**

Librarians’ Appointments Committee

Guidelines

***Updated February 26, 2021***

1. **Terms of Reference for the Librarians’ Appointment Committee (LAC)**
   1. The LAC is a standing advisory committee which serves to advise the President on individual cases with respect to confirmed appointments at both the UBCV and the UBCO campuses, according to:
2. the concept of procedural fairness in the context of the University Library;
3. the Collective Agreement with the UBC Faculty Association, including *Part 5: Conditions of Appointment for Librarians[[1]](#footnote-1)* ,UBC policy, the LAC guidelines; and
4. consideration of appropriate standards of performance within the Library.
   1. Recommendations shall be made by:
5. objectively considering the merits of each specific case; and
6. examining the preceding deliberations to ensure that the procedures used in the confirmation review were consistent with, the Collective Agreement, UBC policy, and the concept of procedural fairness.
   1. The LAC Guidelines are intended to supplement *Part 5: Conditions of Appointment for Librarians*, and are provided for guidance. If there is a conflict or inconsistency between the Guidelines and what is in the Collective Agreement, the latter prevails. The Guidelines will be updated annually or whenever it is appropriate to do so.
   2. It is expected that confidentiality will be respected by all those participating in the confirmation process.
   3. Support for the LAC is provided by Library Human Resources and by the Assistant Managers in Faculty Relations. If there is anything missing from the dossier, please contact Library Human Resources.
7. **Composition**
   1. The LAC consists of five members appointed by the President: four UBC Vancouver librarians (two Heads and two Librarians) and one librarian from UBC Okanagan. The Faculty Association shall nominate a confirmed librarian as a member of the committee. A typical term for membership on the LAC is three (3) years. Each year the membership of LAC will be reviewed by the Provost and nominations for any new members will be solicited by the University Librarian. All possible efforts will be made to ensure representation from equity seeking groups.
   2. The Chair of the LAC is appointed by the President on an annual basis.
   3. A Head whose recommendation for a candidate is being considered by the LAC may participate in the discussion of the case by the LAC but shall not vote on the recommendation.
   4. Members of the LAC should not participate in any discussions of a file under consideration until the file is reviewed and voted on at the level of the LAC. If circumstances arise that necessitate their participation in the review process outside the LAC, such as providing a reference letter, any such members are prohibited from participating in the discussions and voting at LAC.
   5. Members who have a conflict of interest in a file under review (e.g. spouse or family member, co-author) should not vote nor participate in the deliberations at the LAC level.
8. **Dossier: Required Documentation**
   1. Typically, a dossier sent to the LAC for review includes the following:
9. The University Librarian’s recommendation and the reasons for it;
10. The candidate’s response to the University Librarian’s recommendation, as appropriate;
11. The Head’s recommendation and the basis for it, and the Standing Review Committee’s recommendation and a record of the Committee’s deliberations and vote;
12. The candidate’s response to the recommendation from the Head and Standing Review Committee, as appropriate. per iii above;
13. Any letters of serious concerns and the candidate’s written response to those letters, as appropriate;
14. The agreed memorandum (or memoranda) from the Head’s meeting(s) with the candidate;
15. A performance review of the candidate’s first, and if appropriate, second year of appointment;
16. A current curriculum vitae and other relevant information to be supplied by the candidate;
17. Letters of appraisal of the candidate’s performance from a minimum of four referees who have direct knowledge of the candidate and their work, including at least one (1) from a UBC Librarian or AUL with knowledge of the quality and significance of the candidate’s work (please refer to Article 6.02 (c), (d), and (e);
18. Appendices:
    1. Position description and advertisement
    2. Excerpt from Part 5: *Conditions of Appointments for Librarians*.
    3. Once the file has been reviewed by the LAC, the Chair of LAC will add the Committees’ recommendation, with a record of the vote, to the dossier before it is forwarded to the President.
19. **Letters of Appraisal**

4.1 The Head shall solicit letters of appraisal from four referees who have direct knowledge of the candidate and their work, including at least one letter from a UBC librarian or AUL with knowledge of the quality and significance of the candidate’s work within the Library. If this letter is from an AUL, then at least one of the other referee letters must be from a UBC librarian.

a) At least two referees shall be taken from a list of names supplied by the candidate. If additional referees are required at any time, the number selected from the list supplied by the candidate shall never be less than the number otherwise selected. If additional referees are required the candidate shall, if needed, provide additional names so that there shall always be one more referee on the candidate’s list than the number of referees to be selected from the list.

b) Referees shall provide letters of appraisal on the candidate’s performance in meeting the criteria set out in Articles 3.02 and 3.03 of *Part 5: Conditions of Appointments for Librarians*.

1. **Initial Confirmed Appointments**

5.1 A dossier sent to the LAC for review for an initial confirmed appointment as per Article 5.01 (d) includes the following:

1. The Selection Committee’s recommendation and the reasons for it;
2. A recommendation from the Head and the reasons for it;
3. A current curriculum vitae and other relevant information collected by the Head to be supplied by the candidate;
4. Letters of appraisal (transcripts of telephone discussions are not sufficient): the Head shall solicit letters from four referees with knowledge of the quality and significance of the candidate’s work. At least two referees shall be taken from a list of names supplied by the candidate. If additional referees are required at any time, the number selected from the list supplied by the candidate shall never be less than the number otherwise selected. If additional referees are required the candidate shall, if needed, provide additional names so that there shall always be one more referee on the candidate’s list than the number of referees to be selected from the list. Referees shall provide letters of appraisal on the candidate’s performance in meeting the criteria set out in Articles 3.02 and 3.03 of *Part 5: Conditions of Appointments for Librarians*.
5. Appendices:
6. Position description and advertisement
7. Excerpt from *Part 5: Conditions of Appointments for Librarians*.
8. **Supplementing the File**

6.1 Both the candidate and the University have the right, up to the stage of the President’s decision, to supplement the file by the addition of new information (e.g., the publication of an article or other contributions to scholarship, recognition in the form of awards, etc.) or a response to particular concerns that emerge in the relevant documentation. New information should clearly indicate the effective date. It should be noted that new solicited information should only be material that has been obtained following required or other recognized procedures (see Article 6 in *Part 5: Conditions of Appointment for Librarians*).

6.2 Any supplemental information that is being added to the file by either the University or the candidate should be sent to the Head, to the University Librarian, or to LAC depending on where the file is being reviewed once the information is added.

1. **Criteria for Confirmed Appointments for Librarians**

The LAC will judge each candidate’s file objectively and on its merits, as per Article 3. of Part 5: *Conditions of Appointment for Librarians*:

Candidates will be judged principally on their:

1. performance in their core assigned responsibilities as defined in Article 3.05; and

b) contributions to the University, to the profession, to scholarship (including the attainment of advanced degrees in librarianship or other pertinent disciplines), and to the community, as defined in Articles 3.06 and 3.07. However, such contributions cannot compensate for deficiencies in performance of their core assigned responsibilities.

In assessing a dossier, the following will be considered:

* 1. **Performance in Core Assigned Responsibilities (as per Article 3.05)**

Assigned professional responsibilities are set out in the Librarian’s position description and also include responsibilities assigned by the Head throughout the year in consultation with the Librarian. Assigned responsibilities include but are not limited to activities related to the development of professional knowledge, collection development including access and preservation, records management, curating special collections and archival material, administration and supervision, community engagement, reference and research assistance, contributing expertise and partnering in research and publishing activities, developing and maintaining information systems and technology, teaching and curriculum development, and assessment of activities and services.

**7.2 Contributions to Scholarship (as per Article 3.06)**

Contributions to scholarship include academic, professional, and pedagogical contributions or activities such as publication; editorial reviews and adjudication work; developing subject expertise; contributions to conferences, programs, symposia, workshops and other educational events related to the profession; and research projects.

**7.3 Service Contributions (as per Article 3.07)**

Service to the Library, the University, the profession, and the Community includes service performed for the benefit of the unit, the Library as a whole, Faculties, or other parts of the University (including the Faculty Association), and for professional organizations and the community at large. Such service might include service on committees and university bodies, continuing education activity in the community including professional education, special work with professional, technical, scholarly or other organizations, membership on or service to governmental or public councils and boards, and other forms of academic, professional, and public service. Service might also include the organization of conferences, programs, symposia, workshops, and other educational events related to the profession.

1. **Review of Cases by the LAC**
   1. Quorum: the quorum is 4 out of 6 committee members.
   2. The Chair does not vote unless it is essential to achieve quorum or to break a tie.
   3. All motions are put in the affirmative.
   4. Committee recommendations are determined by a simple majority (i.e., more than 50%).
   5. The LAC will make a timely assessment of each case.
   6. The LAC files and proceedings are completely confidential, except that the LAC recommendation is conveyed to the President. Files that will no longer be needed may be left after meetings of the LAC to be destroyed. Should members be questioned by non-members about meetings of the LAC, no comment should be made about them or about which members were present or absent from any meeting.

1. Per Part 5, Article 1.01, “Librarian” means a person appointed as a librarian or archivist. [↑](#footnote-ref-1)