

First Nations University of Canada Performance Review Criteria for Librarians and Archivists

1. General

This document describes criteria that define the performance expectations for librarians and archivists in the First Nations University of Canada's performance review process. It contains standards for promotion that are consistent with the intent and framework of the First Nations University of Canada Collective Agreement (academic). Throughout, the position of Archivist is included in the general title of Librarian, unless indicated otherwise. Librarians may refer to the relevant clauses under Articles 16, 18, and 19 in the Agreement for matters on which this document is silent, such as the awarding of the career growth increment. The recommendation is that librarians consult this criteria document in conjunction with the Agreement when completing the Annual Information Form. Librarians in administrative positions will also refer to this document, together with the Agreement, when evaluating the performance of librarians within its scope.

2. Academic and Professional Credentials

The required academic credentials for appointment as a librarian are an appropriate bachelor's degree and an MLS or MLIS from an American Library Association accredited program or equivalent qualifications.

For appointment as an archivist a bachelor's degree and an MAS degree or equivalent qualifications are the standard requirement.

3. Performance of Duties

The criteria for evaluating performance include demonstrated competence in position duties, the ability to work independently and to make effective professional decisions that contribute to the educational and research goals of the Library and of the First Nations University of Canada. Effectiveness as a librarian may be defined as the ability to perform consistently at a level appropriate to the rank in the various areas of library operations and services and to show initiative in carrying out assigned duties. Librarians are also expected to maintain currency in their professional and technological skills. A librarian may also engage in scholarship or research over the course of his or her career. Professional development is also encouraged through service on University committees or in a variety of professionally recognized associations and organizations.

4. Duties and Responsibilities

4.1 Position Responsibilities: Responsibilities will vary among individual librarians and archivists relevant to their rank. 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

In each of these areas and depending on their assignment, librarians may be involved in the establishment of procedures, standards, or policies required for the operation of the library as an essential academic service..

4.2 Scholarship, Research or Professional Activities: Librarians may engage in scholarship, research or professional activities. Please note: that Article 19.3.7 states when assessing librarians, the amount of time available for research or professional activities shall be taken into account. Scholarly activity may include, but is not limited to:

- publication of articles in refereed or non-refereed journals
- publication of books or contributions to edited books
- publication of reports to external agencies
- book reviewing or editorial work
- unpublished research including current work in progress
- special effort in making research or study and the results thereof accessible to First Nations people
- consultations with Elders and communities in the service of research
- attending discipline-related conferences or seminars, insofar as they contribute to professional development
- presenting papers at conferences or seminars, or chairing sessions at such events
- participation in professional associations or learned organizations as member, committee member, or officer. This may be at the local, regional, national, or international level

- public service activities extending the librarian's professional expertise and abilities to the wider community
- presentations to academic or professional meetings
- participation in panels
- documents and reports in support of Library programs, services, and operations
- organization of conferences or other academic events
- peer review of scholarship

Such scholarship may be either theoretical or applied in nature. *Theoretical or basic research* has as its primary purpose the creation of new knowledge in a particular subject, including librarianship. *Applied research* emphasizes problem-solving in actual situations and encompasses a variety of research techniques such as systems analysis or case studies of particular library operations.

4.3 Administration: Librarians are expected to be actively engaged in collegial decision-making processes and to participate in administrative work at a level appropriate to their rank. Administrative work may fall into one, some or all of the following categories:

- administration of programs, services and operations
- projects with an administrative component that includes research and/or the supervision of staff
- contributions to library or university or professional governance such as work on committees or other bodies associated with the functioning of the governing body. Work on professional bodies may be at the local, regional, or national level.

4.4 Service to the University and the University of Regina: Reviews of performance in relation to this criterion will include reference to factors such as the following, which are presented as examples only:

- service on University and University of Regina committees
- administrative duties (at level appropriate to rank)
- arranging for and participating in University events
- library services to students and the university community

4.5 Service to First Nations Communities: Reviews of performance in relation to this criterion will include reference to factors such as the following, which are presented as examples only:

- service on local, provincial or national committees or associations of a professional (but not necessarily discipline-related) nature
- voluntary public service activities which reflect credit on the profession and the University

- serving on committees within First Nations organizations, communities, and government
- providing professional services outside of the University, including translation, research, consultancies

4.6 Working with Elders: Reviews of performance in relation to this criteria will include reference to factors such as the following, which are presented as examples only:

- consulting Elders to obtain their guidance in matters pertaining to traditional cultural values and ways of doing things
- involving Elders in library services or activities in order that students might benefit from their guidance and wisdom
- involving Elders to participate in library or other meetings, as appropriate
- assisting Elders, when requested by them, in matters pertaining to the affairs of the University

5. Description of Ranks and Criteria for Promotion

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

For promotion to the next rank, librarians must have exhibited continual growth at their current rank and should demonstrate the ability to perform at the next rank and the potential for future growth.

Librarian I

Librarian I is the initial career rank that is normally assigned to individuals who are entering the profession of academic librarianship. At this level of appointment there must be evidence that the librarian is capable of applying practical and theoretical knowledge to professional practice in assigned duties. Limited administrative duties may be included in position responsibilities. An expectation of this rank is that there is promise for future growth and professional activity in order to be promoted.

Librarian II

An intermediate level of appointment in which the librarian is expected to show evidence of increased professional knowledge and competence in carrying out a range of duties. An ability to work with greater independence and initiative in carrying out assigned responsibilities is expected. Duties may include the ability to apply professional knowledge and skills to a wide array of library operations and services. Such operations and services may include the co-ordination and carrying out of functions that have implications across library service areas. Some administrative responsibilities may be expected at this rank. A Librarian II may participate in professional activities including service on University committees or external professional bodies or may engage in scholarship in order to increase professional knowledge and skills.

An advanced level of appointment in which a librarian is expected to fulfill a more complex range of position duties that meet organizational objectives. A librarian at this rank exercises considerable independent judgment in carrying out responsibilities and should show greater initiative and competence in meeting the service goals of the library. Work may be administrative or non-administrative. If the assignment is administrative in nature, responsibilities may include the supervision of the library staff or a complex library operation or activity whose success may require evidence of previous supervisory ability. If the assignment is non-administrative, a librarian at this rank should show evidence of having acquired greater professional accomplishment in library practice and skills. Further professional growth is a normal expectation of this rank. A Librarian III may engage in professional activities or scholarship appropriate to the rank. These could include service on University committees or external professional bodies or scholarship, or a combination of these developmental activities.

Librarian IV

A senior level of appointment designated for librarians who have shown leadership in the library and/or library profession with a consistent record of superior professional accomplishment. Librarians at this rank are expected to show a high level of initiative and independence in carrying out their responsibilities. Work may be administrative or non-administrative. If the assignment is administrative, the rank of Librarian IV is characterized by a significant level of overall responsibility and accountability that may include the co-ordination or management of services or operations, or the development and implementation of library plans and policies, or both. In the instance of non-administrative librarians at this rank, the expectation is that there will be a high level of professional achievement and sustained professional development either through new assignments in the position or through professional activities or research. It is expected that librarians at this rank participate in professional activities that could include service on University committees or external professional bodies or scholarship, or a combination of these activities.

6. Promotion

Librarians seeking promotion to the next rank must have exhibited continual growth at their current rank. This evidence shall be deemed to have been provided if librarians are fulfilling expectations and demonstrating quality of performance as defined in the responsibilities for their current rank.

6.1 Promotion to Librarian IV: Materials to Be Sent to Referees

Librarians should refer to Article 19.5 (Letters of Reference) in the current Collective Agreement (academic) when applying for promotion to Librarian IV. In addition, materials sent to the referees may include:

- the letter of application for promotion

- the current criteria document
- the current Collective Agreement (academic), available on the URFA website
- representative materials of work (as advised in Collective Agreement)
- current *curriculum vitae*

A Librarian applying for promotion will be provided with a complete list of materials sent to external referees.

7. Permanency:

Librarians shall be granted a permanent appointment 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. See Article 19.10.3 and 18.2.1.

Probationary appointments shall be renewed when librarians 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 permanent appointment.

8. Sabbaticals

The University endorses sabbaticals as a means of encouraging continuous professional development, and productive scholarship, which will be mutually beneficial to the academic staff member and the institution. Librarians are eligible for sabbatical leaves under the terms in Article 18.4 of the URFA Academic Collective Agreement.

A written proposal outlining the nature of the sabbatical project to be undertaken and the benefits that will be accrued to the librarian and the University must be submitted to the Vice-President (Academic) within the time frame stipulated in the Collective Agreement. The Vice-President (Academic), will consider the sabbatical proposal and determine if it is acceptable. Once the proposal is mutually agreed upon the applicant will be informed of the decision.

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