

**PROCEDURES FOR THE  
APPOINTMENT AND  
RE-APPOINTMENT OF THE  
UNIVERSITY LIBRARIAN**

**University Policy No:** GV0410

**Classification:** Governance

**Approving Authority:** Senate and Board of Governors

**Effective Date:** March, 2011

**Supersedes:** December, 1987

**Last Editorial Change:**

**Mandated Review:** March, 2018

**PURPOSE**

- 1.00 The following procedures define the method by which the appointment, or review and re-appointment, of the university librarian will be conducted.

**SCOPE**

- 2.00 These procedures apply to: the appointment of a new university librarian and the review and re-appointment of the incumbent and to the appointment of an acting university librarian. An acting university librarian is not considered an incumbent.

**PROCEDURES**

Delegation of Appointment Authority

- 3.00 Under Sections 27(2) (f) and (g) of the *University Act*, the Board of Governors shall with the approval of Senate establish procedures for the recommendation and selection of senior academic administrators and shall subsequently appoint these administrators.

- 3.01 The Board of Governors has delegated its authority to make appointments to the President or the appropriate vice-president. The President is responsible for approving the appointment of the university librarian.

Term of Appointment

- 4.00 The university librarian will normally be appointed for a five-year term.

- 4.01 The President, in consultation with the Vice-President Academic and Provost, may elect to appoint a university librarian for a term less than five years.

Notification of Vacancy

- 5.00 A reasonable time prior to the end of the incumbent university librarian's term, the Vice-President Academic and Provost will notify Senate and the President will inform the Board of Governors of the impending vacancy.

- 5.01 If necessary, the President will appoint an acting university librarian in accordance with section 27.00 of these procedures to serve until the new appointee takes office.

## Appointment Committee Establishment and Governance

- 6.00 A reasonable time prior to the end of the incumbent’s term, the Vice-President Academic and Provost will ask the University Secretary to convene the Appointment Committee (hereinafter referred to as “the Committee”) in accordance with these procedures.

### Representation from Equity Groups

- 7.00 The university is committed to equity and diversity. When electing members of the Committee, constituencies should encourage diverse representatives from their membership to stand for election including: women, Indigenous peoples, persons with disabilities, visible minorities, people of all sexual orientations and genders and others who may contribute to the diversification of the Committee.

### Committee Composition

- 8.00 The Committee for the appointment, or review and reappointment, of the university librarian shall be comprised as follows:

<b>Position</b>	<b>Number</b>	<b>Composition and Appointment Method</b>
Chair	(1)	Vice President Academic and Provost (or designate)
Committee Members	(3)	Faculty members selected by the Senate Committee on the Libraries, in consultation with the Vice President Academic and Provost, to be as broadly representative as possible of the academic disciplines
	(1)	One dean of faculties or divisions to be selected by deans
	(2)	Regular librarians elected by the professional librarians
	(1)	Member of the Libraries Management Group selected by the members of that group
	(1)	Undergraduate Student selected by the UVSS
	(1)	Graduate Student selected by the GSS
	(1)	Staff member elected by the library staff who are members of the Professional Employees Association
	(1)	Staff member elected by the library staff who are members of CUPE 951
<b>Total</b>	12	
Secretary	-	An administrative staff member from the Vice-President Academic and Provost’s office (non-voting)

### Alternate Committee Members

- 9.00 Alternates will be identified, where possible, who may be asked to serve when a member needs to resign from the Committee before it begins to formally interview candidates. Alternates cannot be added after this point as each Committee member

must be in a position to weigh the merits of each candidate prior to making a recommendation.

9.01 In the event that an alternate is required and no alternate was determined at the time the Committee was constituted, an alternate will be appointed by the remaining members of the Committee after appropriate consultation.

## **General Committee Responsibilities**

### Committee Member Participation

10.00 Committee members are expected to attend the Committee's meetings and must participate in interviews. A Committee member who is not able to meet these expectations shall resign from the Committee and an alternate may be appointed in accordance with section 9.00.

### Establishment of Position Criteria

11.00 The Committee shall acquaint itself thoroughly with the requirements of the university librarian position through a review of appropriate university policies and procedures, meetings with the incumbent, consultation the Senate Committee on Libraries and others as appropriate, and shall establish criteria by which to evaluate candidates.

### Employment Equity

12.00 Throughout the appointment process, the Committee should acquaint itself with human rights requirements, university equity and diversity policies, include equity considerations when developing criteria for the position, and take steps to widen the pool of qualified applicants to include designated equity group members and others who may contribute to the further diversification of the university. Position advertisements shall include the current employment equity statement.

12.01 The Committee should familiarize itself with best practices for conducting fair and equitable search and selection processes.

### Confidentiality, Protection of Privacy and Records Management

13.00 The personal information of the incumbent and university librarian candidates shall be managed and protected in accordance with the *Freedom of Information and Protection of Privacy Act*, and the university's Protection of Privacy (GV0235) and Records Management (IM7700) policies and associated procedures.

13.01 Documentation containing personal information received by the Committee is confidential and shall be used or disclosed only for the purpose for which the information was collected or a purpose consistent with the original collection purpose. All other uses or disclosures of such information require the consent of the incumbent or candidate.

14.00 Deliberations of the Committee are confidential. The Committee shall keep a confidential summary record of its meetings detailing its decisions and actions. Deliberations of the Committee concerning the incumbent or candidates shall not be recorded in the summary record.

14.01 Only the Chair (or designate) is authorized to speak on behalf of the Committee. Committee members shall not disclose opinions or individual comments voiced at Committee meetings and are expected to respond to questions on the Committee's progress as directed by the Chair.

14.02 A Committee member who has breached confidentiality shall be subject to sanction by the Chair potentially including dismissal from the Committee.

15.00 Committee records shall be managed in accordance with the university's Protection of Privacy (GV0235) and Records Management (IM7700) policies and associated procedures.

#### Consultation with Constituencies

16.00 Committee members are responsible for exercising their best judgment in the interests of the appointment process and their respective constituencies. They are expected to seek information from their constituencies and keep constituencies apprised of the non-confidential aspects of the appointment process.

16.01 The Chair will guide Committee members with respect to consultations with their constituencies.

### **Search Procedures**

#### Determination of Candidate Field

17.00 The Chair, in consultation with the Committee, shall determine whether or not to initially seek internal candidates only.

17.01 The Vice-President Academic and Provost may elect to engage a search consultant in cases where the position is open to external candidates.

#### Candidate Selection

18.00 The Committee will gather relevant information about the candidates and shall then select a short list of candidates.

#### Communication with Candidates

19.00 The Committee is responsible for ensuring all candidates are made aware of, and provided with a copy of these procedures.

19.01 Candidates shall be advised of the measures to be used for assessment and the individuals and constituency groups the Committee intends to consult.

#### Meetings and Presentations

20.00 The Committee shall arrange for short-listed candidates to make a brief public presentation followed by a question period and to meet with librarians, staff, students, faculty, academic leaders and others, as appropriate.

### Voting

21.00 The Committee shall reach a decision on a recommended candidate through a simple majority vote, by secret ballot. The Chair has the right to vote.

### Recommendation

22.00 The Committee's appointment recommendation shall be provided to the President in the form of a report including recommendations for action and a rationale for its decision.

## **Review and Re-Appointment of the Incumbent**

23.00 If the incumbent university librarian elects to stand for a consecutive term after reviewing the criteria established by the Committee under section 11.00, the Committee shall determine through the steps contained in 23.01 – 23.03 whether or not to recommend the reappointment.

23.01 The past performance of the incumbent shall be assessed in the context of the university's future directions. Material to be examined by the Committee shall include but is not limited to:

- a current curriculum vitae;
- the criteria established by the Committee under section 11.00;
- the criteria and objectives established for the university librarian at the time of initial appointment;
- a summary of the evaluations carried out by the Vice-President Academic and Provost; and
- the results of consultations with constituency groups.

23.02 The incumbent shall be invited by the Committee to provide a written self-assessment which includes a statement of past and projected leadership in the context of the criteria established for continuation in the position.

23.03 The Committee will meet with the incumbent and may arrange for the incumbent to make a public presentation. The incumbent may request an opportunity to make a public presentation where the Committee has not arranged one.

24.00 The incumbent must be advised of: the measures to be used under section 23.00 for assessment; the individuals and constituencies the Committee plans to consult; and the schedule for each stage of the review process.

25.00 Under normal circumstances, a review should take no longer than eight weeks. During the period of assessment, the Committee must take steps to ensure that the ability of the incumbent to discharge the duties and responsibilities of the position is not undermined by the process.

### Voting

26.00 The Committee shall reach a decision on its recommendation to re-appoint an incumbent through a simple majority vote, by secret ballot. The Chair has the right to vote.

26.01 If after completing the review process the Committee recommends the incumbent for a further term, the Committee shall provide its recommendation to the President in the form of a report including recommendations for action and a rationale for its decision.

26.02 If after completing the review process the Committee does not recommend the incumbent for a further term, the Committee shall proceed to the procedures to search for a new university librarian.

### **Appointment of an Acting University Librarian**

27.00 When the appointment of an acting university librarian is necessary, the Vice-President Academic and Provost will consult with individuals and committees, as he or she deems appropriate, and will then make a recommendation for appointment to the President. Normally such an appointment would not exceed two years.

### **AUTHORITIES AND OFFICERS**

- i) Approving Authority: Senate and Board of Governors
- ii) Designated Executive Officer: Vice-President Academic and Provost
- iii) Procedural Authority: Senate and Board of Governors
- iv) Procedural Officer: Vice-President Academic and Provost

### **LEGISLATION**

*University Act*

*Freedom of Information and Protection of Privacy Act*

### **RELATED POLICIES AND DOCUMENTS**

[Protection of Privacy Policy](#) (GV0235) and associated procedures

[Records Management Policy](#) (IM7700) and associated procedures