

University of Regina Library

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 (see University of Regina/URFA (Academic) Collective Agreement (CA), 2021-2027, Article 17) and Career Planning process (CA, Article 17.2.4). 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.
 - Each year, every academic staff member (i.e., Librarians and Archivists, Ranks I, II and III), except those undergoing the Career Planning process (i.e., Librarians and Archivists, Rank IV) are required to complete the Annual Information Form.
 - Librarians and Archivists, Rank IV are not required to complete but may choose to submit an Annual Information Form unless a review has been requested by the member or the Dean, University Libraries and Archives (CA, Article 17.2.4).
- The Dean, University Libraries and Archives and Associate Deans.
- The Peer Review Committee as part of its deliberations.

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 and Archives 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 and Archives 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, and potentially additional duties as assigned. Note that these are functions, not specific areas within the broader academic unit.

- User services and experience
- Administrative activities
- Assessment
- Collections development, materials management, digital curation, and records and information management
- Discovery services
- Research services, including evidence synthesis
- Instruction, training, and related activities
- Outreach and engagement
- Liaison activities
- Policies, standards, and procedures: development and implementation
- Program development
- Project work which may include an administrative component, research, and/or the supervision of staff
- Teaching courses

4.2 Research, Scholarship, and Creative or Equivalent Activities:

Research and scholarship by Librarians and Archivists 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.

Research, scholarship, and creative or equivalent professional activities include but are not limited to the following:

- Intellectual and creative contributions to research and scholarship and critical or creative work
- Dissemination of such work through publications, presentation of scholarly papers, exhibitions and performances, and other means
- Community-engaged scholarship and the particular forms of dissemination that stem from it
- The scholarship of teaching, which consists of original and innovative thought and analysis related to pedagogy and/or learning
- Organization of conferences or other academic events
- Peer review or other forms of engagement with the scholarly work of others
- Publication of Open Educational Resources
- Publication of reports to external agencies

- Seeking external research funding Unpublished research including current work in progress

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

Service activities include the following, but are not limited to:

- Internal and external activities which arise from the research and professional duties at the Library or Archives
- Participation in Library/Archives, University, and Association committees/bodies
- Involvement in the work of learned societies, associations, agencies and professional organizations
- Work in the community-at-large when Librarians/Archivists contribute to it by virtue of their general or specialized professional expertise

5. Description of Ranks and Criteria for Promotion

Progression through the ranks from Librarian/Archivist I to IV requires increasing proficiency in the skills of the profession and their effective application to Library and Archive 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 (or equivalent) 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 and Archives or the

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University. Further professional growth is expected of Librarians and Archivists at this rank. This will be demonstrated by accomplishment in professional duties; scholarship, research, or creative (or equivalent) activities; or service.

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 and Archives 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 as demonstrated by accomplishment in professional duties; through scholarship, research, or creative (or equivalent) activities; and service.

A significant level of overall responsibility and accountability is evident, as is substantial participation in the collegial governance of the Library and Archives or University. Contributions to the profession beyond the Library and Archives 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.

NOTE: Per CA, Article 18.3 (para. 1), Librarians and Archivists “may in any year, apply for merit on the grounds of *exceptional performance*” as defined in this Criteria Document “for the corresponding rank and category. Decisions to grant merit for *exceptional* performance shall be based on the academic member’s performance in the preceding calendar year only.”

NOTE: Per CA, Article 18.3 (para.2), Librarians and Archivists “may apply for merit on grounds of *sustained, well-above-average performance* only in years in which they are being reviewed” by the Library Peer Review Committee, “or, in the case of members [i.e., Librarians and Archivists, Rank IV] in the Career Planning

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process defined in CA, Article 17.2.4, when they are in the final year of their latest three-year career plan. Decisions to grant merit for *sustained well-above-average* performance shall be based on the academic staff member's performance in the previous three (3) years. Members may apply for merit on grounds of sustained, well-above-average performance only if it has been at least three (3) years since they were last awarded merit. In the case of members who have never received merit, they may only apply if it has been at least three (3) years since appointment."

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, well-above-average 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) in the previous three years.

NOTE: See CA, Article 17.5.

6.3 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.

Academic staff members applying for tenure or promotion to Librarian or Archivist IV must supply names and contact information for at least three referees, as per CA, Article 17.8 and 17.9. Information to be forwarded to the referees by Library Administration shall include:

- Annual Information Form(s)
- Curriculum Vitae
- Library Criteria Document
- Articles 16, 17 and 18 of the Collective Agreement
- Any other supporting documentation provided by the member

NOTE: The Dean may obtain letters of reference from up to three additional referees.

The Collective Agreement sets out the Mentorship process for tenure-track members (CA, Article 17.22.1).

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The Collective Agreement sets out the Career Planning process for tenured members at the rank of Librarian/Archivist IV (CA, Article 17.22.2).

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 and Archives or University (**See CA, Article 16.7**).

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:

- Position responsibilities consistent with the status of a professional Librarian or Archivist and associated with serving the needs of the University Library and Archives and the University community including instructional activities
- Scholarship, research, or creative (or equivalent) activities; and
- Service

8.2 Change in Duties: The duties of a Librarian or Archivist may change over time. Changes in duties will include consulting the affected Librarian/Archivist, and consultation in committee. The reasons for changes in duties are varied, and may include:

- Permanent changes to a Librarian's or Archivist's duties due to the changing needs of the Library and Archives.
- Temporary changes needed to maintain Library and Archives programs, services and operations when interrupted in the short term by, for example, approved leave.
- 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 Dean, University Libraries and Archives; or, a Librarian or Archivist may apply to the Dean for a change in the array and mix of their duties. In both cases, the authority for the decision rests with the Dean, and shall take into account the needs of the member and the Library and Archives.

Following a request for a change of assignment, the Librarian or Archivist will meet with the Dean, and the appropriate Associate Dean to discuss the proposed change.

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If the Library and Archives can accommodate the proposed change of assignment, the Dean 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 in writing, with a copy of the revised letter of assignment sent to Human Resources, URFA, and the appropriate Associate Dean.

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.

- **Transparency:** Information regarding the duties of Librarians and Archivists will be made available, upon request, to members of the Library and Archives 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.

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