

# University of Regina Library

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## University of Regina Performance Review Criteria for Librarians and Archivists

### 1. General

This document describes criteria that define the performance expectations for librarians and archivists in the University of Regina's performance review process. It sets out standards for career progress that are consistent with the intent and framework of the University of Regina/URFA Collective Agreement (Academic). This document should be referred to in conjunction with the Collective Agreement (in particular, Articles 16 through 18) by:

- Librarians and archivists completing the Annual Information Form
- Librarians and archivists in supervisory positions evaluating the performance of librarians and archivists
- The Review Committee as part of its deliberations

The term "Library unit" refers to the Library, the Centre for Teaching and Learning, the Archives, and enterprise academic programs including, but not limited to, copyright and records management.

### 2. Academic and Professional Credentials

The required academic credentials for appointment as a librarian are a bachelor's degree, and a master's degree (e.g., MLS, MLIS, or MIS), from an American Library Association accredited program or equivalent qualifications.

The required academic credentials for appointment as an archivist are a bachelor's degree and an MAS degree or equivalent qualifications.

### 3. Performance of Duties

The criteria for evaluating performance include demonstrated competence in position duties, and the ability to work both independently and collaboratively to make effective professional decisions that contribute to the educational and research goals of the Library unit and of the University of Regina. Effectiveness as a librarian or archivist may be defined as the ability to perform consistently at a level appropriate to the rank in the various areas of Library unit programs, services, and operations, and to show initiative in carrying out assigned duties.

### 4. Duties and Responsibilities

The duties of a librarian or archivist shall normally fall within the categories described within 4.1 (Position Responsibilities), 4.2 (Scholarship, Research, and Creative Activities), and 4.3 (Service). The relative weightings or priorities among the three categories of duties may vary widely among individual librarians and archivists (see Section 8, Assignment of Duties). When assessing librarians and archivists, the amount of time available for research or professional activities shall be taken into account.

**4.1 Position Responsibilities:** Responsibilities will vary among individual librarians and archivists. The nature of the assignment may include one or more of the following. Note that these are functions, not specific areas within the broader academic unit.

- Access services
- Administrative activities
- Assessment
- Collections development, materials management, digital curation, and records and information management
- Discovery and research services
- Information technology
- Instruction, training, and related activities
- Liaison
- Policies, standards, and procedures: development and implementation
- Program development
- Project work
- Teaching

**4.2 Scholarship, Research, and Creative Activities:** Librarians and archivists will normally engage in one or more of the following: scholarship, research, creative or equivalent professional activities.

Scholarship may be either theoretical or applied in nature. Theoretical or basic research has as its primary purpose creating and/or increasing knowledge in librarianship, archival studies, or any other subject. Applied research emphasizes problem-solving in actual situations and encompasses a variety of research techniques such as systems analysis or case studies.

Examples of activities in this category may include, but are not limited to:

- Applied research or investigations into unit operations
- Bibliographic research that a librarian or archivist conducts in support of the research of others
- Book reviewing or editorial work
- Creative work and performances, including those in support of Library unit programs, services, and operations
- Curated exhibits
- Documents and reports in support of Library unit programs, services, and operations
- Organization of conferences or other academic events
- Peer review of scholarship

- Presentations to academic or professional organizations, meetings, or audiences
- Publication of articles in refereed or non-refereed journals
- Publication of books or contributions to edited books
- Publication of reports to external agencies
- Receipt of research grants and fellowships
- Scholarly contributions to professional organizations
- Unpublished research including current work in progress

**4.3 Service:** Service includes both contributions to the University and external to the University.

Examples of activities in this category may include, but are not limited to:

- Administration of a department or library unit
- Contributions to academic or administrative units, or the University, such as work on committees or governance
- Participation in professional associations or learned organizations as member, committee member, or officer. This may be at the local, regional, national, or international level
- Projects with an administrative component that includes research and/or the supervision of staff
- Public service activities extending the librarian's professional expertise and abilities to the wider community

## **5. Description of Ranks and Criteria for Promotion**

Progression through the ranks from Librarian/Archivist I to IV requires increasing competence in the skills of the profession and their effective application to Library unit programs, services, and operations.

For promotion to the next rank, librarians and archivists must be performing satisfactorily at their current rank and should demonstrate the ability to perform at the next rank and the potential for future growth.

### **5.1 Librarian I and Archivist I**

Librarian/Archivist I is the initial career rank that is normally assigned to individuals who are entering the profession. At this level of appointment there must be evidence that the librarian or archivist applies practical and theoretical knowledge to professional practice in assigned duties. While the emphasis at this rank is on assigned duties, the librarian or archivist should begin to explore opportunities for scholarship, research, creative activities, and service.

## **5.2 Librarian II and Archivist II**

An intermediate rank in which librarians and archivists demonstrate evidence of increased professional knowledge and expertise in performing the duties (as specified in the Collective Agreement and Section 4 of this document), which should be realized with initiative and greater independence. Accomplishments at this rank will have a wider-ranging impact and a greater sphere of influence than those of a Librarian/Archivist I.

## **5.3 Librarian III and Archivist III**

An advanced rank in which librarians and archivists are expected to fulfill a more complex range of duties. Librarians and archivists at this rank exercise considerable independent judgment in performing assigned duties, and demonstrate greater initiative and expertise in advancing the programs, services, and operations of the Library unit or the University. Further professional growth is expected of librarians and archivists at this rank. This will be demonstrated by scholarship, research, creative activities, or service (as defined by the Collective Agreement and this document) to the Library unit, the University, or the profession.

## **5.4 Librarian IV and Archivist IV**

The senior rank for librarians and archivists who demonstrate leadership in programs, services, and operations of the Library unit or the University, and have a proven record of significant accomplishment in the profession. There will be a high level of professional achievement and sustained professional development either through new position assignments or through scholarship, research, creative activities, or service (as defined by the Collective Agreement and this document).

A significant level of overall responsibility and accountability is evident, as is substantial participation in the collegial governance of the Library unit or University. Contributions to the profession beyond the Library unit or University at the regional, national, or international level are apparent.

## **6. Career Progress**

Career progress decisions concerning increments, merit, and tenure are defined below. Librarians and archivists must provide appropriate documented evidence of accomplishments in order that they receive consideration in career progress decisions.

**6.1 Increments:** Increments shall be awarded to librarians and archivists whose performance has met the standards for their level of appointment, subject to the limitations of the salary range for their present rank and to the provisions of the

Collective Agreement, as demonstrated by a satisfactory formal evaluation of performance against the applicable criteria established in this document.

**6.2 Merit:** Librarians and archivists who, considering their present rank and duties, demonstrate exceptional performance or sustained performance that is well above average shall be considered for merit. To be eligible for merit, librarians and archivists must meet the standard of performance in the three areas of duties as defined by the Collective Agreement and the expectations of their rank as described in Section 5 of this document.

Determination of merit is guided by the following definitions:

- Exceptional performance is that which is clearly superior to expected levels of performance for the rank in one or more of the three areas of librarian and archivist duties; or,
- Sustained performance is that which is well above average in at least two of the three areas of librarian and archivist duties (as defined by the Collective Agreement) over a minimum of two years.

**6.4 Tenure:** Librarians and archivists shall be granted tenure when there is evidence of consistent performance that has met the standards for their rank through the probationary period (including professional growth and development demonstrated by contributions to their profession and to the University) and where there is promise of future contributions that will enhance the academic reputation of the University.

Tenure track appointments shall be renewed when librarians and archivists have met the standards for their rank in performing their duties and it is deemed that they should be given a further opportunity to progress towards a tenured appointment.

## 7. Sabbaticals

A librarian or archivist may apply for, or the University may offer, a sabbatical as described in the Collective Agreement. The Library endorses sabbaticals as a means of encouraging continuous professional development and productive scholarship which will be mutually beneficial to librarians and archivists, as well as the Library unit or University.

## 8. Assignment of Duties

**8.1 Initial Appointment:** In accepting an appointment at the University, librarians and archivists will be assigned duties appropriate to their rank. The duties of librarians and archivists, as defined by the Collective Agreement and this document, normally include:

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- Position responsibilities consistent with the status of a professional librarian and associated with serving the needs of the University Library and the University community including instructional activities
- Scholarship, research, and creative activities; and
- Service

**8.2 Change in Duties:** The duties of a librarian or archivist may change over time. The reasons for this are varied, and may include:

- Permanent changes to a librarian's or archivist's duties due to the changing needs of the Library unit.
- Temporary changes needed to maintain Library unit programs, services and operations when interrupted in the short term by, for example, personal leaves or illness.
- Permanent changes to accommodate, where possible, an individual's preferred career path.

**8.3 Request for Change in Duties:** A request for a change in the array and mix of duties of a librarian or archivist may be initiated by the University Librarian; or, a librarian or archivist may apply to the University Librarian for a change in the array and mix of their duties. In both cases, the authority for the decision rests with the University Librarian and shall take into account the needs of the member and the Library unit.

Following a request for a change of assignment, the librarian or archivist will meet with the University Librarian and the appropriate associate university librarian to discuss the proposed change.

If the Library unit can accommodate the proposed change of assignment, the University Librarian will present the proposed change to Librarians' and Archivists' Council (LAC) for consultation in committee.

Following the meeting of LAC, any change of assignment will be confirmed by email, and the librarian or archivist will receive a revised letter of assignment, with copies sent to Human Resources, URFA, and the appropriate associate university librarian.

**8.4 Principles:** The assignment of duties is guided by the following principles:

- **Collegiality:** Changes to the array and mix of duties of a librarian or archivist will be presented at the next scheduled meeting of Librarians' and Archivists' Council (LAC) for consultation in committee. In some cases, the rationale for the request for a change in duties may have to be held in confidence (e.g., for personal reasons).

This process does not prevent librarians and archivists from placing items on the LAC agenda that may have an impact on librarian or archivist assignments.

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- **Transparency:** Information regarding the duties of librarians and archivists will be made available, upon request, to members of the Library unit for the purposes of comparison.
- **Equitability:** The share of librarian and archivist obligations, as reflected in their letters of assignment, will be equitably distributed

### **9. Review of This Document**

Procedures for initiating a review of this document are set out in the Collective Agreement. At a minimum, this document will be reviewed each time a new Collective Agreement is ratified.

November 29, 2013