideas and shall not impose nor permit censorship. A librarian shall ensure fullest possible access to library materials.

- ~~621.~~ Five criteria form the basis for appointment or promotion to a rank:

- effective performance in the area(s) of the candidate's responsibility;
- academic achievement and activities;
- professional achievement and activities;
- effectiveness of service to the University, the UTL Library, and the University where appropriate, to the profession; and
- clear promise of continuing growth in overall performance as a librarian.

Performance as a librarian typically includes specialized knowledge and expertise within an area of responsibility.

⁴ Accredited by the joint Canadian Library Association/American Library Association Committee on Accreditation
University of Toronto Governing Council—Web version

722. Effective performance in the area(s) of the candidate's responsibility will be considered the primary criterion at the lower ranks (Librarian I and Librarian II). It will also be considered significant at the higher ranks (Librarian III and Librarian IV), but the weighting of the other criteria will increase proportionately.

Librarian I

823. Librarian I is the rank at which a professional career normally begins. ~~To qualify~~In being considered for an appointment to this rank the candidate shall have met the minimum educational requirement, and show both potential for successful performance and promise of future professional and academic activity. Librarian I is a probationary appointment, the term of which shall not normally be less than one year or more than two years.

Librarian II

924. ~~To qualify~~In being considered for appointment or promotion to the rank of Librarian II, the candidate shall have met the minimum educational requirement and shall have at least one year's relevant professional experience or equivalent, normally as a librarian. As a primary criterion for appointment or promotion to this rank, a candidate shall have a record of ~~successful-effective~~ performance in the area(s) of the candidate's responsibility as a librarian. ~~It is expected that successful candidates will have demonstrated the ability to use effectively~~effectively use their professional education and will have shown the capacity and promise to develop and extend their professional and academic expertise. A librarian promoted to this rank shall normally receive a three-year contract. A librarian appointed to this rank may receive a contract for a shorter period where previous experience warrants this, but in no case shall the contract be for less than one year.
10. ~~When performance is judged, the nature of the candidate's assignment is to be considered, e.g. supervisory responsibility, subject, area, or language specialization, instructional duties, preparation of reports, etc. It is expected that successful candidates will have demonstrated the ability to use effectively their professional education and will have shown the capacity to develop and extend their professional and academic expertise.~~

Promotion to Librarian II

1425. A Librarian I's performance shall normally be reviewed at least twice by ~~his or her~~their supervisor(s); Review for promotion to Librarian II should normally take place no more than two years after the candidate's appointment as a Librarian I, and a written evaluation shall be prepared by the candidate's supervisor(s) based on the requirements and criterion outlined in paragraph 9(24), before a recommendation for promotion is made. Promotion in rank from Librarian I to Librarian II is recommended by the supervisor(s) department head subject to approval of the University Chief Librarian or ~~his or her~~their designate, who shall be an appointed librarian.

~~If a~~In circumstances where a librarian on a probationary appointment has been reviewed and is found not to meet the criteria for ~~is not to be promoted to Librarian II and their contract will not be renewed, (and therefore to have his or her appointment terminated), he or she~~they shall be notified at least three months prior to the end of the probation period, and their employment shall end in accordance with its terms. The University does not have to show cause for termination of a probationary appointment.

The supervisor(s) shall provide written reasons for their recommendation that promotion be denied and their recommendation shall be subject to appeal to the University Chief Librarian on the following grounds:

- (i) A significant irregularity by the supervisor(s) in the review for promotion; and/or:

(ii) Improper bias or motive on the part of the supervisor(s).

The librarian shall have (twenty) 20 working days from the date of receipt of the written reasons for the denial of promotion from the supervisor(s) that promotion be denied to file an appeal with the University Chief Librarian.

The decision of the University Chief Librarian of an appeal shall be final and binding and not subject to grievance under the MOA memorandum of agreement.

Librarian III

~~14~~26. In being considered for appointment or promotion to the rank of Librarian III, the candidate must submit evidence of continuing effective performance in accordance with the criteria outlined in paragraph 6-(21) of this Policy:

- effective performance in the area(s) of the candidate's responsibility;
- academic achievement and activities;
- professional achievement and activities;
- effectiveness of service to the University, the UTL Library, and where appropriate, to the profession; and
- clear promise of continuing growth in overall performance as a librarian.

~~There should be clear promise of continuing professional development and demonstrated ability to handle increased responsibilities in areas of specialization and/or in an administrative capacity. With less weighting one or more of~~

27. All of the following criteria should will also be considered: academic achievement and activities, including additional formal degrees, programmes of continuing education, teaching and other pedagogical contributions or activities, research, peer reviewed publication and non-peer reviewed publications; involvement in professional activities and participation in professional organizations, including serving on committees, the presentation of papers, organization and participation in conferences, seminars, workshops; and service to the University, the UTL Library, and the profession, including academic organizations and community partnerships relevant to the mission of the University. and the University

~~28. To be considered for promotion to Librarian III, with or without permanent status, a librarian shall normally be in the fifth year of an appointment at the University of Toronto.~~

29. This rank is the normal career rank for librarians. However, all librarians with a minimum of five (5) years² of library experience as a Librarian III or equivalent experience are eligible for consideration for promotion to Librarian IV in accordance with paragraph (34).

~~To be considered for promotion to Librarian III, with or without permanent status, a librarian shall normally be in the fifth year of an appointment at the University of Toronto.~~

Promotion to Librarian III

~~15~~30. For promotion in rank from Librarian II to Librarian III the librarian's performance is reviewed by an ~~Ad Hoc Departmental~~ Committee on Promotions appointed by the University Chief Librarian in consultation with the department head.

For promotion of librarians employed outside the Central Library System, the appropriate academic administrative head or their designate shall serve on the Committee on Promotions appointed in consultation with the University Chief Librarian, and shall make the appropriate recommendations for promotion.

31. (ia) Permanent status stream librarians being considered for promotion in rank from Librarian II to Librarian III, will be reviewed in accordance with the procedures and documentation for consideration for permanent status (paragraphs 4854 to 61).

~~(iib)~~ For externally-funded librarians holding contractually-limited term appointments (CLTAs) who are being considered for promotion, the librarian's performance is reviewed by a Committee on Promotions appointed by the University Chief Librarian in consultation with the department head. It shall be composed of the department head as chair, the ~~Personnel Librarian~~ University Chief Librarian's appointed librarian designate, and three professional librarians with the rank of Librarian III or above. At least one of these librarians shall be from outside the department concerned and wherever possible at least one should be from within the department.

The candidate should submit their annual activity reports, performance assessments, ~~curriculum vitae~~, and a list of three external referees. The Committee Chair will obtain assessments of the candidate's work from two referees, one of whom will be from the candidate's list and one of whom will be of the Committee Chair's choosing. Both referees will be arm's length to the candidate and from another institution. In addition, an optional statement prepared by the candidate providing an account of their activities and evidence of their activities as appropriate to the criteria for promotion, set out in paragraphs ~~14~~(26) and (27).

32. A Librarian II shall normally be considered for promotion to Librarian III within three (3) years of the candidate's appointment as, or promotion to, Librarian II. In exceptional circumstances where the candidate's experience warrants, and with the consent of the candidate, such consideration may take place at an earlier agreed upon date.

In exceptional circumstances, extensions may also be granted with the written consent of the candidate, and the approval of the University Chief Librarian and the Vice-President ~~and~~ Provost.

~~1633.~~ A Librarian II may be considered for promotion by the Committee at the time of each annual evaluation but must will normally be considered for permanent status and promotion in the final year of his or her their appointment as a Librarian II. A promotion may be granted by the University Chief Librarian or his or her their librarian designate upon the majority recommendation of the Committee.

Librarian IV

~~1234.~~ A librarian may not be considered for appointment or promotion to the rank of Librarian IV until he or she has they have had a minimum of five (5) years' library experience as a Librarian III or has had equivalent experience and rank at another institution.

Appointment or promotion to this rank requires evidence of a record of excellent performance with demonstrated initiative, leadership and creativity, and to have established a wide reputation in their area or field of interest. As well as making an outstanding contribution to the UTL Library and to the University the candidate must submit evidence of substantial and sustained achievement in one or more of the following areas: academic activities including research, publication and teaching; professional endeavours including significant involvement in professional organizations; and service to the University, the UTL Library, and where appropriate to the profession, for the University community.

Besides having attained a high level of professional expertise, the candidate should be considered likely to continue to fulfil a vital role in the institution.

Promotion to Librarian IV

~~1735.~~ For promotion in of permanent status stream or externally-funded CLTA librarians from the rank
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~~from of~~ Librarian III to Librarian IV, the librarian's overall performance is reviewed by a Senior Committee on Promotions appointed annually by the University Chief Librarian in consultation with senior colleagues including colleagues outside the Central Library System. The membership of this Committee shall be made known to all librarians.

~~The~~ Committee shall be chaired by the ~~Personnel-~~University Chief Librarian or appointed librarian designate and shall include four Librarian IVs (including at least one department head, and, wherever possible, at least one Librarian IV without administrative responsibility and also wherever possible include representation from all three campuses), and one member of the ~~teaching staff~~faculty who shall hold tenure or continuing status named by the Vice-President ~~and~~ & Provost. A promotion may be granted by the University Chief Librarian on the majority recommendation of the Committee.

~~The Senior Committee on Promotions and each person accepting appointment to the Committee shall agree to treat as confidential all information given to the Committee and all matters pertaining to its deliberations.~~ The quorum of the Committee shall be its full membership.

Procedures for Promotion to Librarian IV

36. The responsibility for compiling and providing documentation to the Senior Committee on Promotions shall rest with the candidate and Committee Chair. Materials for consideration shall include:
- i. The candidate's curriculum vitae. This should include:
 - a. The academic and professional history of the candidate ~~setting out the giving name,~~ degrees obtained with institutions and dates, any honours, prizes or awards obtained, reference to relevant specialist qualifications (e.g., language, subject or area competence), and a record of continuing educational activities in which the candidate may have engaged.
 - b. The record of professional and other relevant employment of the candidate with a brief description of the duties of each position held.
 - c. A list of committees and organizations within the ~~UTL~~Library, University and profession, as well as any relevant community committees, on which the candidate has served, with a brief description of the service ~~given~~.
 - d. A list of scholarly and professional work performed by the candidate, with sufficient detail to allow the committee to evaluate its relevance to the decision.
 - ii. The candidate will provide a list of three external referees, ~~and~~ all of whom must be at a rank equivalent to Librarian IV. The ~~Committee~~ Chair will obtain assessments of the candidate's work from two referees, one of whom will be from the candidate's list and one of whom will be of the ~~Committee~~ Chair's choosing. Both referees will be arm's length to the candidate and from another institution.

~~These referees shall~~ ould be able to speak with authority on the candidate's record of excellent performance with demonstrated initiative, leadership and creativity, and the candidate's wide reputation in their area or field of interest. They should also comment on the candidate's sustained achievement in one or more of the following areas: academic activities including research, publication and teaching; professional endeavours including significant involvement in professional organizations; and service to the University, the UTL Library, and where appropriate to the profession.

- iii. A statement prepared by the candidate providing an account of their activities as appropriate to the criteria for promotion to Librarian IV set out above in paragraph (5034).
- iv. Copies of work that the candidate has completed, or has nearly completed, should be provided, or in the case of non-written work, made known in appropriate form, to the ~~Chair of the~~ Committee Chair. However, the candidate's permission is required before unpublished work may be communicated outside of the Senior Committee on Promotions.
- v. The candidate's University of Toronto performance assessments and activity reports, normally from the previous five (5) years. Where the candidate elects, they may extend the period from which they are providing performance assessments and activity reports.
- vi. Assessments of the candidates' work from two referees, at least one selected from the candidate's list and both of whom shall be arm's length to the candidate and from another institution. The referees shall be provided with the candidate's work, ~~CV~~ curriculum vitae and statement, as well as the criteria for assessment.

37. If the candidate has reason to believe that the proposed ~~C~~committee members cannot make their decision solely on the basis of evidence available to the Senior Committee on Promotions, they shall immediately advise the University Chief Librarian in writing, who shall maintain confidentiality of the information and determine if a reasonable apprehension of bias or conflict of interest exists.

Where the candidate has a reason to believe that the University Chief Librarian cannot make their decision solely on the basis of the evidence available and the recommendation of the Committee, they should immediately notify the Vice-President ~~and~~ Provost in writing, who shall maintain the confidentiality of the information and determine whether a reasonable apprehension of bias or conflict of interest exists.

38. The Chair of the Senior Committee on Promotions will inform the candidate of the recommendation in their case.

Promotion Review

Denial of Promotion to Librarian III or IV

~~2039.~~ In cases where promotion to Librarian III or IV is denied, the candidate may request will be provided with a written statement of the reasons for such a decision. Where permanent status is also denied with the promotion to Librarian III the appeal procedures for appeals against denial of permanent status at (section paragraphs 62-67;) ~~(Appeals Against Denial of Permanent Status)~~ will be applicable, which the department head shall supply within five working days. A request for the review of a promotion decision may be made to the Chief Librarian within fifteen working days of notification of reasons for a negative decision. This request will be granted only if the Chief Librarian deems the review appropriate. If the Chief Librarian grants this request the review will be conducted by the same committee.

40. A denial of promotion to Librarian IV does not preclude a librarian from being considered again in the future.

41. Appeals against the denial of promotion to Librarian III or IV may be launched on either or both of two grounds:

- (i) that the procedures described in this ~~document~~ Policy have not been properly followed;

and/or

(ii) that the performance and/or achievements have not been evaluated fully or fairly.

Appeal for Reconsideration

42. Appeals against the denial of promotion will follow the Grievance Procedure set forth in the MOA-Memorandum of Agreement between the Governing Council of the University of Toronto and The University of Toronto Faculty Association dated June 28, 1977 amended from time to time, except as follows: at Step No. 2 and Step No. 3, the University Chief Librarian and the Vice-President - and Provost respectively will have thirty (30) working -days to notify the grievor in writing of the decision; if a grievance which involves promotion contains issues other than promotion, these other issues will also be subject to the time limit of thirty (30) working -days at both the decanal and provostial levels.

Procedures for Performance Review and Promotions

1343. Performance will be reviewed annually by the librarian's supervisor(s), who shall prepare a written evaluation-performance assessment in accordance with applicable assessment procedures. -which The assessment shall be given to and discussed with the librarian. Such an evaluation will assess the librarian's ability to meet standards of performance in designated areas of responsibility and will give an opportunity to provide counselling-feedback to assist him or her/them to improve areas of weakness and further develop areas of strength. At the time of each annual review, the librarian's supervisor(s) should assess the librarian's suitability for promotion and may wish to make a recommendation for such a promotion; the librarian concerned may also request consideration for promotion. For promotion of librarians employed outside the Central Library, the appropriate Principal, Dean, Director or other administrative officer shall serve on the Ad Hoc Committee on Promotions appointed in consultation with the Chief Librarian, and shall make the appropriate recommendations for promotion.

44. Where a librarian directly reports to more than one supervisor, those supervisors shall provide input into the annual performance assessment(s), and consideration for promotion.

Procedures

1845. Procedures of all committees on promotions to any rank shall be fully known to librarians. Such procedures should be designed with the aim of eliciting and considering all relevant information. In addition to the written annual evaluations, librarians should be asked to submit an account of their academic and professional activities undertaken or completed since the time of the initial appointment to the rank of Librarian II or III.

1946. The confidentiality of the proceedings and deliberations of all committees on promotions shall be maintained. The proceedings and deliberations of all promotions committees, including the Senior Committee on Promotions, are confidential. -Each person accepting an appointment to a promotions committee shall agree to treat as confidential all information given to the committee and all matters pertaining to and deliberations of the committee.

47. A librarian may make a written request for a delay in their consideration for promotion based on pregnancy and/or parental or adoption leave or serious personal circumstances beyond their control such as illness or injury. Delays may be granted for one (1) year but not more than two (2) years with the approval in writing of the University Chief Librarian and the Vice-President and Provost. Written requests by a candidate for further delays based on the provisions of the Ontario Human Rights Code as amended from time to time (the "Code") will be considered by the University Chief Librarian and Vice-President and Provost on a case-by-case basis, it being understood and agreed that such requests must be made by the candidate in writing at the earliest opportunity (i.e., as soon as a candidate knows or reasonably ought to know that their

consideration for promotion may warrant a delay based on the provisions of the Code).

The University Chief Librarian and/or the Vice-President and Provost will consult with the supervisor(s) or appropriate academic administrative head before making a decision.

Permanent Status

2948. Permanent status for librarians, as defined in paragraph (415), entails the acceptance by a librarian of the obligation to perform conscientiously as a contributor to teaching, learning and scholarship in the University. Librarians who enter the University in the rank of Librarian I shall normally serve a probationary period of no more than two (2) years.

Upon successful promotion to Librarian II they will normally be considered for appointment with permanent status during the third year of service in the rank of Librarian II in the University. Librarians appointed at the rank of Librarian II for a contractual period of up to three (3) years' duration shall be considered for permanent status in the final year of their contracts. Librarians appointed at the ranks of Librarian III or IV, if not granted permanent status on appointment, must will normally be considered for permanent status in the first year of service in the University.

49. A librarian may make a written request to their supervisor(s) for a delay in their consideration for permanent status based on pregnancy and/or parental or adoption leave or serious personal circumstances beyond their control such as illness or injury. Delays may be granted for one (1) year but not more than two (2) years, with the approval in writing of the University Chief Librarian and the Vice-President and Provost. Written requests by a candidate for further delays based on the provisions of Ontario *Human Rights Code* as amended from time to time (the "Code") will be considered by the University Chief Librarian and Vice-President and Provost on a case-by-case basis, it being understood and agreed that such requests must be made by the candidate in writing at the earliest opportunity (i.e., as soon as a candidate knows or reasonably ought to know that their consideration for permanent status may warrant a delay based on the provisions of the Code). Where the librarian is outside of the Central Library System, the University Chief Librarian will consult with the appropriate academic administrative head in making the decision.

Criteria for ~~Appointment with~~ Permanent Status

3050. A Librarian II will normally be considered for permanent status in the final year of their appointment as a Librarian II.

Appointments with permanent status should be granted on the basis of the five criteria outlined in paragraph 6(21) of this Policy:

- effectiveness in work performance in the area(s) of the candidate's responsibility;
- academic achievement and activities;
- professional achievement and activities;
- effectiveness of service to the University, the UTL Library and where appropriate, to the profession; and University;
- and clear promise of continuing growth in overall performance as a librarian effectiveness and development.

3151. Effectiveness in work performance in the area(s) of the candidate's responsibility shall be judged primarily, but not exclusively, on the basis of supervisory evaluations of previous annual performance assessments. Academic achievement may be judged by research, peer and non-peer

reviewed publications, teaching, and other pedagogical contributions or activities, advanced degrees or completion of other education programmes. Professional achievement may be evidenced by involvement in professional activities and participation in professional organizations, including serving on committees, the presentation of papers, organization and participation in conferences, seminars and workshops. Service to the University, the UTL Library and the profession to the University is demonstrated by committee work and engagement as well as the preparation of internal studies and reports, and by responsible and effective involvement in the UTL Library and University activities.

These are not exhaustive examples. Librarians' achievements and activities may vary. Moreover, the categories above are non-exclusive and many activities can reasonably fall into more than one category.

Clear Promise of continuing growth in overall performance as a librarian ~~future professional effectiveness and development~~ will inevitably be judged by the degree to which the candidate has demonstrated progress in librarianship in the period of service preceding consideration for appointment with permanent status.

Committees on Permanent Status

3252. A Committee on Permanent Status shall be named for each candidate by the University Chief Librarian in consultation with the department head or the appropriate academic administrative head, and shall consist of the department head or the appropriate academic administrative head (as Committee Chair), the University Chief Librarian or his or her designate, who shall be an appointed librarian, four ~~professional~~ librarians having permanent status and holding a rank at least equal to that of the candidate, and one member of the teaching staff faculty who shall hold tenure or continuing status.

Whenever possible, at least one of the four professional librarians shall be from the department concerned.

At least one shall be from outside the department, and at least one two should be a librarians holding no administrative position. For a librarian outside the Central Library, the administrative head of the appropriate department or division shall serve as chair of the Committee. The membership of the Committee shall be made known to the candidate. The University Chief Librarian will provide written notice to the candidate of the proposed membership of their Committee on Permanent Status.

53. If the candidate has reason to believe that any member of their Committee, including the department head, cannot make their decision solely on the evidence available at the time of the Committee on Permanent Status meeting, they should indicate this to the University Chief Librarian. The University Chief Librarian shall then formally notify the candidate of the final composition of their Committee on Permanent Status.

Documentation

3354. The responsibility for compiling and supplying documentation to the Committee on Permanent Status shall rest with the candidate and ~~department head to whom the librarian is responsible~~ the Committee Chair. Documents Materials for consideration shall include:

- i. The candidate's curriculum vitae, to be prepared by the candidate with the advice and assistance of the ~~department head~~ Committee Chair. This should include:
 - a. The academic and professional history of the candidate ~~setting out the giving name,~~ degrees obtained with institutions and dates, any honours, prizes or awards obtained, reference to relevant specialist qualifications (*e.g.*, language, subject or area competence), and a record of continuing educational activities in which the candidate may have engaged;

- b. The record of professional librarianship and other relevant employment of the candidate with a brief description of the duties of each position held;
 - c. A list of committees and organizations within the UTL Library, University and profession, as well as any academic organizations and community partnerships relevant to the mission of the University, on which the candidate has served, with a brief description of the service given; and
 - d. A list of research, scholarly activities and professional work-practice performed by the candidate, with sufficient detail to allow the Committee to evaluate its relevance to the decision.
- ii.e. The candidate will provide a list of no fewer than three external referees, all of whom must be at a rank equivalent to Librarian III or IV.

The Committee Chair will obtain assessments of the candidate's work from two referees, one of whom will be from the candidate's list and one of whom will be of the Committee Chair's choosing. Both referees will be from the candidate's length to the candidate and from another institution.

The referees shall be provided with a copy of the candidate's CV curriculum vitae and statement (if the candidate chooses to submit a statement), and the criteria for assessment.

- iii. An optional statement prepared by the candidate providing an account of their professional, academic, and service activities and documentation providing evidence of their activities as appropriate to the criteria for permanence set out above in paragraph 30(540).
- iv. Copies of work that the candidate has completed, or has nearly completed, should be provided or in the case of non-written work, made known in appropriate form, to the Committee Chair. However, the candidate's permission is required before unpublished work may be communicated outside of their Committee on Permanent Status.

~~ii. Assessment of the candidate's librarianship. This assessment should include:~~

- v. a. All annual activity reports submitted by the candidate in the course of their employment as a permanent status stream librarian at the University of Toronto;
 - b. All performance assessments conducted in the course of the librarian's employment as a permanent status stream librarian at the University of Toronto;
and
 - c. At the option of the candidate, all activity reports or performance assessments conducted while the librarian held a CLTA or part-time librarian position at the University of Toronto. The Committee Chair may also recommend that a candidate submit such performance assessments and activity reports, however these will only be provided with the agreement of the candidate.
- a. ~~All performance reviews conducted at this University together with an evaluation of overall performance prepared by an appropriate departmental committee or, where this is impractical, by the department head. This must not, however, contain any recommendation for or against the awarding of permanent status.~~
 - b. ~~Evaluation of work performance from two referees, one selected from the candidate's list and one chosen by the chair.~~
- viii. e. Where a librarian has significant previous service elsewhere, external evaluation of the performance and quality of that service obtained from one or more referees

references agreed upon by the ~~department head~~Committee Chair and the candidate in addition to the evaluations listed above. It is also recommended that any activity reports or performance assessments conducted while the individual held a librarian position at another institution or organization be included.

Procedures

3455. Each department head shall ensure that librarians who must be considered for permanent status are identified, and that Committees on Permanent Status are established and documentation prepared in order that a decision may be made not less than ninety (90) days before the anniversary date of the appointment. Each department head shall notify the candidate in writing, normally no later than eight (8) months prior to the expiration of the candidate's contract, that they will be considered for permanent status and when the process of review, including assembling of documentation, is about to begin and when it will be completed. Each candidate shall be informed of the place, time, and date of meeting of the Committee which considers ~~his or her~~their case, and shall be provided with a list of the materials, not identifying ~~appraisers~~referees, provided to the Committee.

~~3556~~. The Committee on Permanent Status shall meet *in camera* and each person accepting appointment to the Committee shall agree to treat as confidential all information given to the Committee and all matters pertaining to its deliberations. The quorum of the Committee shall be its full membership.

~~57~~. -A summary of evidence shall be provided to the candidate, normally at least one week prior to the first meeting of the Committee, and ~~The~~ ~~the~~ Committee shall give the candidate the opportunity to appear and make a statement to it (or alternatively to submit a statement in writing), but the candidate shall be excluded from all other proceedings of the Committee.

It is important that the summary be sufficiently detailed that the candidate knows the evidence before the Committee and could, if desired, supplement the dossier with a written response, or by appearing before the Committee to make a statement. The summary should include extracts of any significant information from all letters while maintaining confidentiality.

~~3658~~. The Committee on Permanent Status shall have the power to take only one of two possible decisions: to recommend that appointment with permanent status be granted or that it be denied. The decision must be taken on the evidence before it: the Committee may, however, recess for a short period, normally no more than one month, to obtain additional evidence if this is considered advisable. In these circumstances, the candidate shall be provided with a supplementary summary of any additional evidence obtained and shall be given the opportunity to provide a written and/or oral statement in response. Five (5) votes out of seven (7) are required to recommend appointment with permanent status.

~~3759~~. Reasons for a proposed negative recommendation shall be given to the candidate in writing, who may respond to ~~them~~ the Committee on Permanent Status orally or in writing, within fifteen (15) days of notification of these reasons.

Thereafter, the Committee shall reconvene to make its final recommendation and shall forward it to the University Chief Librarian, with its reasons therefor, and, in the case of a negative recommendation, a summary of the evidence. The summary should be sufficiently detailed to enable the candidate to make a particular response to all of the significant components if ~~he or she~~ they appeals the decision.

~~3860~~. The University Chief Librarian or ~~his or her~~ their designate, who shall be an appointed librarian, shall notify the department head or appropriate academic administrative head of ~~his or her~~ their decision, after ~~he or she~~ they have obtained the approval of the Vice-President ~~and~~ & Provost. The department head or appropriate academic administrative head shall in turn notify the candidate, furnishing the summary of evidence to the candidate in the event of a negative decision.

The University Chief Librarian or the department head or appropriate academic administrative head shall also advise the candidate of the right to appeal the decision, the process for filing an appeal, and the relevant timelines.

If permanent status has been denied, the University Chief Librarian, in consultation with the appropriate ~~division~~ academic administrative head, shall determine the duration of the candidate's terminal contract, which shall normally be for ~~six months~~ one (1) year followed by automatic termination without further review.

~~3961~~. A Committee on Permanent Status shall also act as a promotion committee in the case where a candidate is a Librarian II, simultaneously recommending promotion to Librarian III and the granting of permanent status.

Appeals Against Denial of Permanent Status

~~4062~~. A Librarians' Appeal Committee shall be established and shall consist of a chair and four members, appointed by the President after consultation with the Faculty Association, vacancies being filled by the same process. Members shall have a two (2)-year term after one initial one

(1)-year term for half of the original appointees. The Chair shall have a two (2)-year term.

Grounds for Appeal

4463. A librarian who has been denied permanent status shall have the right to appeal on one or more of the following grounds:
- i. a significant irregularity or unfairness in the procedure followed by the Committee or in the selection of its members;
 - ii. improper bias or motive on the part of any member of the Committee;
 - iii. improper bias or motive on the part of any person whose opinion may have materially influenced the decision of the Committee; ~~and/or~~
 - iv. absence of relevant material from the dossier, or the application by the Committee of inappropriate standards.

Review Procedures for Appeals

4264. A candidate must give notice of appeal in writing against a denial of permanent status within thirty (30) days of the transmission to ~~him or her~~them of the statement of reasons and of the summary of the evidence considered by the Committee on Permanent Status; the Librarians' Appeal Committee shall have the power, under circumstances which it considers exceptional, to extend this time limit. The notice of appeal should be addressed to the ~~C~~ehair of the Librarians' Appeal Committee and should specify the grounds on which the appeal is based.
4365. The candidate and the ~~department head or equivalent~~Permanent Status Committee Chair shall be given an opportunity to appear and present evidence and argument to the Librarians' Appeal Committee. If it is thought necessary, the Librarians' Appeal Committee may request that an independent investigator be appointed to assist it in determining matters of fact.
4466. The Librarians' Appeal Committee, by the authority delegated to it by the Governing Council by the adoption of this ~~P~~policy, shall make a final disposition of the appeal.
4567. The appeal procedure should be completed within the period specified in the terminal contract.

Termination of Appointments with Permanent Status

4668. Appointments with permanent status may be terminated by the University either:
- i. for cause, which means:
 - a. persistent neglect of or repeated refusal without sufficient cause to carry out reasonable duties and assigned responsibilities of the position held;
 - b. inability to carry out such duties and assigned responsibilities (except as noted in ii of this paragraph);
 - c. failure to maintain ~~a high standard of reasonable~~ competence in librarianship, including, without limitation, and in the execution of responsibilities;
 - d. gross misconduct;
 - or
 - ii. where, without fault on ~~his or her~~their part, the librarian is prevented by a cause or matter beyond ~~his or her~~their control from carrying out reasonable duties, including, without limitation, physical or mental illness or injury, except where and so long as the librarian (or ~~his or her~~their legal representative) makes no claim against the University for salary or other remuneration².

² *It is understood and agreed that paragraph 68(ii) of the PFL refers only to circumstances that specifically relate to an individual librarian's employment that result in a frustration of the employment contract (e.g., injury or illness, incarceration etc.) and does not include budgetary circumstances (e.g., fiscal stringency, financial exigency, or budgetary reduction or change etc.); restructuring (e.g., disestablishment, amalgamation, relocation, or closure of a library etc.); environmental or health and safety hazards (e.g., natural disaster, snow closures etc.); or other broader circumstances affecting the environment in which the librarian works (e.g., lockdown, infrastructure failure, etc.).*

~~or~~

~~iii. for reasons of fiscal stringency or financial exigency. The Governing Council will consult fully with the University of Toronto Faculty Association in the development of procedures related thereto.~~

4769. Where the University Chief Librarian (or appropriate academic administrative head, in the case of librarians outside the Central Library System) has or is presented with reason to believe that ground may exist for the termination for cause of the appointment of a librarian holding appointment with permanent status, ~~he or she~~they shall immediately notify the President of the University and request the President to appoint a Hearing Committee for the purposes set out below. If the President grants the request, ~~he or she~~they shall initiate the following procedures:
- i. An attempt shall be made to settle the matter informally at a meeting of the President, the University Chief Librarian or ~~other~~ appropriate academic administrative head, the librarian, and a disinterested senior librarian or professor acceptable to the librarian and University Chief Librarian or equivalent.
 - ii. If the above attempt fails, the President shall inform the librarian in writing of ~~his or her~~their intention to institute proceedings for termination of appointment and shall give reasonable information as to the alleged ground for termination.
 - iii. Within fifteen (15) working days, the President and the librarian shall jointly name a Hearing Committee of ~~three~~ two (2) librarians holding permanent status at the University of Toronto and one faculty ~~or members of the teaching staff who shall hold tenure or continuing status at the University of Toronto from this or any other Canadian university.~~ Should the librarian decline to participate in naming the Hearing Committee, it shall be done jointly by the President and the President of the University of Toronto Faculty Association, and the librarian shall be deemed to have waived all right to determine the membership of the Hearing Committee. If agreement on the membership of the Hearing Committee cannot be reached within fifteen (15) working days, a Judge of the ~~High Court of Justice for Superior Court of Justice - Ontario~~ who is willing to act and who is not a member of the Governing Council shall name the Hearing Committee.
 - iv. The Hearing Committee shall select, in whatever manner it deems fit, a Chair who shall inform the President and the librarian of the time and place designated for the hearing. Should the Hearing Committee be unable to select its Chair, the member with the earliest date of appointment to continuous service in a Canadian university shall become Chair and so act. The hearing shall commence within ~~fifteen~~ thirty (30) working days of the Committee's having been named.
 - v. The Hearing Committee shall proceed to determine, in accordance with the *Statutory Powers Procedure Act, 1974* ~~RSO 1990, as amended~~, whether a ground for termination of appointment exists. The President and the librarian shall be the parties to the proceedings. The Hearing Committee shall determine by majority vote, or if for any reason a majority vote is not possible, by the decision of its Chair, whether or not a ground for termination exists. This determination shall be final and not subject to appeal.
 - vi. If the Hearing Committee determines that a ground for termination of appointment exists, the President may recommend termination to the Governing Council. If the Hearing Committee determines that a ground for termination does not exist but that misconduct has taken place, it may impose one or more of the lesser sanctions prescribed in the *Code of Behaviour on Academic Matters* of the University for offences committed by ~~members of the teaching staff~~ the librarian. No further or other action shall be taken against the librarian.

Contractually Limited-Term Appointments

4870. Librarians hired on contractually limited-term appointments will have the length of appointment, rank and salary clearly stated in a letter of appointment. Contractually limited-term appointments (CLTAs) should normally be used only in hiring for special projects of limited duration or for temporary replacements for librarians on leave.

Librarians hired as CLTAs shall normally be appointed at the rank of Librarian I or II. In

- exceptional circumstances, Librarians hired as CLTAs may be appointed at the rank of Librarian III or IV.
4971. _____ For librarians appointed to ~~regular~~ a permanent status stream positions immediately following a ~~CLTA contractually limited term appointment~~, the date of consideration for permanent status will be established at the time of the ~~regular~~ appointment to the permanent status stream position. The time spent by the librarian in the ~~CLTA contractually limited term appointment~~ will be taken into account in establishing the date for consideration for permanent status.
5072. Librarians should not normally be on ~~CLTA contractually limited term appointment~~ for less than ~~six (6) months~~ or more than three ~~(3)~~ consecutive years.

Where the ~~UTL University Library Administration~~ seeks to extend a non-externally funded CLTA position for more than three (3) years (regardless of the number of Librarians who have filled that position), the University Chief Librarian shall seek the approval of the ~~Vice-President & Provost~~, including providing an articulation of the basis for the continuation of a temporary position.

73. A CLTA Librarian may apply for any posted appointments, including those that are described as permanent status stream.
74. -A CLTA librarian will normally be notified whether their contract will be renewed at least three (3) months prior to the end date of their existing contract.

If the University decides not to renew a CLTA Librarian for reasons other than dismissal for cause (as defined in paragraph 68), ~~under section IX~~, the University shall give working notice of such decision to the librarian, or payment in lieu thereof, in accordance with the following schedule:

- (i) Where the CLTA Librarian has been employed at the University continuously for six (6) to twelve (12) months, at least one (1) month prior to the end of the CLTA.
- (ii) Where the CLTA Librarian has been employed at the University continuously for more than twelve (12) months and less than three (3) years, at least four (4) months prior to the end of the CLTA.

The foregoing notice may be provided at the outset of the appointment in the appointment letter.

In addition to the notice provisions above, severance pay, if any, will be provided with the greater of: two (2) weeks per completed year of service as a CLTA librarian up to a maximum of ~~twenty-six (26) weeks~~ or as provided and in accordance with the *Ontario Employment Standards Act, 2000, as amended from time to time*.

In calculating a CLTA librarian's period of employment at the University for the purposes of notice and severance, time spent on leave (such as pregnancy and disability leave) or other inactive employment is included in determining their period of employment. However, such periods of leave or inactive employment shall not be counted towards the normal three (3)-year maximum for CLTAs.

Research and Study Leave

75. All full-time librarians having permanent status shall be eligible to apply for research leave or study leave as set out in Article 4 of the *MOA, Memorandum of Agreement*.
51. —All full-time librarians having permanent status shall be eligible to apply for research or study leave. In granting such leave, the Chief Librarian (or other administrative officer) shall ensure that the staffing requirements are adequately met. Study leave, i.e. registration in a formal program of

~~studies, whether or not it leads to a degree, may be granted when the program of studies is of mutual benefit to the librarian and the Library. The amount of paid study leave which may be granted shall be determined by length of continuous service:~~

~~After 3 years 6 months~~

~~After 4 years 8 months~~

~~After 5 years 10 months~~

~~After 6 years or more 12 months~~

~~During a study leave, the librarian shall receive 50 per cent salary.~~

~~Research leave may be granted when the librarian has demonstrated the potential to benefit from the leave, and when the research proposed can be made use of in the librarian's continuing employment with the University. A 12 month research leave at 82.5 per cent salary may be granted after 6 years of continuous service as a librarian at the University. Alternatively, a 6 month research leave at full salary may be granted after 6 years of continuous service at the University. As an alternative and subsequent to the first leave above, a 6 month leave at 82.5 % salary may be granted after every three years of service provided that the leave requested under this option does not fall within seven years of the normal age of retirement. The choice of option shall rest with the librarian and should be specified at the time application is made.~~

~~Research leave and study leave entitlements are alternative not cumulative. Neither leave shall be regarded as a break in continuous service. Neither study leave nor research leave need be taken in a single unbroken period. Subject to the above provisions leave shall not be unreasonably denied.~~

- ~~52. The status of librarians on research and study leave is protected with respect to salary increases and promotion. Staff benefits shall continue on the same basis during the leave.~~
- ~~53. Applications for research and study leave shall be made in writing to the Chief Librarian or department head with a copy to the Chief Librarian at least six months in advance. Requests for leave shall include a statement of the research and studies the librarian proposes to undertake, and upon return a report of the research and scholarship accomplished shall be provided to the Chief Librarian or the department head with a copy to the Chief Librarian. Recommendation for leave by the Chief Librarian or department head requires the approval of the Vice President and Provost.~~
- ~~54. Librarians granted research leave may receive a portion of their salary while on leave in the form of a research grant, under the same terms and conditions as members of the teaching staff. Librarians granted study leave for work leading to a degree may, on the recommendation of the Chief Librarian, receive a portion of their salary while on leave as a fellowship.~~
- ~~55. If additional funds are received from other sources, the amount of salary is adjusted so that the total remuneration does not exceed 100 per cent of salary plus a reasonable amount for travel and research.~~

Appointment ~~and Tenure of Office~~ of Department Heads and Senior Librarian Administrators

- ~~5676.~~ The ~~responsibility for recommending~~ appointment of ~~the UTL Library dDepartment hHeads, and~~ senior ~~library librarian~~ administrators ~~in the Library system (department heads, assistant and~~ ~~a~~ Associate ~~u~~ University Librarians within the Central Library System, and librarians having comparable responsibilities outside the Central Library System ~~such as the Chief Librarians at UTM and UTSC) rests with~~ will be made by the University Chief Librarian. For administrative

- appointments outside the Central Library System, the University Chief Librarian shall consult with the academic administrative head of the division in which the appointment is made.
- ~~577.~~ All department head and senior line-librarian ~~administrative~~ appointments in the Library-system UTL shall be for fixed terms, which shall be renewable without limit.
- ~~587.~~ Staff-Senior librarian administrator ~~officer~~ appointments within the Central Library System shall be made by the University Chief Librarian on terms and conditions which ~~he or she~~ they shall determine.

Consultative-Advisory Committees for Department Heads and Senior Librarian Administrators

- ~~597.~~ In ~~recommending appointing department heads and senior line-librarian~~ administrative ~~appointments~~, the University Chief Librarian shall establish Consultative-Advisory Committees for Department Heads and Senior Librarian Administrators (“Advisory Committees”) which shall make recommendations to ~~him or her~~ them regarding such appointments. These Advisory Committees shall consider for appointment all persons known to be available to fill the position through nominations and applications, using as criteria for selection: the professional and administrative abilities and experience of the potential appointee, and his or her ~~their~~ capacity for leadership in librarianship, ~~his or her qualities of common sense and mature judgement, and his or her ability to maintain the confidence and co-operation of staff.~~ Consultative-Advisory Committees shall give particular consideration to the need for administrative continuity within the Library-system UTL.

In advance of forming Advisory Committees, the University Chief Librarian or the appropriate academic administrative head shall circulate an announcement of the Advisory Committee within the UTL and seek volunteers and nominations to sit on the Advisory Committee.

- ~~608.~~ The formation and membership of Consultative-Advisory Committees established as set out above shall be made known throughout the Library-system UTL and nominations and applications for the positions invited. Should the availability of a position be externally advertised, a simultaneous internal advertisement shall be required.
- ~~618.~~ Should a member of any Consultative-Advisory Committee be seriously considered as a potential appointee to the position on which the Advisory Committee is advising the University Chief Librarian, that member shall resign from the Advisory Committee without replacement.

Department Heads

- ~~628.~~ Consultative-Advisory Committees advising on the appointment or reappointment of department heads (or their equivalents outside the Central Library System) shall be chaired by the Personnel-University Chief Librarian or their librarian designate and shall ~~have include~~ as members: the ~~Associate-Senior Librarian a~~ Administrator for the area (or, in the case of appointments outside the Central Library System, the academic administrative head of the division concerned or ~~his or her~~ their designate); the head of a related department; ~~two-three~~ two librarians, two of whom shall, wherever possible, be from the department or area concerned, and normally at least two of these three librarians shall have permanent status; and two non-librarians selected from employees of the department or area; ~~or from~~ and a faculty members ~~of the teaching staff~~ faculty who shall hold tenure or continuing status in cases where the appointment is outside the Central Library. The members of the Advisory Committee shall be appointed by the University Chief Librarian in consultation with the Associate University Librarian or academic administrative head concerned. Such Consultative-Advisory Committees shall meet *in camera*, and each of their members shall agree to treat as confidential all information given to the Advisory Committee and all matters pertaining to its deliberations. This shall not, however, be taken to prevent members of the Advisory Committee from eliciting from colleagues information and opinion which may be of use to the Advisory Committee.
- ~~638.~~ The term of appointment as a department head shall not exceed five years.

Senior Librarian Administrative Appointments

6484. For ~~more senior librarian administrators appointments than that of department head~~ ~~(a) Associate~~ ~~University Librarians within the Central Library System, and librarians having comparable responsibilities outside the Central Library System such as the Chief Librarians at UTM and UTSC) and other than that of the University Chief Librarian of the University, the Consultative-Advisory Committee shall be chaired by the University Chief Librarian, and shall include one faculty member who shall hold tenure or continuing status of the teaching staff (from the division concerned if the appointment is outside the Central Library System), one Associate University Librarian or equivalent, one library department head or equivalent, four librarians (normally at least three of whom shall have permanent status), and three persons who are not librarians. The Advisory Committee shall be appointed by the University Chief Librarian in consultation with the Vice-President and Provost, other academic administrative officers concerned, and senior colleagues, bearing in mind the need for broad representation along the lines prescribed for Consultative-Advisory Committees charged with advising on the appointment of department heads. The provisions relating to confidentiality outlined for committees on the appointment of department heads shall apply with equal force to Consultative-Advisory Committees established under this paragraph.~~
6585. The term of appointment of ~~line senior librarians~~ ~~administrative officers~~ above the position of department head shall not exceed seven (7) years.

The University Chief Librarian

6686. The appointment of the University Chief Librarian ~~of the University~~ shall be recommended by the President on the advice of a search committee chaired by the Vice-President and Provost or ~~his or her~~ ~~their~~ designate, with an additional twelve members, of whom no fewer than seven shall be appointed from within the ~~UTL Library system~~, and of whom no fewer than four shall be librarians in this University (normally at least three of whom shall have permanent status). ~~The Committee shall also include a faculty member who shall hold tenure or continuing status and one or more students.~~ The ~~C~~committee shall be appointed by the Vice-President and Provost and shall be as representative of the University community as is feasible.
6787. The term of appointment of the University Chief Librarian shall be that recommended by the President and approved by the Governing Council, which should be not less than seven (7) nor more than ten (10) years.
6888. The formation and membership of the search committee for a University Chief Librarian of the University shall be made widely known throughout the University.

Acting Appointments

6989. Nothing in the foregoing shall be taken to preclude the appointment by the University Chief Librarian of acting ~~department heads or senior librarian administrators~~ ~~administrative officers~~ normally for periods of not more than one (1) year, nor the appointment by the President of an Acting University Chief Librarian for such a period as ~~he or she~~ ~~they~~ may recommend and the Governing Council approve.

Transitional Provisions

70. ~~All librarians who will have completed at least four years of full-time employment in the University on July 1, 1978, shall be deemed to have permanent status and shall receive confirmation in writing of this status. Librarians I and II who have been employed by the University for less than four years, and Librarians III and IV who have been employed by the University for less than one year shall be considered for permanent status as prescribed in these regulations.~~

71. ~~Library administrators appointed prior to the adoption of this policy by the Governing Council shall not have their terms of office limited except at their own election, which may be made at~~

72. This Report does not apply to part-time librarians (i.e., to those appointed at less than 75 per cent of full-time employment). Policies for part-time librarians should be developed which are compatible with the recommendations of this Report.

90. The following paragraph applies to permanent status stream librarians appointed prior to January 1, 2024: Appointed permanent status stream librarians who undergo a permanent status review prior to January 01, 2024 will do so in accordance with the criteria and procedures in the 1978 PFL. Appointed permanent status stream librarians who undergo a permanent status review on or after January 01, 2024, will, by default, undergo a permanent status review in accordance with the criteria and procedures in the 1978 PFL; however, where the librarian requests, in writing, they may elect to undergo the permanent status review in accordance with the criteria and procedures in the 2024 PFL.

Permanent status stream librarians appointed on or after January 01, 2024, who undergo a permanent status review will be subject to the criteria and procedures in the 2024 PFL.

91. Searches for new librarians and for department heads/senior librarian administrators commenced prior to January 01, 2024 will be conducted in accordance with the terms of the 1978 PFL.

Searches for new librarians and for department heads/senior librarian administrators that commence on or after January 01, 2024, will be conducted in accordance with the terms of the 2024 PFL.

92. The three (3) new Letters of Understanding regarding Scholars Portal CLTA Librarians, including Scholars Portal Recurring-Term Appointment Librarians (SPRTALS), and Research Leave or Study Leave for SPRTALS, and Secondments, will take effect on January 01, 2024. The five-year term for the LOUs on Research Leave or Study Leave for SPRTALS and on Secondments will commence on January 01, 2024, and end on December 31, 2028.

93. The requirement to post librarian positions on the University of Toronto job posting website (jobs.utoronto.ca) will be implemented by ~~October~~December 1, 2023.

Approved by Governing Council June 15, 1978

Amended effective July 1, 1983, section 51, research leave remuneration at 80 % salary in place of the previous 75% provision. (Arising from the agreement for salaries and benefits, 1983-84)

Amended effective July 1, 1985, section 51, to allow a librarian, after six years of continuous service, to apply for a 6-month research leave at full salary. (Arising from the agreement for salaries and benefits, 1984-5 and 1985-6, Schedule D)

Amended effective July 1, 1990, section 51, salary during research leave of 12 months shall be 82.5 % of actual salary. (Arising from the agreement for salaries and benefits, 1989-90, Schedule 4)

Amended effective July 1, 1991, section 51, to include "As an alternative and subsequent to the first leave above, a six-month leave at 82.5% salary may be granted after every three years of service provided that the leave requested under this option does not fall within seven years of the normal age of retirement." (Arising from the agreement for salaries and benefits, 1991-92 and 1992-93)

Amended effective ~~XX~~January 1, 2024 following facilitated negotiations with the University of Toronto Faculty Association

Schedule B

Article 4: Research and Study Leaves

Faculty

The University of Toronto maintains a policy of research leave intended for academic study, research, and writing which provides means for faculty members to increase their knowledge, further their research and scholarship, stimulate their intellectual interests, and strengthen their contacts with the community of scholars, thus enhancing their contributions to the research and teaching activities of the University of Toronto. Research leave shall be regulated by the following principles:

- (a) A faculty member on 50 percent or greater appointment shall be entitled to apply for research leave of twelve (12) months at eighty-seven and one-half (87.5) percent salary after every six years of service at the University of Toronto. Such leave shall not be unreasonably denied. Research leave normally will commence on July 1. Compensation for 12 month Research and Study Leave will be at 90% for the following faculty only: (i) for tenured faculty, the first research and study leave following a successful tenure review and promotion to associate professor; (ii) for teaching stream faculty, the first research and study leave following a successful continuing status review and promotion to associate professor, teaching stream or senior lecturer.
- (b) As an alternative, each faculty member on 50 percent or greater appointment shall be entitled to apply for research leave of six months at full salary, after the same period of service. Such leave shall not be unreasonably denied. Such leave may commence either July or January 1, subject to the approval of his or her chair, dean or principal.
- (c) As an alternative and subsequent to the leave in (a) or (b) above and where the academic unit's teaching program permits, each faculty member on a 50 percent or greater appointment who has not entered the phased retirement program shall be entitled to apply for research or study leave for a six month period (from July 1 to December 31 or January 1 to June 30) after every three years of service at 87.5 percent salary. Such leave shall not be unreasonably denied.
- (d) A faculty member who is entitled to apply for a research leave under (a), above, may request that he or she defer the leave by up to one year. Such request shall not be unreasonably denied; and, where the request has been granted, the period of time between the date on which the leave would have commenced in the absence of the deferment and the actual date on which the leave commences, to a maximum of one year, shall be credited as "service to the University of Toronto" for purposes of calculating the faculty member's accrued service in respect of the faculty member's next research and study leave application,
- (e) The research leave allowance to which such faculty member is entitled may be paid in part as a research grant, made in accordance with University policy for awarding research grants. In appropriate circumstances the schedule of payments of research leave allowances shall be at the discretion of the faculty member concerned.

- (f) Faculty members on research leave shall be entitled to salary increases and consideration for promotion on the same basis as all other faculty members. Staff benefits will continue on the same basis. (g) A faculty member who wishes to take research leave shall request such leave in writing from his or her chair, dean, or principal no later than October 31 of the academic year preceding. Every request for research leave requires the approval of the Vice-President and Provost of the University of Toronto. Normally the response in principle to the request should be given by December 31 and confirmed by March 31 of the academic year preceding. Such requests may be withdrawn up to three months prior to the academic year in which the leave is to be taken. Afterwards, they can be withdrawn only with the consent of the appropriate University authority. However, this consent shall not be unreasonably denied, particularly in cases where the circumstances are beyond the control of the individual.

Requests for research leave should be accompanied by a statement of the research and scholarship, which may include creative professional activities, the faculty member proposes to undertake and at the conclusion of the leave a report of the research and scholarship, which may include creative professional activities, shall be required by the chair, dean or principal.

Librarians

- a) All full-time librarians having permanent status shall be eligible to apply for research leave or study leave. In granting such leave, the University Chief Librarian (or the appropriate academic administrative head) shall ensure that the operational requirements are adequately met. Study leave, i.e., registration in a formal program of studies, whether or not it leads to a degree, may be granted when the program of studies is of mutual benefit to the librarian and the University of Toronto Library System (UTL) or University. The amount of paid study leave which may be granted shall be determined by length of continuous service:

After 3 years 6 months

After 4 years 8 months

After 5 years 10 months

After 6 years or more 12 months

During a study leave, the librarian shall receive 50 per-cent salary.

Research leave may be granted when the librarian has demonstrated the potential to benefit from the leave, and when the research proposed can be made use of in the librarian's continuing employment with the University. A 12-month research leave at 87.5 per-cent salary may be granted after 6 years of continuous service as a librarian at the University. Alternatively, a 6-month research leave at full salary may be granted after 6 years of continuous service at the University. As an alternative and subsequent to the first leave above, a 6-month leave at 87.5 percent% salary may be granted after every three years of service. Compensation for 12 month research leave will be at 90 percent% for

the following librarians only: librarians taking the first research leave following a successful permanent status review and promotion to Librarian III. The choice of option shall rest with the librarian and should be specified at the time application is made.

Research leave and study leave entitlements are alternative not cumulative. Neither leave shall be regarded as a break in continuous service. Neither study leave nor research leave need be taken in a single unbroken period. Subject to the above provisions leave shall not be unreasonably denied.

A librarian who is entitled to apply for a research leave or study leave may request that they defer the leave by up to one year. Such request shall not be unreasonably denied; and, where the request has been granted, the period of time between the date on which the leave would have commenced in the absence of the deferment and the actual date on which the leave commences, to a maximum of one year, shall be credited as "service to the University of Toronto" for purposes of calculating the librarian's accrued service in respect of the librarian's next research leave application.

- b) The status of librarians on a research leave or study leave is protected with respect to salary increases and promotion. Staff benefits shall continue on the same basis during the leave.
- c) Applications for research leave or study leave shall be made in writing to the University Chief Librarian with a copy to the appropriate academic administrative head and the librarian's supervisor(s) at least six months in advance. Requests for leave shall include a statement of the research or study the librarian proposes to undertake, and upon return a report of the study leave, or the research and scholarship accomplished shall be provided to the University Chief Librarian and the appropriate academic administrative head with a copy to the librarian's supervisor(s). Recommendation for leave by the University Chief Librarian requires the approval of the Vice-President and Provost.
- d) Librarians granted research leave may receive a portion of their salary while on leave in the form of a research grant, under the same terms and conditions as faculty members. Librarians granted study leave for work leading to a degree may, on the recommendation of the University Chief Librarian, receive a portion of their salary while on leave as a fellowship.
- e) If additional funds are received from other sources, the amount of salary is adjusted so that the total remuneration does not exceed 100 per cent of salary plus a reasonable amount for travel and research.
- f) A part-time librarian who holds the third in a series of three (3)-year part-time appointments and who for the whole period has held an appointment of 50 percent or more, shall be eligible to apply for research leave or study leave for up to twelve (12) months at 50 percent of the part-time salary.

LETTER OF UNDERSTANDING

BETWEEN

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO

- AND -

UNIVERSITY OF TORONTO FACULTY ASSOCIATION

REGARDING SECONDMENTS

This Letter of Understanding shall take effect for a five year period, from January 01, 2024 to December 31, 2028, at which time it will end unless mutually agreed by the University and UTFA in writing.

The University of Toronto Library System (UTL) recognizes the desirability of professional and academic growth among permanent status librarians. This desire must also be balanced by the budgetary requirements and operational needs of UTL, which shall take priority. To that end, when operationally feasible, UTL shall seek to provide opportunities for secondments.

Secondments shall only take place with the agreement of the affected librarian(s), and approval of the University Chief Librarian, and, if applicable, the appropriate academic administrative head, and are at the discretion of relevant unit head(s).

A secondment is an appointment to another librarian position for a limited term normally not to exceed 18 months, at the conclusion of which the librarian will normally return to their previous position which, by mutual agreement of the unit heads and with the approval of the University Chief Librarian and the appropriate academic administrative head if applicable, will have been kept vacant or filled on a term or temporary basis.

Arrangements for duration and times shall be subject to consultation and agreement among the potential secondee librarian(s), the supervisor(s), the unit head(s), and with the approval of the University Chief Librarian and the appropriate academic administrative head if applicable.

Secondments may be used to develop or contribute particular expertise for projects or to temporarily replace a librarian while, at the same time, providing an opportunity for career development. CLTA vacancies may also provide opportunities for secondments. Such opportunities shall be circulated to all UTL librarians.

Two librarians with permanent status may also propose a "job exchange" subject to approval of the unit heads, the University Chief Librarian, and the appropriate academic administrative head, if applicable.

FOR THE UNIVERSITY

Per:

Date

FOR THE ASSOCIATION

Per:

Date

LETTER OF UNDERSTANDING

BETWEEN

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO

- AND -

UNIVERSITY OF TORONTO FACULTY ASSOCIATION

**REGARDING SCHOLARS PORTAL LIBRARIANS ON CONTRACTUALLY LIMITED-TERM APPOINTMENTS
(SCHOLARS PORTAL CLTA LIBRARIANS) INCLUDING SCHOLARS PORTAL RECURRING-TERM
APPOINTMENT LIBRARIANS (SPRTALS)**

This Letter of Understanding relates only to Scholars Portal Librarians on Contractually Limited-Term Appointments (Scholars Portal CLTA Librarians), including Scholars Portal Recurring-Term Appointment Librarians (SPRTALS), engaged in the Scholars Portal Department and funded by the OCUL annual ongoing operations budget (*i.e.*, the portion of the Scholars Portal budget approved annually by the OCUL Library Directors for ongoing operations. It does not include special funding or grants used to support Scholars Portal including for service development or lifecycle software and hardware upgrades and/or replacement). For clarity, this Letter of Understanding (LOU) does not apply to permanent status stream Scholars Portal Librarians.

For further clarity, this Letter of Understanding does not apply to librarians who may work on services that originated in Scholars Portal but whose positions are not funded by the OCUL annual on-going operations budget.

The purpose of this Letter of Understanding is to set out terms and conditions that apply only to Scholars Portal CLTA Librarians, including SPRTALS. The provisions of the Policies for Librarians (“PFL”) regarding CLTA Librarians also apply to Scholars Portal CLTA Librarians, including SPRTALS. To the extent the general terms and conditions of the PFL conflict with the below terms, the below terms shall apply.

Renewals and Termination:

Scholars Portal CLTA Librarians I or II, or a Scholars Portal CLTA Librarian III or IV who is not yet eligible for a SPRTAL as set out below, will normally be notified whether their contracts will be renewed at least three (3) months prior to the end date of their existing contract. If the Scholars Portal CLTA Librarian I or II, or a Scholars Portal CLTA Librarian III or IV who is not yet eligible for a SPRTAL as set out below, does not receive notice of renewal of their contract, the contract will end in accordance with its terms and the Scholars Portal CLTA Librarian will be entitled to only such notice and severance pay as required by Employment Standards Act, if any.

A Scholars Portal CLTA Librarian III or IV, with at least three years of continuous service as a librarian at the University, shall be given a recurring term appointment (“Scholars Portal Recurring Term Appointment Librarian” or “SPRTAL”). In calculating a Scholar’s Portal CLTA Librarian’s period of continuous service for the purposes of attaining an appointment as a SPRTAL, time spent on leave (such as pregnancy and disability leave) will not be considered as a break in service and will count towards the required three years.

A SPRTAL is a unique CLTA librarian appointment and shall only be conferred to a Scholars Portal CLTA Librarian. A SPRTAL is not a permanent status appointment and is automatically renewed from year to year, including when a SPRTAL is on an approved leave, unless the appointee is given written notice of the termination of the appointment during the course of their year to year term, in accordance with the following:

- (a) Where the termination/non-renewal is related to a reduction in the OCUL annual ongoing operations budget (including where OCUL fails to approve sufficient budget to cover year over year cost increases) or the termination of the UofT-OCUL agreement then the SPRTAL will be entitled to six (6) months' working notice of termination/non-renewal of the appointment, or payment in lieu thereof, or a combination of both and an additional one (1) month's working notice, or payment in lieu thereof, or a combination of both for every year of service with the University as a Scholars Portal CLTA Librarian, including as a SPRTAL, greater than six years, up to a combined maximum of 12 months. In addition to such notice, the SPRTAL will be entitled to such severance pay as required by the *Employment Standards Act, 2000* as amended from time to time (the "ESA"), if any.

Information related to a reduction in the OCUL annual ongoing operations budget (including where OCUL fails to approve sufficient budget to cover year over year cost increases) or the termination of the UofT-OCUL agreement and related termination/non-renewal of a SPRTAL will be provided to UTFA upon request.

- (b) In any other case of termination/non-renewal, the SPRTAL shall receive a minimum six (6) months' working notice of termination/non-renewal plus, at the end of the period of working notice, severance pay on the basis of one (1) month's pay per completed year of service as a Scholars Portal CLTA Librarian, including as a SPRTAL, with the University, to a maximum of eighteen (18) months* (*i.e.*, a combined maximum of working notice and severance pay of twenty-four (24) months). In no case will a SPRTAL receive less working notice or compensation in lieu thereof than the minimum working notice required under the ESA or less severance pay than the severance pay, if any, required under the ESA. Notice of termination/non-renewal shall be in writing. Severance pay will be based on the SPRTAL's salary at the time the six (6) months' working notice is provided or the average of the SPRTAL's salary over the preceding thirty-six (36) months, whichever is greater.

*If six months of working notice of termination is not provided, then severance pay would be up to a maximum of 24 months.

In calculating a SPRTAL's period of service for the purposes of notice and severance, time spent on leave (such as pregnancy and disability leave) or other inactive employment, as defined in the *ESA*, is included in their period of service.

All benefits coverage and pensionable service ceases the later of the date that the termination takes effect or the end of the minimum notice period required under the *ESA*. For clarity, the entitlements in (a) and (b) do not apply in the event the University terminates a SPRTAL for just cause.

Except as expressly set out below, non-renewal or termination of a SPRTAL in accordance with (a) and (b) cannot be the subject of a grievance under the Grievance Procedure set out in Article 7 of the Memorandum of Agreement.

A claim that the non-renewal or termination of a SPRTAL breached Article 9: No Discrimination of the Memorandum of Agreement or was made in bad faith or as a reprisal for the exercise of academic freedom may be appealed. The appeal will be considered by the University Chief Librarian. Appeals must be made in writing within fifteen (15) working days of written notice of non-renewal or termination of the SPRTAL and the appellant informed of the decision within twenty (20) working days of the appeal. The decision of the University Chief Librarian may be appealed to the Vice-President & Provost within ten (10) days. The Vice-President & Provost's decision will be final and cannot be grieved under the Grievance Procedure set out in Article 7 of the Memorandum of Agreement.

Notwithstanding the foregoing general limitation on grievances, a SPRTAL terminated in accordance with (a), above, is entitled to file a grievance under the Grievance Procedure set out in Article 7 of the Memorandum Agreement alleging that their termination was not related to a reduction in the OCUL annual ongoing operations budget or the termination of the UofT-OCUL agreement.

Appointment of Scholars Portal CLTAs including SPRTALS

A copy of this LOU will be provided to a successful candidate for a Scholars Portal CLTA position, including a SPRTAL, together with their letter of appointment. A Scholars Portal CLTA Librarian who has attained the status of SPRTAL will receive an updated letter of appointment confirming the terms of their SPRTAL appointment and enclosing a copy of this LOU.

Application For Permanent Status

Scholars Portal CLTA Librarians, including SPRTALS, may apply for posted permanent status stream appointments and their service as a Scholars Portal CLTA Librarian, including as a SPRTAL, will be considered as part of their application and will be taken into account in establishing the date of consideration for permanent status. A Scholars Portal CLTA Librarian, including a SPRTAL, shall not be excluded from consideration for a UTL position because they hold a higher rank than the advertised position, it being understood that if they are offered and accept the position, they will normally be appointed at the rank, status and salary for the position as advertised.

Transition

This LOU applies to all Scholars Portal Librarians effective the date of signing. For clarity, all Scholars Portal CLTA Librarians who meet the eligibility criteria set out herein shall be automatically granted SPRTAL appointments.

All Scholars Portal CLTA Librarians and SPRTALS shall be provided with a copy of this LOU as soon as reasonably practicable after signing.

FOR THE UNIVERSITY

Per:

Date

FOR THE ASSOCIATION

Per:

Date

LETTER OF UNDERSTANDING

BETWEEN

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO

- AND -

UNIVERSITY OF TORONTO FACULTY ASSOCIATION

RE: RESEARCH LEAVE OR STUDY LEAVE FOR SPRTALS

This Letter of Understanding relates only to Scholars Portal Recurring-Term Appointment Librarians (“SPRTALS”), as defined in the **Letter of Understanding regarding Scholars Portal Librarians on Contractually Limited-Term Appointments (Scholars Portal CLTA Librarians) including Scholars Portal Recurring-Term Appointment Librarians (SPRTALS)**.

This Letter of Understanding will remain in effect for a five-year term beginning on January 01, 2024 and ending on December 31, 2028, following which it shall expire, unless extended through the mutual written agreement of the Association and Administration.

A SPRTAL shall be eligible to apply for research leave or study leave in accordance with the terms and conditions for librarian research leave or study leave set out in Article 4 of the Memorandum of Agreement between the Governing Council of the University of Toronto and the University of Toronto Faculty Association (the “**MOA**”), subject to the following:

- For operational reasons, approval will normally be given for no more than one SPRTAL to be on a research leave or study leave at a given time. Where multiple SPRTALS make requests that would, if granted, result in more than one SPRTAL being on leave at the same time, the University Chief Librarian will determine which leave will be approved based on a combination of factors including, but not limited to, the length of service of the librarian, whether the librarian has previously taken a research leave or study leave, the date of request, and operational requirements.
- Applications for research leave or study leave shall be made in accordance with the procedure for librarian research leave or study leave outlined at Article 4 of the MOA.

FOR THE UNIVERSITY

Per:

Date

FOR THE ASSOCIATION

Per:

Date



UNIVERSITY OF TORONTO

University of Toronto
Governing Council

Policies for Librarians

July 1, 1991

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Policies for Librarians

Preamble

The University of Toronto Library System is an administratively complex component of the academic community. At present consisting of some 50 library units of varying size and with various relationships and reporting structures, it has grown in apparent response to the information needs of the University.

Librarians, in fulfilling their roles as contributors in the academic process, have a responsibility to provide leadership, initiative and expertise in realizing the goals and objectives of the Library. For those librarians who work in the many different units across the Library System, the need for a well-defined University-wide personnel policy has become apparent. Equitable opportunity and the same procedures, working conditions, and rank and salary structure should apply to all librarians employed by the University of Toronto regardless of the reporting structure within which they fulfil their responsibilities.

The policies and procedures proposed recognize and encourage the concept of a University Library, in that they provide equal access to opportunities for staff development and allow greater mobility and flexibility in staffing across the system. A librarian who is appointed to the University should be made fully aware of the conditions of employment, opportunities for advancement, and specific conditions of the position held. Review and evaluation procedures are prescribed at regular intervals, with substantial review prior to a change in rank or status. The review mechanisms developed emphasize consultation at all appropriate levels, including the concept of peer evaluation.

The autonomy of local Library units with regard to personnel selection and administration is acknowledged. At the same time, however, the Library Personnel Office, acting on behalf of the Chief Librarian, will take responsibility for co-ordinating and interpreting personnel policies and procedures for librarians across the system.

The term department head used in this document is appropriate only in the Central Library, and shall be understood to mean for a librarian outside the Central Library, the Principal, Dean, Director or other administrative officer to whom that librarian is responsible.

Rank and Permanent Status

1. Librarians in the University of Toronto are appointed to one of the four ranks defined in paragraph (2). Independently of rank, a librarian may be granted permanent status, which is the holding by a librarian of the University of a continuing full-time appointment which the University has relinquished the freedom to terminate before the normal age of retirement except under the conditions specified in paragraphs (46) and (47). Permanent status shall be granted only by a definite act under the conditions stipulated herein, on the basis of merit.

Ranks

2. Librarians in the University of Toronto are appointed to one of the four ranks (Librarian I, II, III, IV).
3. Advancement through these ranks should reflect increased individual levels of professional achievement, which may be demonstrated either by increased responsibility in an area of specialization or by the discharge of administrative responsibilities.
4. To qualify for appointment to any rank, the candidate shall have the minimum of an undergraduate degree plus either a library degree from an accredited institution¹, or equivalent professional education. A person lacking equivalent professional library education may be

¹ Accredited by the joint Canadian Library Association/American Library Association Committee on Accreditation.

appointed to work in the library, but not be appointed as a librarian subject to the terms of this document.

5. The basic quality which must be evident for appointment or promotion to a rank is the ability to perform at a high professional level in areas which contribute to the teaching and research objectives of the University, such as the selection, acquisition and preservation of Library materials, the bibliographic control of those materials, the accessibility of the collections to users, the provision of instruction in using the Library's resources and the planning and development of Library systems.
6. Five criteria form the basis for appointment or promotion to a rank: effective performance in the area of the candidate's responsibility; academic achievement and activities; professional achievement and activities; effectiveness of service to the Library and the University; promise of continuing growth in overall performance as a librarian.
7. Effective performance will be considered the primary criterion at the lower ranks. It will also be considered significant at the higher ranks, but the weighting of the other criteria will increase proportionately.

Librarian I

8. Librarian I is the rank at which a professional career normally begins. To qualify for an appointment to this rank the candidate shall have met the minimum educational requirement, and show both potential for successful performance and promise of future professional and academic activity. Librarian I is a probationary appointment, the term of which shall not be less than one year or more than two years.

Librarian II

9. To qualify for appointment or promotion to the rank of Librarian II, the candidate shall have met the minimum educational requirement and shall have at least one year's professional experience or equivalent. As a primary criterion for appointment or promotion to this rank, a candidate shall have a record of successful performance as a librarian. A librarian promoted to this rank shall receive a three-year contract. A librarian appointed to this rank may receive a contract for a shorter period where previous experience warrants this, but in no case shall the contract be for less than one year.
10. When performance is judged, the nature of the candidate's assignment is to be considered, e.g. supervisory responsibility, subject, area, or language specialization, instructional duties, preparation of reports, etc. It is expected that successful candidates will have demonstrated the ability to use effectively their professional education and will have shown the capacity to develop and extend their professional and academic expertise.

Librarian III

11. In being considered for appointment or promotion to the rank of Librarian III, the candidate must submit evidence of continuing effective performance. There should be clear promise of continuing professional development and demonstrated ability to handle increased responsibilities in areas of specialization and/or in an administrative capacity. With less weighting one or more of the following criteria should also be considered: academic achievement and activities, including additional formal degrees, programmes of continuing education, teaching, research, publication; involvement in professional activities and participation in professional organizations, including serving on committees, the presentation of papers, organization and participation in conferences, seminars, workshops; service to the Library and the University. This rank is the normal career rank for librarians.

Librarian IV

12. A librarian may not be considered for appointment or promotion to the rank of Librarian IV until he or she has had a minimum of five years' library experience as a Librarian III or has had equivalent experience. Appointment or promotion to this rank requires evidence of a record of excellent performance with demonstrated initiative, leadership and creativity. As well as making an outstanding contribution to the Library and to the University the candidate must submit evidence of substantial achievement in one or more of the following areas: academic activities including research, publication and teaching; professional endeavours including significant involvement in professional organizations; service to the Library and/or the University community. Besides having attained a high level of professional expertise, the candidate should be considered likely to continue to fulfil a vital role in the institution.

Promotions

13. Performance will be reviewed annually by the librarian's supervisor, who shall prepare a written evaluation which shall be given to and discussed with the librarian. Such an evaluation will assess the librarian's ability to meet standards of performance in designated areas of responsibility and will give an opportunity to provide counselling to assist him or her to improve areas of weakness and further develop areas of strength. At the time of each annual review, the librarian's supervisor should assess the librarian's suitability for promotion and may wish to make a recommendation for such a promotion; the librarian concerned may also request consideration for promotion. For promotion of librarians employed outside the Central Library, the appropriate Principal, Dean, Director or other administrative officer shall serve on the Ad Hoc Committee on Promotions appointed in consultation with the Chief Librarian, and shall make the appropriate recommendations for promotion.

Promotion to Librarian II

14. A Librarian I's performance shall be reviewed at least twice by his or her supervisor, and a written evaluation prepared, before a recommendation for promotion is made. Promotion in rank from Librarian I to Librarian II is recommended by the department head subject to approval of the Chief Librarian or his or her designate. If a librarian on a probationary appointment is not to be promoted to Librarian II (and therefore to have his or her appointment terminated), he or she shall be notified at least three months prior to the end of the probation period. The University does not have to show cause for termination of a probationary appointment.

Promotion to Librarian III

15. For promotion in rank from Librarian II to Librarian III the librarian's performance is reviewed by an Ad Hoc Departmental Committee appointed by the Chief Librarian in consultation with the department head. It shall be composed of the department head as chair, the Personnel Librarian, and three professional librarians with the rank of Librarian III or above. At least one of these librarians shall be from outside the department concerned and wherever possible at least one should be from within the department.
16. A Librarian II may be considered for promotion by the Committee at the time of each annual evaluation but must be considered for permanent status and promotion in the final year of his or her appointment as a Librarian II. A promotion may be granted by the Chief Librarian or his or her designate upon the majority recommendation of the Committee.

Promotion to Librarian IV

17. For promotion in rank from Librarian III to Librarian IV, the librarian's overall performance is reviewed by a Senior Committee on Promotions appointed annually by the Chief Librarian in consultation with senior colleagues including colleagues outside the Central Library. The Committee shall be chaired by the Personnel Librarian and shall include four Librarian IVs (including at least one department head, and, wherever possible, at least one Librarian IV without administrative responsibility), and one member of the teaching staff named by the Vice-President and Provost. A promotion may be granted by the Chief Librarian on the majority recommendation of the Committee.

Procedures

18. Procedures of all committees on promotions shall be fully known to librarians. Such procedures should be designed with the aim of eliciting and considering all relevant information. In addition to the written annual evaluations, librarians should be asked to submit an account of their academic and professional activities undertaken or completed since the time of the initial appointment to the rank of Librarian II or III.
19. The confidentiality of the proceedings and deliberations of all committees on promotions shall be maintained.

Promotion Review

20. In cases where promotion is denied, the candidate may request a written statement of the reasons for such a decision, which the department head shall supply within five working days. A request for the review of a promotion decision may be made to the Chief Librarian within fifteen working days of notification of reasons for a negative decision. This request will be granted only if the Chief Librarian deems the review appropriate. If the Chief Librarian grants this request the review will be conducted by the same committee.

Appointments

21. There should be a continuous planning process in each area and department with the objective of delineating future plans and development. Against such plans, requests for new appointments can be judged and the nature of candidates to be sought determined. All area or department heads, before seeking approval for an increase in staff or for the filling of a vacant position, should examine fully the possibility of using staff resources already available in other areas of the University.
22. Notice of vacancy for a librarian's position in any part of the University shall be sent to the Library Personnel Office, where appropriate posting and advertising is arranged.

Procedures for Appointment

23. Procedures should be adopted to ensure that an adequate list of possible candidates of quality is obtained and that the selection from this list has been properly and effectively carried out by the department concerned.
24. The documentation for each candidate shall include a current curriculum vitae and a list of referees from whom appraisals may be obtained indicating the candidate's capacity for librarianship as evidenced by job performance and academic and/or professional activities.

25. These applications shall be assessed and judged by the department head after appropriate consultation with colleagues and interviews of those candidates on the "short list". The Chief Librarian shall be notified of the choice when it is made, and the appointment shall be subject to his or her approval.
26. The appointment of a librarian outside the Central Library shall be made by the administrative head of the department or division concerned, subject to the approval of the Chief Librarian.
27. The terms and conditions of each appointment shall be clearly stated and confirmed in writing, including type of appointment, rank, salary, status with respect to permanency, and any special conditions attached to the appointment.

Senior Appointments

28. Before approving appointments at the ranks of Librarians III and IV with permanent status, the Chief Librarian shall refer the proposal to a Committee on Permanent Status as described in paragraph (32) for its recommendation. Proposals for appointment at the rank of Librarian III without permanent status shall be referred to an Ad Hoc Departmental Committee as described in paragraph (15). Proposals for appointment at the rank of Librarian IV without permanent status shall be similarly referred to the Senior Committee on Promotions described in paragraph (17). There shall, however, be no right of appeal against the decision of the Chief Librarian not to appoint, or to appoint without permanent status.

Permanent Status

29. Permanent status for librarians, as defined in paragraph (1), entails the acceptance by a librarian of the obligation to perform conscientiously as a contributor to teaching, learning and scholarship in the University. Librarians who enter the University in the rank of Librarian I shall be considered for appointment with permanent status during the third year of service in the rank of Librarian II in the University. Librarians appointed at the rank of Librarian II for a contractual period of up to three years' duration shall be considered for permanent status in the final year of their contracts. Librarians appointed at the ranks of Librarian III or IV, if not granted permanent status on appointment, must be considered for permanent status in the first year of service in the University.

Criteria for Appointment with Permanent Status

30. Appointments with permanent status should be granted on the basis of five criteria: effectiveness in work performance; academic achievement and activities; professional achievement and activities; service to the Library and the University; and clear promise of continuing effectiveness and development.
31. Effectiveness in work performance shall be judged primarily, but not exclusively, on the basis of supervisory evaluations of previous performance. Academic achievement may be judged by publications, teaching, advanced degrees or completion of other education programmes. Professional achievement may be evidenced by involvement in professional activities and organizations. Service to the Library and to the University is demonstrated by the preparation of internal studies and reports, and by responsible and effective involvement in Library and University activities. Promise of future professional effectiveness and development will inevitably be judged by the degree to which the candidate has demonstrated progress in librarianship in the period of service preceding consideration for appointment with permanent status.

Committees on Permanent Status

32. A Committee on Permanent Status shall be named for each candidate by the Chief Librarian in consultation with the department head, and shall consist of the department head (as chair), the Chief Librarian or his or her designate, four professional librarians having permanent status and holding a rank at least equal to that of the candidate, and one member of the teaching staff. Whenever possible, at least one of the four professional librarians shall be from the department concerned. At least one shall be from outside the department, and at least one should be a librarian holding no administrative position. For a librarian outside the Central Library, the administrative head of the appropriate department or division shall serve as chair of the Committee. The membership of the Committee shall be made known to the candidate.

Documentation

33. The responsibility for compiling and supplying documentation to the Committee on Permanent Status shall rest with the candidate and department head to whom the librarian is responsible. Documents for consideration shall include:
 - i. The candidate's curriculum vitae, to be prepared by the candidate with the advice and assistance of the department head. This should include:
 - a. The academic and professional history of the candidate giving name, degrees obtained with institutions and dates, any honours, prizes or awards obtained, reference to relevant specialist qualifications (e.g. language, subject or area competence), and a record of continuing educational activities in which the candidate may have engaged.
 - b. The record of professional and other relevant employment of the candidate with a brief description of the duties of each position held.
 - c. A list of committees and organizations within the Library, University and profession on which the candidate has served, with a brief description of the service given.
 - d. A list of scholarly and professional work performed by the candidate, with sufficient detail to allow the committee to evaluate its relevance to the decision.
 - e. A list of no fewer than three referees.
 - ii. Assessment of the candidate's librarianship. This assessment should include:
 - a. All performance reviews conducted at this University together with an evaluation of overall performance prepared by an appropriate departmental committee or, where this is impractical, by the department head. This must not, however, contain any recommendation for or against the awarding of permanent status.
 - b. Evaluation of work performance from two referees, one selected from the candidate's list and one chosen by the chair.
 - c. Where a librarian has significant previous service elsewhere, external evaluation of the quality of that service obtained from one or more referees agreed upon by the department head and the candidate.

Procedures

34. Each department head shall ensure that librarians who must be considered for permanent status are identified, and that Committees are established and documentation prepared in order that a decision may be made not less than 90 days before the anniversary date of the appointment. Each candidate shall be informed of the place, time, and date of meeting of the Committee which considers his or her case, and shall be provided with a list of the materials, not identifying appraisers, provided to the Committee.

35. The Committee on Permanent Status shall meet *in camera* and each person accepting appointment to the Committee shall agree to treat as confidential all information given to the Committee and all matters pertaining to its deliberations. The quorum of the Committee shall be its full membership. The Committee shall give the candidate the opportunity to appear and make a statement to it (or alternatively to submit a statement in writing), but the candidate shall be excluded from all other proceedings of the Committee.
36. The Committee on Permanent Status shall have the power to take only one of two possible decisions: to recommend that appointment with permanent status be granted or that it be denied. The decision must be taken on the evidence before it: the Committee may, however, recess for a short period, normally no more than one month, to obtain additional evidence if this is considered advisable. Five votes out of seven are required to recommend appointment with permanent status.
37. Reasons for a proposed negative recommendation shall be given to the candidate, who may respond to them orally or in writing, within fifteen days of notification of these reasons. Thereafter, the Committee shall make its final recommendation and shall forward it to the Chief Librarian, with its reasons therefor, and, in the case of a negative recommendation, a summary of the evidence. The summary should be sufficiently detailed to enable the candidate to make a particular response to all of the significant components if he or she appeals the decision.
38. The Chief Librarian or his or her designate shall notify the department head of his or her decision, after he or she has obtained the approval of the Vice-President and Provost. The department head shall in turn notify the candidate, furnishing the summary of evidence to the candidate in the event of a negative decision. If permanent status has been denied, the Chief Librarian, in consultation with the appropriate division head, shall determine the duration of the candidate's terminal contract, which shall normally be for six months followed by automatic termination without further review.
39. A Committee on Permanent Status shall act as a promotion committee in the case where a candidate is a Librarian II, simultaneously recommending promotion to Librarian III and the granting of permanent status.

Appeals Against Denial of Permanent Status

40. A Librarians' Appeal Committee shall be established and shall consist of a chair and four members, appointed by the President after consultation with the Faculty Association, vacancies being filled by the same process. Members shall have a two-year term after one initial one-year term for half of the original appointees. The Chair shall have a two-year term.

Grounds for Appeal

41. A librarian who has been denied permanent status shall have the right to appeal on one or more of the following grounds:
 - i. a significant irregularity or unfairness in the procedure followed by the Committee or in the selection of its members;
 - ii. improper bias or motive on the part of any member of the Committee;
 - iii. improper bias or motive on the part of any person whose opinion may have materially influenced the decision of the Committee;
 - iv. absence of relevant material from the dossier, or the application by the Committee of inappropriate standards.

Review Procedures for Appeals

42. A candidate must give notice of appeal against a denial of permanent status within thirty days of the transmission to him or her of the statement of reasons and of the summary of the evidence

considered by the Committee on Permanent Status; the Librarians' Appeal Committee shall have the power, under circumstances which it considers exceptional, to extend this time limit. The notice of appeal should be addressed to the chair of the Librarians' Appeal Committee and should specify the grounds on which the appeal is based.

43. The candidate and the department head or equivalent shall be given an opportunity to appear and present evidence and argument to the Librarians' Appeal Committee. If it is thought necessary, the Librarians' Appeal Committee may request that an independent investigator be appointed to assist it in determining matters of fact.
44. The Librarians' Appeal Committee, by the authority delegated to it by the Governing Council by the adoption of this policy, shall make a final disposition of the appeal.
45. The appeal procedure should be completed within the period specified in the terminal contract.

Termination of Appointments with Permanent Status

46. Appointments with permanent status may be terminated by the University either:
 - i. for cause, which means:
 - a. neglect of or refusal to carry out reasonable duties and assigned responsibilities of the position held;
 - b. inability to carry out such duties and assigned responsibilities (except as noted in ii of this paragraph);
 - c. failure to maintain a high standard of competence in librarianship and in the execution of responsibilities;
 - d. gross misconduct;

or
 - ii. where, without fault on his or her part, the librarian is prevented by a cause or matter beyond his or her control from carrying out reasonable duties, including, without limitation, physical or mental illness or injury, except where and so long as the librarian (or his or her legal representative) makes no claim against the University for salary or other remuneration.

or
 - iii. for reasons of fiscal stringency or financial exigency. The Governing Council will consult fully with the University of Toronto Faculty Association in the development of procedures related thereto.
47. Where the Chief Librarian (or academic administrative head, in the case of librarians outside the Central Library) has or is presented with reason to believe that ground may exist for the termination for cause of the appointment of a librarian holding appointment with permanent status, he or she shall immediately notify the President of the University and request the President to appoint a Hearing Committee for the purposes set out below. If the President grants the request, he or she shall initiate the following procedures:
 - i. An attempt shall be made to settle the matter informally at a meeting of the President, the Chief Librarian or other academic administrative head, the librarian, and a disinterested senior librarian or professor acceptable to the librarian and Chief Librarian or equivalent.
 - ii. If the above attempt fails, the President shall inform the librarian in writing of his or her intention to institute proceedings for termination of appointment and shall give reasonable information as to the alleged ground for termination.
 - iii. Within fifteen working days, the President and the librarian shall jointly name a Hearing Committee of three librarians or members of the teaching staff from this or any other Canadian university. Should the librarian decline to participate in naming the Hearing Committee, it shall be done jointly by the President and the President of the University of

Toronto Faculty Association, and the librarian shall be deemed to have waived all right to determine the membership of the Hearing Committee. If agreement cannot be reached within fifteen working days, a Judge of the High Court of Justice for Ontario who is willing to act and who is not a member of the Governing Council shall name the Hearing Committee.

- iv. The Hearing Committee shall select, in whatever manner it deems fit, a Chair who shall inform the President and the librarian of the time and place designated for the hearing. Should the Hearing Committee be unable to select its Chair, the member with the earliest date of appointment to continuous service in a Canadian university shall become Chair and so act. The hearing shall commence within fifteen working days of the Committee's having been named.
- v. The Hearing Committee shall proceed to determine, in accordance with the *Statutory Powers Procedure Act, 1971*, whether a ground for termination of appointment exists. The President and the librarian shall be the parties to the proceedings. The Hearing Committee shall determine by majority vote, or if for any reason a majority vote is not possible, by the decision of its Chair, whether or not a ground for termination exists. This determination shall be final and not subject to appeal.
- vi. If the Hearing Committee determines that a ground for termination of appointment exists, the President may recommend termination to the Governing Council. If the Hearing Committee determines that a ground for termination does not exist but that misconduct has taken place, it may impose one or more of the lesser sanctions prescribed in the *Code of Behaviour on Academic Matters* of the University for offences committed by members of the teaching staff. No further or other action shall be taken against the librarian.

Contractually Limited-Term Appointments

48. Librarians hired on contractually limited-term appointments will have the length of appointment, rank and salary clearly stated in a letter of appointment. Contractually limited-term appointments should normally be used only in hiring for special projects of limited duration or for temporary replacements for librarians on leave.
49. For librarians appointed to regular positions immediately following a contractually limited-term appointment, the date of consideration for permanent status will be established at the time of the regular appointment.
50. Librarians should not normally be on contractually limited-term appointment for more than three consecutive years.

Research and Study Leave

51. All full-time librarians having permanent status shall be eligible to apply for research or study leave. In granting such leave, the Chief Librarian (or other administrative officer) shall ensure that the staffing requirements are adequately met. Study leave, i.e. registration in a formal program of studies, whether or not it leads to a degree, may be granted when the program of studies is of mutual benefit to the librarian and the Library. The amount of paid study leave which may be granted shall be determined by length of continuous service:

After 3 years	6 months
After 4 years	8 months
After 5 years	10 months
After 6 years or more	12 months

During a study leave, the librarian shall receive 50 per cent salary.

Research leave may be granted when the librarian has demonstrated the potential to benefit from the leave, and when the research proposed can be made use of in the librarian's continuing employment with the University. A 12-month research leave at 82.5 per cent salary may be granted after 6 years of continuous service as a librarian at the University. Alternatively, a 6-month research leave at full salary may be granted after 6 years of continuous service at the University. As an alternative and subsequent to the first leave above, a 6-month leave at 82.5 % salary may be granted after every three years of service provided that the leave requested under this option does not fall within seven years of the normal age of retirement. The choice of option shall rest with the librarian and should be specified at the time application is made.

Research leave and study leave entitlements are alternative not cumulative. Neither leave shall be regarded as a break in continuous service. Neither study leave nor research leave need be taken in a single unbroken period. Subject to the above provisions leave shall not be unreasonably denied.

52. The status of librarians on research and study leave is protected with respect to salary increases and promotion. Staff benefits shall continue on the same basis during the leave.
53. Applications for research and study leave shall be made in writing to the Chief Librarian or department head with a copy to the Chief Librarian at least six months in advance. Requests for leave shall include a statement of the research and studies the librarian proposes to undertake, and upon return a report of the research and scholarship accomplished shall be provided to the Chief Librarian or the department head with a copy to the Chief Librarian. Recommendation for leave by the Chief Librarian or department head requires the approval of the Vice-President and Provost.
54. Librarians granted research leave may receive a portion of their salary while on leave in the form of a research grant, under the same terms and conditions as members of the teaching staff. Librarians granted study leave for work leading to a degree may, on the recommendation of the Chief Librarian, receive a portion of their salary while on leave as a fellowship.
55. If additional funds are received from other sources, the amount of salary is adjusted so that the total remuneration does not exceed 100 per cent of salary plus a reasonable amount for travel and research.

Appointment and Tenure of Office of Senior Library Administrators

56. The responsibility for recommending appointment of senior library administrators in the Library system (department heads, assistant and associate librarians within the Central Library, and librarians having comparable responsibilities outside the Central Library) rests with the Chief Librarian. For administrative appointments outside the Central Library, the Chief Librarian shall consult with the academic administrative head of the division in which the appointment is made.
57. All senior line administrative appointments in the Library system shall be for fixed terms, which shall be renewable without limit.
58. Staff officer appointments within the Central Library shall be made by the Chief Librarian on terms and conditions which he or she shall determine.

Consultative Committees

59. In recommending senior line administrative appointments, the Chief Librarian shall establish Consultative Committees which shall make recommendations to him or her regarding such appointments. These Committees shall consider for appointment all persons known to be available to fill the position through nominations and applications, using as criteria for selection the professional and administrative abilities of the potential appointee, his or her capacity for leadership in librarianship, his or her qualities of common sense and mature judgement, and his or her ability to maintain the confidence and co-operation of staff. Consultative Committees shall give particular consideration to the need for administrative continuity within the Library system.

60. The formation and membership of Consultative Committees established as set out above shall be made known throughout the Library system and nominations and applications for the positions invited. Should the availability of a position be externally advertised, a simultaneous internal advertisement shall be required.
61. Should a member of any Consultative Committee be seriously considered as a potential appointee to the position on which the Committee is advising the Chief Librarian, that member shall resign from the Committee without replacement.

Department Heads

62. Consultative Committees advising on the appointment of department heads (or their equivalents outside the Central Library) shall be chaired by the Personnel Librarian and shall have as members the Associate Librarian for the area (or, in the case of appointments outside the Central Library, the academic administrative head of the division concerned or his or her designate), the head of a related department, two librarians who shall, wherever possible, be from the department or area concerned, and two non-librarians selected from employees of the department or area, or from members of the teaching staff in cases where the appointment is outside the Central Library. The members of the Committee shall be appointed by the Chief Librarian in consultation with the Associate Librarian or academic administrative head concerned. Such Consultative Committees shall meet *in camera*, and each of their members shall agree to treat as confidential all information given to the Committee and all matters pertaining to its deliberations. This shall not, however, be taken to prevent members of the Committee from eliciting from colleagues information and opinion which may be of use to the Committee.
63. The term of appointment as a department head shall not exceed five years.

Senior Administrative Appointments

64. For more senior appointments than that of department head and other than that of the Chief Librarian of the University, the Consultative Committee shall be chaired by the Chief Librarian, and shall include one member of the teaching staff (from the division concerned if the appointment is outside the Central Library), one Associate Librarian or equivalent, one library department head or equivalent, four librarians, and three persons who are not librarians. The Committee shall be appointed by the Chief Librarian in consultation with the Vice-President and Provost, other academic administrative officers concerned, and senior colleagues, bearing in mind the need for broad representation along the lines prescribed for Consultative Committees charged with advising on the appointment of department heads. The provisions relating to confidentiality outlined for committees on the appointment of department heads shall apply with equal force to Consultative Committees established under this paragraph.
65. The term of appointment of line library administrative officers above the position of department head shall not exceed seven years.

The Chief Librarian

66. The appointment of the Chief Librarian of the University shall be recommended by the President on the advice of a search committee chaired by the Vice-President and Provost or his or her designate, with an additional twelve members, of whom no fewer than seven shall be appointed from within the Library system, and of whom no fewer than four shall be librarians in this University. The committee shall be appointed by the Vice-President and Provost and shall be as representative of the University community as is feasible.
67. The term of appointment of the Chief Librarian shall be that recommended by the President and approved by the Governing Council, which should be not less than seven nor more than ten years.

68. The formation and membership of the search committee for a Chief Librarian of the University shall be made widely known throughout the University.

Acting Appointments

69. Nothing in the foregoing shall be taken to preclude the appointment by the Chief Librarian of acting administrative officers for periods of not more than one year, nor the appointment by the President of an Acting Chief Librarian for such a period as he or she may recommend and the Governing Council approve.

Transitional Provisions

70. All librarians who will have completed at least four years of full-time employment in the University on July 1, 1978, shall be deemed to have permanent status and shall receive confirmation in writing of this status. Librarians I and II who have been employed by the University for less than four years, and Librarians III and IV who have been employed by the University for less than one year shall be considered for permanent status as prescribed in these regulations.
71. Library administrators appointed prior to the adoption of this policy by the Governing Council shall not have their terms of office limited except at their own election, which may be made at any time.
72. This Report does not apply to part-time librarians (i.e., to those appointed at less than 75 per cent of full-time employment). Policies for part-time librarians should be developed which are compatible with the recommendations of this Report.

Approved by Governing Council June 15, 1978

Amended effective July 1, 1983, section 51, research leave remuneration at 80 % salary in place of the previous 75% provision. (Arising from the agreement for salaries and benefits, 1983-84)

Amended effective July 1, 1985, section 51, to allow a librarian, after six years of continuous service, to apply for a 6-month research leave at full salary. (Arising from the agreement for salaries and benefits, 1984-5 and 1985-6, Schedule D)

Amended effective July 1, 1990, section 51, salary during research leave of 12 months shall be 82.5 % of actual salary. (Arising from the agreement for salaries and benefits, 1989-90, Schedule 4)

Amended effective July 1, 1991, section 51, to include "As an alternative and subsequent to the first leave above, a six-month leave at 82.5% salary may be granted after every three years of service provided that the leave requested under this option does not fall within seven years of the normal age of retirement." (Arising from the agreement for salaries and benefits, 1991-92 and 1992-93)

University of Toronto
Governing Council

Policies for Librarians

[January 01,
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Policies for Librarians

Preamble

The University of Toronto Library System (the UTL) is an administratively complex component of the academic community. At present consisting of library units of varying size and with various relationships and reporting structures, it has grown in apparent response to the evolving academic needs of the University. The UTL is committed to upholding the University of Toronto's principles and values on equity, diversity, inclusion and excellence, and these principles shall inform all aspects of the Policies for Librarians (the Policy), including recruitment, hiring, appointment, and promotion.

Librarians, in fulfilling their roles as contributors in the academic process, have a responsibility to provide leadership, initiative and expertise in realizing the goals and objectives of the UTL. Equitable opportunity and the same rank, and salary structure shall apply to all librarians employed by the University of Toronto under this Policy regardless of the reporting structure, or campus, within which they fulfil their responsibilities.

Librarians play an integral role in advancing the mission of the University, and are guided by collegial values, professional and academic standards, service, and a commitment to intellectual and academic freedom.

Librarians participate in collegial processes. To that end, where nominations to library committees are sought, librarians will be given reasonable notification and an opportunity to nominate committee members.

This Policy recognizes and encourages the concept of a University library system, in that it provides equal access to opportunities for librarian development and allows greater mobility and flexibility in staffing across the system as well as consistency in the application of policies across the University. A librarian who is appointed to the University should be made fully aware of the conditions of employment, opportunities for advancement, and specific conditions of the position held. Review and evaluation procedures are prescribed at regular intervals, with substantial review prior to a change in rank or status. The review mechanisms developed emphasize collegial consultation at all appropriate levels, including the concept of peer evaluation.

At the time that a librarian is appointed to the UTL, they shall be provided with this Policy and the Memorandum of Agreement between the University of Toronto and the University of Toronto Faculty Association (MOA), the Workload Policy and Procedures for Faculty and Librarians (WLPP) and the Librarian Workload Policy – University of Toronto.

The autonomy of local UTL units with regard to librarian selection and administration is acknowledged, regardless of campus. At the same time, however, the University Chief Librarian, will take responsibility for the interpretation of the policies and procedures for librarians across the system supported as appropriate by Library Human Resources.

Librarians have access to the grievance procedures under Article 7 of the MOA, subject to the limitations on grievances set out therein and in this Policy.

Librarian Responsibilities

1. Librarian responsibilities are a combination of tasks assigned and tasks determined through collegial interaction and self-direction. While the pattern of a librarian's professional activity may vary from individual to individual, the following three activities constitute a librarian's principal responsibilities:
 - (i) Professional practice as a librarian for the UTL or the University, including teaching that has been requested or approved by a librarian's supervisor(s);
 - (ii) Research and scholarly contributions and creative professional activities, including academic, professional and pedagogical contributions; and

- (iii) Service, which should be broadly understood to include service to the University, the UTL, and the profession, including academic organizations and community partnerships relevant to the mission of the University.
2. Professional practice shall be considered the primary area of responsibility. The same activity may reasonably fall into more than one area of responsibility above.
3. Librarian workload is subject to the WLPP and the Librarian Workload Policy – University of Toronto as those policies may be amended from time to time.

Librarians are also subject to relevant provisions of the MOA as amended from time to time, including librarian responsibilities set out in Article 5 of the MOA.

Appointments

4. There should be a collegial planning process in each area and department with the objective of delineating future plans and development. Against such plans, requests for new appointments can be judged and the nature of candidates to be sought determined. All area or department heads, before seeking approval for an increase in librarian positions or for the filling of a vacant position, should examine fully the possibility of using librarian resources already available in other areas of the University.
5. Notice of vacancy for a librarian's position in any part of the University shall be sent to the Library Human Resources Office, where appropriate posting and advertising is arranged.

Postings for librarian positions in any part of the University shall be distributed to all UTL librarians as well as posted on the University of Toronto job posting website. Postings will normally be advertised widely including throughout Canada and internationally, as appropriate to the nature of the position.

A librarian shall not be excluded from consideration for a position because they hold a higher rank than the advertised position, it being understood that if they are offered and accept the position, they will normally be appointed at the rank, status and salary for the position as advertised.

Secondments

6. The UTL recognizes the desirability of professional and academic growth among permanent status librarians, including endeavouring to provide opportunities for permanent status librarians to work across the UTL where operationally feasible.

Procedures for Appointment

7. Procedures should be adopted to ensure that an adequate list of possible candidates of quality is obtained and that the selection from this list has been properly and effectively carried out by the department concerned.
8. The documentation for each candidate shall include a current curriculum vitae and a list of normally at least three (3) referees from whom appraisals may be obtained indicating the candidate's capacity for librarianship as evidenced by job performance and academic and/or professional activities.
9. These applications shall be assessed and judged by the Search Committee, which will identify a short list of candidates to be interviewed.
10. Normally, short-listed candidates shall be invited to give a presentation. Those invited will include the Search Committee, members of the unit, all UTL staff and librarians, and faculty and students who may be interested. The Search Committee is advisory to the University Chief

- Librarian or the appropriate academic administrative head in the case of appointments outside the Central Library System. The Search Committee shall provide a recommendation to the University Chief Librarian who will decide. In the case of appointments outside the Central Library System, the Search Committee shall make a recommendation to the appropriate academic administrative head who will make a recommendation to the University Chief Librarian. The Search Committee shall consist of the department head/appropriate academic administrative head or supervisor (acting as the Chair of the Committee). The majority of the Committee shall be librarians who hold permanent status and shall normally include one or more librarian(s) from the relevant department. The majority of Committee members shall be from the relevant campus.
11. The appointment of a librarian outside the Central Library System shall be made by the senior library administrator or appropriate academic administrative head, subject to the approval of the University Chief Librarian.
 12. The terms and conditions of each appointment shall be clearly stated and confirmed in writing, including type of appointment, rank, salary, status with respect to permanency, the timeline with respect to consideration for promotion and permanent status (if applicable, having regard to previous work experience), and any special conditions attached to the appointment.
 13. Before approving appointments at the ranks of Librarians III and IV with permanent status, the University Chief Librarian shall refer the proposal to a Committee on Permanent Status as described in paragraph (52) for its recommendation. Proposals for appointment at the rank of Librarian III without permanent status shall be referred to a Committee as described in paragraph (30). Proposals for appointment at the rank of Librarian IV without permanent status shall be similarly referred to the Senior Committee on Promotions described in paragraph (35). There shall, however, be no right of appeal against the decision of the University Chief Librarian not to appoint, or to appoint without permanent status.
 14. Where a librarian has been appointed at the rank of Librarian III or IV without permanent status they shall normally be reviewed for permanent status within one year of appointment.

Rank and Promotion

15. Librarians in the University of Toronto are appointed to one of the four ranks defined in paragraph (16). At the rank of Librarian III or IV, a librarian may be granted permanent status, which is the holding by a librarian of the University of a continuing full-time appointment which the University has relinquished the freedom to terminate except under the conditions specified in paragraphs (68) and (69). Permanent status shall be granted only by a definite act under the conditions stipulated herein, on the basis of merit.

Ranks

16. Librarians in the University of Toronto are appointed to one of the four ranks (Librarian I, II, III, IV).
17. Advancement through these ranks should reflect increased individual levels of professional achievement, which may be demonstrated either by increased responsibility in an area of specialization or by the discharge of administrative responsibilities, or a combination of both.
18. To qualify for appointment to any rank, the candidate shall have the minimum of an undergraduate degree plus either a master's degree in library, archival or information science from an accredited institution, or equivalent professional education.
19. In exceptional circumstances, the UTL may consider appointing someone who lacks the requisite graduate education, however, a candidate who does not so qualify shall be appointed conditionally as a librarian and must be accepted and remain enrolled until the graduate degree is conferred, which should normally be within three years. Such candidates will be appointed on a one-year annual contract, which normally may be renewed no more than twice.

Successful completion of the degree will make the person eligible for appointment as a librarian without conditions.

20. The basic quality which must be evident for appointment or promotion to a rank is the ability to perform as a librarian at a high professional level in areas which contribute to the teaching and research objectives of the University, such as the selection, acquisition and preservation of UTL materials, the bibliographic control of those materials, the accessibility of the collections to users, the provision of instruction in using the UTL's resources and the planning and development of library systems.

A librarian shall carry out their responsibilities with all due attention to the establishment of fair and ethical dealings with library users, colleagues and staff taking care to be properly accessible. A librarian shall foster a free exchange of ideas and shall not impose nor permit censorship. A librarian shall ensure fullest possible access to library materials.

21. Five criteria form the basis for appointment or promotion to a rank:
 - effective performance in the area(s) of the candidate's responsibility;
 - academic achievement and activities;
 - professional achievement and activities;
 - effectiveness of service to the University, the UTL, and where appropriate, to the profession; and
 - clear promise of continuing growth in overall performance as a librarian.

Performance as a librarian typically includes specialized knowledge and expertise within an area of responsibility.

22. Effective performance in the area(s) of the candidate's responsibility will be considered the primary criterion at the lower ranks (Librarian I and Librarian II). It will also be considered significant at the higher ranks (Librarian III and Librarian IV), but the weighting of the other criteria will increase proportionately.

Librarian I

23. Librarian I is the rank at which a professional career normally begins. In being considered for an appointment to this rank the candidate shall have met the minimum educational requirement, and show both potential for successful performance and promise of future professional and academic activity. Librarian I is a probationary appointment, the term of which shall not normally be less than one year or more than two years.

Librarian II

24. In being considered for appointment or promotion to the rank of Librarian II, the candidate shall have met the minimum educational requirement and shall have at least one year's relevant professional experience or equivalent, normally as a librarian. As a primary criterion for appointment or promotion to this rank, a candidate shall have a record of effective performance in the area(s) of the candidate's responsibility as a librarian. It is expected that successful candidates will have demonstrated the ability to effectively use their professional education and will have shown the capacity and promise to develop and extend their professional and academic expertise. A librarian promoted to this rank shall normally receive a three-year contract. A librarian appointed to this rank may receive a contract for a shorter period where previous experience warrants this, but in no case shall the contract be for less than one year.

Promotion to Librarian II

25. A Librarian I's performance shall normally be reviewed at least twice by their supervisor(s). Review for promotion to Librarian II should normally take place no more than two years after the candidate's appointment as a Librarian I. A written evaluation shall be prepared by the candidate's supervisor(s) based on the requirements and criterion outlined in paragraph (24), before a

recommendation for promotion is made. Promotion in rank from Librarian I to Librarian II is recommended by the supervisor(s) subject to approval of the University Chief Librarian or their designate, who shall be an appointed librarian.

In circumstances where a librarian on a probationary appointment has been reviewed and is found not to meet the criteria for Librarian II and their contract will not be renewed, they shall be notified at least three months prior to the end of the probation period, and their employment shall end in accordance with its terms.

The supervisor(s) shall provide written reasons for their recommendation that promotion be denied and their recommendation shall be subject to appeal to the University Chief Librarian on the following grounds:

- (i) A significant irregularity by the supervisor(s) in the review for promotion; and/or
- (ii) Improper bias or motive on the part of the supervisor(s).

The librarian shall have (twenty) 20 working days from the date of receipt of written reasons for the denial of promotion from the supervisor(s) to file an appeal with the University Chief Librarian.

The decision of the University Chief Librarian of an appeal shall be final and binding and not subject to grievance under the MOA.

Librarian III

26. In being considered for appointment or promotion to the rank of Librarian III, the candidate must submit evidence of continuing effective performance in accordance with the criteria outlined in paragraph (21) of this Policy:

- effective performance in the area(s) of the candidate's responsibility;
- academic achievement and activities;
- professional achievement and activities;
- effectiveness of service to the University, the UTL, and where appropriate, to the profession; and
- clear promise of continuing growth in overall performance as a librarian.

There should be clear promise of continuing professional development and demonstrated ability to handle increased responsibilities in areas of specialization and/or in an administrative capacity.

27. All of the following criteria will also be considered: academic achievement and activities, including additional formal degrees, programmes of continuing education, teaching and other pedagogical contributions or activities, research, peer reviewed and non-peer reviewed publications; involvement in professional activities and participation in professional organizations, including serving on committees, the presentation of papers, organization and participation in conferences, seminars, workshops; and service to the University, the UTL, and the profession, including academic organizations and community partnerships relevant to the mission of the University.
28. To be considered for promotion to Librarian III, with or without permanent status, a librarian shall normally be in the fifth year of an appointment at the University of Toronto.
29. This rank is the normal career rank for librarians. However, all librarians with a minimum of five (5) years of library experience as a Librarian III or equivalent experience are eligible for consideration for promotion to Librarian IV in accordance with paragraph (34).

Promotion to Librarian III

30. For promotion in rank from Librarian II to Librarian III the librarian's performance is reviewed by a Committee on Promotions appointed by the University Chief Librarian in consultation with the department head.

For promotion of librarians employed outside the Central Library System, the appropriate academic administrative head or their designate shall serve on the Committee on Promotions appointed in consultation with the University Chief Librarian, and shall make the appropriate recommendations for promotion.

31. (i) Permanent status stream librarians being considered for promotion in rank from Librarian II to Librarian III, will be reviewed in accordance with the procedures and documentation for consideration for permanent status (paragraphs 48 to 61).

(ii) For externally-funded librarians holding contractually-limited term appointments (CLTAs) who are being considered for promotion, the librarian's performance is reviewed by a Committee on Promotions appointed by the University Chief Librarian in consultation with the department head. It shall be composed of the department head as chair, the University Chief Librarian's appointed librarian designate, and three professional librarians with the rank of Librarian III or above. At least one of these librarians shall be from outside the department concerned and wherever possible at least one should be from within the department.

The candidate should submit their annual activity reports, performance assessments, curriculum vitae, and a list of three external referees. The Committee Chair will obtain assessments of the candidate's work from two referees, one of whom will be from the candidate's list and one of whom will be of the Committee Chair's choosing. Both referees will be arm's length to the candidate and from another institution. In addition, an optional statement prepared by the candidate providing an account of their activities and evidence of their activities as appropriate to the criteria for promotion, set out in paragraphs (26) and (27).

32. A Librarian II shall normally be considered for promotion to Librarian III within three (3) years of the candidate's appointment as, or promotion to, Librarian II. In exceptional circumstances where the candidate's experience warrants, and with the consent of the candidate, such consideration may take place at an earlier agreed upon date.

In exceptional circumstances, extensions may also be granted with the written consent of the candidate, and the approval of the University Chief Librarian and the Vice-President & Provost.

33. A Librarian II will normally be considered for promotion in the final year of their appointment as a Librarian II. A promotion may be granted by the University Chief Librarian or their librarian designate upon the majority recommendation of the Committee.

Librarian IV

34. A librarian may not be considered for appointment or promotion to the rank of Librarian IV until they have had a minimum of five (5) years' library experience as a Librarian III or has had equivalent experience and rank at another institution.

Appointment or promotion to this rank requires evidence of a record of excellent performance with demonstrated initiative, leadership and creativity, and to have established a wide reputation in their area or field of interest. As well as making an outstanding contribution to the UTL and to the University the candidate must submit evidence of substantial and sustained achievement in one or more of the following areas: academic activities including research, publication and teaching; professional endeavours including significant involvement in professional organizations; and service to the University, the UTL, and where appropriate to the profession.

Besides having attained a high level of professional expertise, the candidate should be considered likely to continue to fulfil a vital role in the institution.

Promotion to Librarian IV

35. For promotion of permanent status stream or externally-funded CLTA librarians from the rank of Librarian III to Librarian IV, the librarian's overall performance is reviewed by a Senior Committee on Promotions appointed annually by the University Chief Librarian in consultation with senior colleagues including colleagues outside the Central Library System. The membership of this Committee shall be made known to all librarians.

The Committee shall be chaired by the University Chief Librarian or appointed librarian designate and shall include four Librarian IVs (including at least one department head, and, wherever possible, at least one Librarian IV without administrative responsibility and also wherever possible include representation from all three campuses), and one member of the faculty who shall hold tenure or continuing status named by the Vice-President & Provost. A promotion may be granted by the University Chief Librarian on the majority recommendation of the Committee.

The quorum of the Committee shall be its full membership.

Procedures for Promotion to Librarian IV

36. The responsibility for compiling and providing documentation to the Senior Committee on Promotions shall rest with the candidate and Committee Chair. Materials for consideration shall include:
- i. The candidate's curriculum vitae. This should include:
 - a. The academic and professional history of the candidate setting out the degrees obtained with institutions and dates, any honours, prizes or awards obtained, reference to relevant specialist qualifications (*e.g.*, language, subject or area competence), and a record of continuing educational activities in which the candidate may have engaged.
 - b. The record of professional and other relevant employment of the candidate with a brief description of the duties of each position held.
 - c. A list of committees and organizations within the UTL, University and profession, as well as any relevant community committees, on which the candidate has served, with a brief description of the service.
 - d. A list of scholarly and professional work performed by the candidate, with sufficient detail to allow the committee to evaluate its relevance to the decision.
 - ii. The candidate will provide a list of three external referees, all of whom must be at a rank equivalent to Librarian IV. The Committee Chair will obtain assessments of the candidate's work from two referees, one of whom will be from the candidate's list and one of whom will be of the Committee Chair's choosing. Both referees will be arm's length to the candidate and from another institution.

These referees should be able to speak with authority on the candidate's record of excellent performance with demonstrated initiative, leadership and creativity, and the candidate's wide reputation in their area or field of interest. They should also comment on the candidate's sustained achievement in one or more of the following areas: academic activities including research, publication and teaching; professional endeavours including significant involvement in professional organizations; and service to the University, the UTL, and where appropriate to the profession.

- iii. A statement prepared by the candidate providing an account of their activities as appropriate to the criteria for promotion to Librarian IV set out above in paragraph (34).
 - iv. Copies of work that the candidate has completed, or has nearly completed, should be provided, or in the case of non-written work made known in appropriate form, to the Committee Chair. However, the candidate's permission is required before unpublished work may be communicated outside of the Senior Committee on Promotions.
 - v. The candidate's University of Toronto performance assessments and activity reports, normally from the previous five (5) years. Where the candidate elects, they may extend the period from which they are providing performance assessments and activity reports.
 - vi. Assessments of the candidates' work from two referees, at least one selected from the candidate's list and both of whom shall be arm's length to the candidate and from another institution. The referees shall be provided with the candidate's work, curriculum vitae and statement, as well as the criteria for assessment.
37. If the candidate has reason to believe that the proposed Committee members cannot make their decision solely on the basis of evidence available to the Senior Committee on Promotions, they shall immediately advise the University Chief Librarian in writing, who shall maintain confidentiality of the information and determine if a reasonable apprehension of bias or conflict of interest exists.

Where the candidate has a reason to believe that the University Chief Librarian cannot make their decision solely on the basis of the evidence available and the recommendation of the Committee, they should immediately notify the Vice-President & Provost in writing, who shall maintain the confidentiality of the information and determine whether a reasonable apprehension of bias or conflict of interest exists.

38. The Chair of the Senior Committee on Promotions will inform the candidate of the recommendation in their case.

Denial of Promotion to Librarian III or IV

39. In cases where promotion to Librarian III or IV is denied, the candidate will be provided with a written statement of the reasons for such a decision. Where permanent status is also denied with the promotion to Librarian III the procedures for appeals against denial of permanent status (paragraphs 62-67) will be applicable.
40. A denial of promotion to Librarian IV does not preclude a librarian from being considered again in the future.
41. Appeals against the denial of promotion to Librarian III or IV may be launched on either or both of two grounds:
- (i) that the procedures described in this Policy have not been properly followed; and/or
 - (ii) that the performance and/or achievements have not been evaluated fully or fairly.

Appeal for Reconsideration

42. Appeals against the denial of promotion will follow the Grievance Procedure set forth in the MOA, except as follows: at Step No. 2 and Step No. 3, the University Chief Librarian and the Vice-President & Provost respectively will have thirty (30) working days to notify the grievor in writing of the decision; if a grievance which involves promotion contains issues other than promotion, these other issues will also be subject to the time limit of thirty (30) working days at both the decanal and provostial levels.

Procedures for Performance Review and Promotion

43. Performance will be reviewed annually by the librarian's supervisor(s), who shall prepare a written performance assessment in accordance with applicable assessment procedures. The assessment shall be given to and discussed with the librarian. Such an evaluation will assess the librarian's ability to meet standards of performance in designated areas of responsibility and will give an opportunity to provide feedback to assist them to improve areas of weakness and further develop areas of strength. At the time of each annual review, the librarian's supervisor(s) should assess the librarian's suitability for promotion and may wish to make a recommendation for such a promotion; the librarian concerned may also request consideration for promotion.
44. Where a librarian directly reports to more than one supervisor, those supervisors shall provide input into the annual performance assessment(s), and consideration for promotion.
45. Procedures of all committees on promotions to any rank shall be fully known to librarians. Such procedures should be designed with the aim of eliciting and considering all relevant information.
46. The proceedings and deliberations of all promotions committees, including the Senior Committee on Promotions, are confidential. Each person accepting an appointment to a promotions committee shall agree to treat as confidential all information given to the committee and all matters pertaining to and deliberations of the committee.
47. A librarian may make a written request for a delay in their consideration for promotion based on pregnancy and/or parental or adoption leave or serious personal circumstances beyond their control such as illness or injury. Delays may be granted for one (1) year but not more than two (2) years with the approval in writing of the University Chief Librarian and the Vice-President & Provost. Written requests by a candidate for further delays based on the provisions of the Ontario *Human Rights Code* as amended from time to time (the Code) will be considered by the University Chief Librarian and Vice-President & Provost on a case-by-case basis, it being understood and agreed that such requests must be made by the candidate in writing at the earliest opportunity (*i.e.*, as soon as a candidate knows or reasonably ought to know that their consideration for promotion may warrant a delay based on the provisions of the Code).

The University Chief Librarian and/or the Vice-President & Provost will consult with the supervisor(s) or appropriate academic administrative head before making a decision.

Permanent Status

48. Permanent status for librarians, as defined in paragraph (15), entails the acceptance by a librarian of the obligation to perform conscientiously as a contributor to teaching, learning and scholarship in the University. Librarians who enter the University in the rank of Librarian I shall normally serve a probationary period of no more than two (2) years.

Upon successful promotion to Librarian II they will normally be considered for appointment with permanent status during the third year of service in the rank of Librarian II in the University. Librarians appointed at the rank of Librarian II for a contractual period of up to three (3) years' duration shall be considered for permanent status in the final year of their contracts. Librarians appointed at the ranks of Librarian III or IV, if not granted permanent status on appointment, will normally be considered for permanent status in the first year of service in the University.

49. A librarian may make a written request to their supervisor(s) for a delay in their consideration for permanent status based on pregnancy and/or parental or adoption leave or serious personal circumstances beyond their control such as illness or injury. Delays may be granted for one (1) year but not more than two (2) years, with the approval in writing of the University Chief Librarian and the Vice-President & Provost. Written requests by a candidate for further delays based on the provisions of Ontario *Human Rights Code* as amended from time to time (the Code) will be considered by the University Chief Librarian and Vice-President & Provost on a case-by-case basis, it being understood and agreed that such requests must be made by the candidate in

writing at the earliest opportunity (*i.e.*, as soon as a candidate knows or reasonably ought to know that their consideration for permanent status may warrant a delay based on the provisions of the Code). Where the librarian is outside of the Central Library System, the University Chief Librarian will consult with the appropriate academic administrative head in making the decision.

Criteria for Permanent Status

50. A Librarian II will normally be considered for permanent status in the final year of their appointment as a Librarian II.

Appointments with permanent status should be granted on the basis of the five criteria outlined in paragraph (21) of this Policy:

- effective performance in the area(s) of the candidate's responsibility;
 - academic achievement and activities;
 - professional achievement and activities;
 - effectiveness of service to the University, the UTL and where appropriate, to the profession; and
 - clear promise of continuing growth in overall performance as a librarian.
51. Effective performance in the area(s) of the candidate's responsibility shall be judged primarily, but not exclusively, on the basis of previous annual performance assessments. Academic achievement may be judged by research, peer and non-peer reviewed publications, teaching, and other pedagogical contributions or activities, advanced degrees or completion of other education programmes. Professional achievement may be evidenced by involvement in professional activities and participation in professional organizations, including serving on committees, the presentation of papers, organization and participation in conferences, seminars and workshops. Service to the University, the UTL and the profession is demonstrated by committee work and engagement as well as the preparation of internal studies and reports, and by responsible and effective involvement in the UTL and University activities.

These are not exhaustive examples. Librarians' achievements and activities may vary. Moreover, the categories above are non-exclusive and many activities can reasonably fall into more than one category.

Clear promise of continuing growth in overall performance as a librarian will be judged by the degree to which the candidate has demonstrated progress in librarianship in the period of service preceding consideration for appointment with permanent status.

Committees on Permanent Status

52. A Committee on Permanent Status shall be named for each candidate by the University Chief Librarian in consultation with the department head or the appropriate academic administrative head, and shall consist of the department head or the appropriate academic administrative head (as Committee Chair), the University Chief Librarian or their designate, who shall be an appointed librarian, four librarians having permanent status and holding a rank at least equal to that of the candidate, and one member of the faculty who shall hold tenure or continuing status.

Whenever possible, at least one of the four librarians shall be from the department concerned. At least one shall be from outside the department, and at least two should be librarians holding no administrative position. The University Chief Librarian will provide written notice to the candidate of the proposed membership of their Committee on Permanent Status.

53. If the candidate has reason to believe that any member of their Committee, including the department head, cannot make their decision solely on the evidence available at the time of the Committee on Permanent Status meeting, they should indicate this to the University Chief Librarian. The University Chief Librarian shall then formally notify the candidate of the final composition of their Committee on Permanent Status.

54. The responsibility for compiling and supplying documentation to the Committee on Permanent Status shall rest with the candidate and the Committee Chair. Materials for consideration shall include:
- i. The candidate's curriculum vitae, to be prepared by the candidate with the advice and assistance of the Committee Chair. This should include:
 - a. The academic and professional history of the candidate setting out the degrees obtained with institutions and dates, any honours, prizes or awards obtained, reference to relevant specialist qualifications (*e.g.*, language, subject or area competence), and a record of continuing educational activities in which the candidate may have engaged;
 - b. The record of professional librarianship and other relevant employment of the candidate with a brief description of the duties of each position held;
 - c. A list of committees and organizations within the UTL, University and profession, as well as any academic organizations and community partnerships relevant to the mission of the University, on which the candidate has served, with a brief description of the service; and
 - d. A list of research, scholarly activities and professional practice performed by the candidate, with sufficient detail to allow the Committee to evaluate its relevance to the decision.
 - ii. The candidate will provide a list of three external referees, all of whom must be at a rank equivalent to Librarian III or IV.

The Committee Chair will obtain assessments of the candidate's work from two referees, one of whom will be from the candidate's list and one of whom will be of the Committee Chair's choosing. Both referees will be arm's length to the candidate and from another institution.

The referees shall be provided with a copy of the candidate's curriculum vitae and statement (if the candidate chooses to submit a statement), and the criteria for assessment.

- iii. An optional statement prepared by the candidate providing an account of their professional, academic, and service activities and documentation providing evidence of their activities as appropriate to the criteria for permanence set out above in paragraph (54).
- iv. Copies of work that the candidate has completed, or has nearly completed, should be provided or in the case of non-written work, made known in appropriate form, to the Committee Chair. However, the candidate's permission is required before unpublished work may be communicated outside of their Committee on Permanent Status,
- v.
 - a. All annual activity reports submitted by the candidate in the course of their employment as a permanent status stream librarian at the University of Toronto;
 - b. All performance assessments conducted in the course of the librarian's employment as a permanent status stream librarian at the University of Toronto;and
 - c. At the option of the candidate, all activity reports or performance assessments conducted while the librarian held a CLTA or part-time librarian position at the University of Toronto. The Committee Chair may also recommend that a candidate submit such performance assessments and activity reports, however these will only be provided with the agreement of the candidate.

- viii. Where a librarian has significant previous service elsewhere, external evaluation of the performance and quality of that service obtained from one or more references agreed upon by the Committee Chair and the candidate in addition to the evaluations listed above. It is also recommended that any activity reports or performance assessments conducted while the individual held a librarian position at another institution or organization be included.

Procedures

55. Each department head shall ensure that librarians who must be considered for permanent status are identified, and that Committees on Permanent Status are established and documentation prepared in order that a decision may be made not less than ninety (90) days before the anniversary date of the appointment. Each department head shall notify the candidate in writing, normally no later than eight (8) months prior to the expiration of the candidate's contract, that they will be considered for permanent status and when the process of review, including assembling of documentation, is about to begin and when it will be completed. Each candidate shall be informed of the place, time, and date of meeting of the Committee which considers their case, and shall be provided with a list of the materials, not identifying referees, provided to the Committee.
56. The Committee on Permanent Status shall meet *in camera* and each person accepting appointment to the Committee shall agree to treat as confidential all information given to the Committee and all matters pertaining to its deliberations. The quorum of the Committee shall be its full membership.
57. A summary of evidence shall be provided to the candidate, normally at least one week prior to the first meeting of the Committee, and the Committee shall give the candidate the opportunity to appear and make a statement to it (or alternatively to submit a statement in writing), but the candidate shall be excluded from all other proceedings of the Committee.

It is important that the summary be sufficiently detailed that the candidate knows the evidence before the Committee and could, if desired, supplement the dossier with a written response, or by appearing before the Committee to make a statement. The summary should include extracts of any significant information from all letters while maintaining confidentiality.
58. The Committee on Permanent Status shall have the power to take only one of two possible decisions: to recommend that appointment with permanent status be granted or that it be denied. The decision must be taken on the evidence before it: the Committee may, however, recess for a short period, normally no more than one month, to obtain additional evidence if this is considered advisable. In these circumstances, the candidate shall be provided with a supplementary summary of any additional evidence obtained and shall be given the opportunity to provide a written and/or oral statement in response. Five (5) votes out of seven (7) are required to recommend appointment with permanent status.
59. Reasons for a proposed negative recommendation shall be given to the candidate in writing, who may respond to the Committee on Permanent Status orally or in writing, within fifteen (15) days of notification of these reasons.

Thereafter, the Committee shall reconvene to make its final recommendation and shall forward it to the University Chief Librarian, with its reasons therefor, and, in the case of a negative recommendation, a summary of the evidence. The summary should be sufficiently detailed to enable the candidate to make a particular response to all of the significant components if they appeal the decision.
60. The University Chief Librarian or their designate, who shall be an appointed librarian, shall notify the department head or appropriate academic administrative head of their decision, after they have obtained the approval of the Vice-President & Provost. The department head or appropriate academic administrative head shall in turn notify the candidate, furnishing the summary of evidence to the candidate in the event of a negative decision.

The University Chief Librarian shall also advise the candidate of the right to appeal the decision, the process for filing an appeal, and the relevant timelines.

If permanent status has been denied, the University Chief Librarian, in consultation with the appropriate academic administrative head, shall determine the duration of the candidate's terminal contract, which shall normally be for one (1) year followed by automatic termination without further review.

61. A Committee on Permanent Status shall also act as a promotion committee in the case where a candidate is a Librarian II, simultaneously recommending promotion to Librarian III and the granting of permanent status.

Appeals Against Denial of Permanent Status

62. A Librarians' Appeal Committee shall be established and shall consist of a chair and four members, appointed by the President after consultation with the Faculty Association, vacancies being filled by the same process. Members shall have a two (2)-year term after one initial one (1)-year term for half of the original appointees. The Chair shall have a two (2)-year term.

Grounds for Appeal

63. A librarian who has been denied permanent status shall have the right to appeal on one or more of the following grounds:
 - i. a significant irregularity or unfairness in the procedure followed by the Committee or in the selection of its members;
 - ii. improper bias or motive on the part of any member of the Committee;
 - iii. improper bias or motive on the part of any person whose opinion may have materially influenced the decision of the Committee; and/or
 - iv. absence of relevant material from the dossier, or the application by the Committee of inappropriate standards.

Review Procedures for Appeals

64. A candidate must give notice of appeal in writing against a denial of permanent status within thirty (30) days of the transmission to them of the statement of reasons and of the summary of the evidence considered by the Committee on Permanent Status; the Librarians' Appeal Committee shall have the power, under circumstances which it considers exceptional, to extend this time limit. The notice of appeal should be addressed to the Chair of the Librarians' Appeal Committee and should specify the grounds on which the appeal is based.
65. The candidate and the Permanent Status Committee Chair shall be given an opportunity to appear and present evidence and argument to the Librarians' Appeal Committee. If it is thought necessary, the Librarians' Appeal Committee may request that an independent investigator be appointed to assist it in determining matters of fact.
66. The Librarians' Appeal Committee, by the authority delegated to it by the Governing Council by the adoption of this Policy, shall make a final disposition of the appeal.
67. The appeal procedure should be completed within the period specified in the terminal contract.

Termination of Appointments with Permanent Status

68. Appointments with permanent status may be terminated by the University either:
 - i. for cause, which means:
 - a. persistent neglect of or repeated refusal without sufficient cause to carry out reasonable duties and assigned responsibilities of the position held;
 - b. inability to carry out such duties and assigned responsibilities (except as noted in ii of this paragraph);

- c. failure to maintain reasonable competence in librarianship, including, without limitation, in the execution of responsibilities;
 - d. gross misconduct;
- or
- ii. where, without fault on their part, the librarian is prevented by a cause or matter beyond their control from carrying out reasonable duties, including, without limitation, physical or mental illness or injury, except where and so long as the librarian (or their legal representative) makes no claim against the University for salary or other remuneration¹.
69. Where the University Chief Librarian (or appropriate academic administrative head, in the case of librarians outside the Central Library System) has or is presented with reason to believe that ground may exist for the termination for cause of the appointment of a librarian holding appointment with permanent status, they shall immediately notify the President of the University and request the President to appoint a Hearing Committee for the purposes set out below. If the President grants the request, they shall initiate the following procedures:
- i. An attempt shall be made to settle the matter informally at a meeting of the President, the University Chief Librarian or appropriate academic administrative head, the librarian, and a disinterested senior librarian or professor acceptable to the librarian and University Chief Librarian or equivalent.
 - ii. If the above attempt fails, the President shall inform the librarian in writing of their intention to institute proceedings for termination of appointment and shall give reasonable information as to the alleged ground for termination.
 - iii. Within fifteen (15) working days, the President and the librarian shall jointly name a Hearing Committee of two (2) librarians holding permanent status at the University of Toronto and one faculty member who shall hold tenure or continuing status at the University of Toronto. Should the librarian decline to participate in naming the Hearing Committee, it shall be done jointly by the President and the President of the University of Toronto Faculty Association, and the librarian shall be deemed to have waived all right to determine the membership of the Hearing Committee. If agreement on the membership of the Hearing Committee cannot be reached within fifteen (15) working days, a Judge of the Superior Court of Justice - Ontario who is willing to act and who is not a member of the Governing Council shall name the Hearing Committee.
 - iv. The Hearing Committee shall select, in whatever manner it deems fit, a Chair who shall inform the President and the librarian of the time and place designated for the hearing. Should the Hearing Committee be unable to select its Chair, the member with the earliest date of appointment to continuous service in a Canadian university shall become Chair and so act. The hearing shall commence within thirty (30) working days of the Committee's having been named.
 - v. The Hearing Committee shall proceed to determine, in accordance with the *Statutory Powers Procedure Act, RSO 1990, as amended*, whether a ground for termination of appointment exists. The President and the librarian shall be the parties to the proceedings. The Hearing Committee shall determine by majority vote, or if for any reason a majority vote is not possible, by the decision of its Chair, whether or not a ground for termination exists. This determination shall be final and not subject to appeal.
 - vi. If the Hearing Committee determines that a ground for termination of appointment exists, the President may recommend termination to the Governing Council. If the Hearing Committee determines that a ground for termination does not exist but that misconduct has taken place, it may impose one or more of the lesser sanctions prescribed in the *Code of Behaviour on Academic Matters* of the University for offences committed by the librarian. No further or other action shall be taken against the librarian.

¹ It is understood and agreed that paragraph 68(ii) of the PFL refers only to circumstances that specifically relate to an individual librarian's employment that result in a frustration of the employment contract (e.g., injury or illness, incarceration etc.) and does not include budgetary circumstances (e.g., fiscal stringency, financial exigency, or budgetary reduction or change etc.); restructuring (e.g., disestablishment, amalgamation, relocation, or closure of a library etc.); environmental or health and safety hazards (e.g., natural disaster, snow closures etc.); or other broader circumstances affecting the environment in which the librarian works (e.g., lockdown, infrastructure failure, etc.).

Contractually Limited-Term Appointments

70. Librarians hired on contractually limited-term appointments will have the length of appointment, rank and salary clearly stated in a letter of appointment. Contractually limited-term appointments (CLTAs) should normally be used only in hiring for special projects of limited duration or for temporary replacements for librarians on leave.

Librarians hired as CLTAs shall normally be appointed at the rank of Librarian I or II. In exceptional circumstances, librarians hired as CLTAs may be appointed at the rank of Librarian III or IV.

71. For librarians appointed to a permanent status stream position immediately following a CLTA, the date of consideration for permanent status will be established at the time of the appointment to the permanent status stream position. The time spent by the librarian in the CLTA will be taken into account in establishing the date for consideration for permanent status.
72. Librarians should not normally be on CLTA for less than six (6) months or more than three (3) consecutive years.

Where the University seeks to extend a non-externally funded CLTA position for more than three (3) years (regardless of the number of librarians who have filled that position), the University Chief Librarian shall seek the approval of the Vice-President & Provost, including providing an articulation of the basis for the continuation of a temporary position.

73. A CLTA librarian may apply for any posted appointments, including those that are described as permanent status stream.
74. A CLTA librarian will normally be notified whether their contract will be renewed at least three (3) months prior to the end date of their existing contract.

If the University decides not to renew a CLTA librarian for reasons other than dismissal for cause (as defined in paragraph 68), the University shall give working notice of such decision to the librarian, or payment in lieu thereof, in accordance with the following schedule:

- (i) Where the CLTA librarian has been employed at the University continuously for six (6) to twelve (12) months, at least one (1) month prior to the end of the CLTA.
- (ii) Where the CLTA librarian has been employed at the University continuously for more than twelve (12) months and less than three (3) years, at least four (4) months prior to the end of the CLTA.

The foregoing notice may be provided at the outset of the appointment in the appointment letter.

In addition to the notice provisions above, severance pay, if any, will be provided with the greater of: two (2) weeks per completed year of service as a CLTA librarian up to a maximum of twenty-six (26) weeks or as provided and in accordance with the Ontario *Employment Standards Act, 2000*, as amended from time to time.

In calculating a CLTA librarian's period of employment at the University for the purposes of notice and severance, time spent on leave (such as pregnancy and disability leave) or other inactive employment is included in determining their period of employment. However, such periods of leave or inactive employment shall not be counted towards the normal three (3)-year maximum for CLTAs.

Research and Study Leave

75. All full-time librarians having permanent status shall be eligible to apply for research leave or study leave as set out in Article 4 of the MOA.

Appointment of Department Heads and Senior Librarian Administrators

76. The appointment of the UTL department heads, senior librarian administrators (Associate University Librarians within the Central Library System, and librarians having comparable responsibilities outside the Central Library System such as the Chief Librarians at UTM and UTSC) will be made by the University Chief Librarian. For administrative appointments outside the Central Library System, the University Chief Librarian shall consult with the academic administrative head of the division in which the appointment is made.
77. All department head and senior librarian administrator appointments in the UTL shall be for fixed terms, which shall be renewable without limit.
78. Senior librarian administrator appointments within the Central Library System shall be made by the University Chief Librarian on terms and conditions which they shall determine.

Advisory Committees for Department Heads and Senior Librarian Administrators

79. In appointing department heads and senior librarian administrators, the University Chief Librarian shall establish Advisory Committees for Department Heads and Senior Librarian Administrators (“Advisory Committees”) which shall make recommendations to them regarding such appointments. These Advisory Committees shall consider for appointment all persons known to be available to fill the position through nominations and applications, using as criteria for selection: the professional and administrative abilities and experience of the potential appointee, and their capacity for leadership in librarianship. Advisory Committees shall give particular consideration to the need for administrative continuity within the UTL.

In advance of forming Advisory Committees, the University Chief Librarian or the appropriate academic administrative head shall circulate an announcement of the Advisory Committee within the UTL and seek volunteers and nominations to sit on the Advisory Committee.

80. The formation and membership of Advisory Committees established as set out above shall be made known throughout the UTL and nominations and applications for the positions invited. Should the availability of a position be externally advertised, a simultaneous internal advertisement shall be required.
81. Should a member of any Advisory Committee be seriously considered as a potential appointee to the position on which the Advisory Committee is advising the University Chief Librarian, that member shall resign from the Advisory Committee without replacement.

Department Heads

82. Advisory Committees advising on the appointment or reappointment of department heads (or their equivalents outside the Central Library System) shall be chaired by the University Chief Librarian or their librarian designate and shall include as members: the senior librarian administrator for the area (or, in the case of appointments outside the Central Library System, the academic administrative head of the division concerned or their designate); the head of a related department; three librarians, two of whom shall, wherever possible, be from the department or area concerned, and normally at least two of these three librarians shall have permanent status; two non-librarians selected from employees of the department or area; and a faculty member who shall hold tenure or continuing status. The members of the Advisory Committee shall be appointed by the University Chief Librarian in consultation with the Associate University Librarian or academic administrative head concerned. Such Advisory Committees shall meet *in camera*, and each of their members shall agree to treat as confidential all information given to the

Advisory Committee and all matters pertaining to its deliberations. This shall not, however, be taken to prevent members of the Advisory Committee from eliciting from colleagues information and opinion which may be of use to the Advisory Committee.

83. The term of appointment as a department head shall not exceed five years.

Senior Librarian Administrator Appointments

84. For senior librarian administrators (Associate University Librarians within the Central Library System, and librarians having comparable responsibilities outside the Central Library System such as the Chief Librarians at UTM and UTSC) and other than that of the University Chief Librarian, the Advisory Committee shall be chaired by the University Chief Librarian, and shall include one faculty member who shall hold tenure or continuing status (from the division concerned if the appointment is outside the Central Library System), one Associate University Librarian or equivalent, one library department head or equivalent, four librarians (normally at least three of whom shall have permanent status), and three persons who are not librarians. The Advisory Committee shall be appointed by the University Chief Librarian in consultation with the Vice-President & Provost, other academic administrative officers concerned, and senior colleagues, bearing in mind the need for broad representation along the lines prescribed for Advisory Committees charged with advising on the appointment of department heads. The provisions relating to confidentiality outlined for committees on the appointment of department heads shall apply with equal force to Advisory Committees established under this paragraph.
85. The term of appointment of senior librarian administrators above the position of department head shall not exceed seven (7) years.

The University Chief Librarian

86. The appointment of the University Chief Librarian shall be recommended by the President on the advice of a search committee chaired by the Vice-President & Provost or their designate, with an additional twelve members, of whom no fewer than seven shall be appointed from within the UTL, and of whom no fewer than four shall be librarians in this University (normally at least three of whom shall have permanent status). The Committee shall also include a faculty member who shall hold tenure or continuing status and one or more students. The Committee shall be appointed by the Vice-President & Provost and shall be as representative of the University community as is feasible.
87. The term of appointment of the University Chief Librarian shall be that recommended by the President and approved by the Governing Council, which should be not less than seven (7) nor more than ten (10) years.
88. The formation and membership of the search committee for a University Chief Librarian of the University shall be made widely known throughout the University.

Acting Appointments

89. Nothing in the foregoing shall be taken to preclude the appointment by the University Chief Librarian of acting department heads or senior librarian administrators normally for periods of not more than one (1) year, nor the appointment by the President of an Acting University Chief Librarian for such a period as they may recommend and the Governing Council approve.

Transitional Provisions

90. The following paragraph applies to permanent status stream librarians appointed prior to January 1, 2024: Appointed permanent status stream librarians who undergo a permanent status review prior to January 01, 2024 will do so in accordance with the criteria and procedures in the 1978 PFL. Appointed permanent status stream librarians who undergo a permanent status review on or after January 01, 2024, will, by default, undergo a permanent status review in accordance with the criteria and procedures in the 1978 PFL; however, where the librarian requests, in writing, they

may elect to undergo the permanent status review in accordance with the criteria and procedures in the 2024 PFL.

Permanent status stream librarians appointed on or after January 01, 2024, who undergo a permanent status review will be subject to the criteria and procedures in the 2024 PFL.

91. Searches for new librarians and for department heads/senior librarian administrators commenced prior to January 01, 2024 will be conducted in accordance with the terms of the 1978 PFL.

Searches for new librarians and for department heads/senior librarian administrators that commence on or after January 01, 2024, will be conducted in accordance with the terms of the 2024 PFL.

92. The three (3) new Letters of Understanding regarding Scholars Portal CLTA Librarians, including Scholars Portal Recurring-Term Appointment Librarians (SPRTALS), and Research Leave or Study Leave for SPRTALS, and Secondments, will take effect on January 01, 2024. The five-year term for the LOUs on Research Leave or Study Leave for SPRTALS and on Secondments will commence on January 01, 2024, and end on December 31, 2028.
93. The requirement to post librarian positions on the University of Toronto job posting website (jobs.utoronto.ca) will be implemented by December 1, 2023.

Approved by Governing Council June 15, 1978

Amended effective July 1, 1983, section 51, research leave remuneration at 80 % salary in place of the previous 75% provision. (Arising from the agreement for salaries and benefits, 1983-84)

Amended effective July 1, 1985, section 51, to allow a librarian, after six years of continuous service, to apply for a 6-month research leave at full salary. (Arising from the agreement for salaries and benefits, 1984-5 and 1985-6, Schedule D)

Amended effective July 1, 1990, section 51, salary during research leave of 12 months shall be 82.5 % of actual salary. (Arising from the agreement for salaries and benefits, 1989-90, Schedule 4)

Amended effective July 1, 1991, section 51, to include "As an alternative and subsequent to the first leave above, a six-month leave at 82.5% salary may be granted after every three years of service provided that the leave requested under this option does not fall within seven years of the normal age of retirement." (Arising from the agreement for salaries and benefits, 1991-92 and 1992-93)

Amended effective January 1, 2024 following facilitated negotiations with the University of Toronto Faculty Association