



University  
of Victoria  
Libraries

## POSITION DESCRIPTION

# Associate University Librarian, Law

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### Position

Associate University Librarian, Law  
Full Time, five year renewable term

### Relationships

This senior management position reports jointly to the University Librarian and the Dean, Faculty of Law.

The AUL, Law serves as a member of the leadership team within UVic Libraries. The AUL, Law provides strategic vision and management of the Diana M. Priestly Law Library within the University of Victoria Libraries. He/she has a role in defining the scope, resource needs, and priorities of UVic Libraries in relation to the Libraries' strategic directions and operational planning, and the strategic priorities of the Faculty of Law. The AUL, Law may also have teaching responsibilities within the Faculty of Law and will be a voting member of Law Faculty Council. The position is excluded from the Faculty Association.

### Summary of Responsibilities

The AUL, Law:

- Provides leadership in the planning, implementation and evolution of Law Library operations and programmes by setting goals, developing initiatives and establishing priorities.
- Advises and assists the University Librarian in the formulation of policies and procedures, with particular reference to the Law Library.
- Works collaboratively with the Dean and members of the Law Faculty to ensure that the Law Library maintains a vibrant and supportive relationship with the teaching and scholarly objectives of the Faculty.
- Oversees the Law Library budget.
- Works cooperatively with the Development Officers for UVic Libraries and the Faculty of Law.
- Oversees the work of law librarians (currently two) and conducts annual performance planning and merit reviews.
- Oversees all areas of operations for the Law Library within the integrated UVic Libraries context, implementing goals that align with the Libraries' strategic directions and the Faculty of Law's strategic priorities.
- Supports the UVic Libraries' and Faculty of Law's commitment to community engagement.
- Liaises with academic law librarians regionally, nationally and internationally and participates actively in relevant professional associations, meetings, forums and initiatives.
- Serves as an advocate for UVic Libraries and the Faculty of Law to both internal and external communities.
- Serves on committees in UVic Libraries, Faculty of Law and the University of Victoria, as appropriate.
- Initiates and implements research projects in the areas of legal research and legal librarianship.
- Fosters engagement between the law library and the law school community,

- Assists with the provision of the Law Library's teaching role and may, in this regard, be asked to assume teaching duties for the Faculty of Law.
- Works closely with the Faculty of Law and is a voting member of Faculty Council.

### **Qualifications**

A Master of Library and Information Studies (MLIS) from an ALA accredited program, or equivalent degree is required. An LL.B. or JD, or equivalent training and experience are strongly preferred. Other requirements include: extensive experience in an academic law library; a progressive record of successful personnel management experience, preferably in an academic setting; in-depth knowledge of the current trends in law librarianship and a vision of emerging trends; project management experience; instructional experience; the ability to work both independently and provide strong leadership to a diverse team; demonstrated teaching experience, including curriculum development in a higher education context. The successful candidate possesses a refined ability to communicate effectively and tactfully with a wide variety of stakeholders and has a demonstrable record of working collaboratively. Familiarity with a unionized environment is an asset. The position requires superior verbal, written, analytical and organizational skills.

### **Scholarly and Professional Activities**

This position participates on the senior management group of UVic Libraries (Libraries Coordinating Team) and on library, faculty, and university committees, councils, task forces and teams. The AUL, Law keeps up-to-date on developments in library programmes, resources and technology and on broader issues that affect the practice of librarianship; participates in professional organizations as appropriate; and, undertakes professional research and scholarship.

### **Standards of Performance**

Models a high standard of professional behavior to staff in the Law Library; provides active mentoring to staff in the unit, particularly to direct reports; provides effective management of unit operational goals and directions; communicates appropriately with all unit members and other staff members of the Libraries; participates actively in developing and implementing policies and strategic directions for the Libraries. Teaching will be evaluated by the Dean, Law.

### **Environment**

The University of Victoria Faculty of Law grants JD, LL.M and PhD degrees in law. Since its founding it has sought to make a unique contribution to legal education in Canada, striving for innovation in the classroom, creativity and leadership in research, with due attention to the needs of Canada's most marginalized communities. Home to some of Canada's most innovative and dynamic thinkers, the Faculty of Law has created a vibrant, student-centred learning environment based on a commitment to social justice, humane professionalism and civic responsibility, and critical interdisciplinary policy-oriented research and teaching. More information about the Faculty of Law can be found at [www.uvic.ca/law/](http://www.uvic.ca/law/)

The University of Victoria, located on Vancouver Island, is a teaching and research institution of approximately 18,000 students and 880 regular faculty members with graduate programmes in a wide range of disciplines. UVic is widely recognized for its interdisciplinary research initiatives; its co-op education; its many Canada Research Chairs; and its support for innovative teaching. For more information about the University of Victoria, see <http://www.uvic.ca>