

University of Winnipeg Library – Faculty-Based-Criteria

2023 Revision

Section I -- General Criteria

This section sets out high-level criteria for Continuing Appointment and Promotion with respect to “performance and achievement suitable to the rank for which promotion is sought”, as per section 25.14. General criteria are meant to be informed by the criteria specific to professional obligations laid out in Section II.

For Continuing Appointment and all levels of promotion, Librarians will have conducted themselves in a fair and ethical manner and successfully made information accessible to foster a free exchange of ideas.

Continuing Appointment

Continuing appointment is the equivalent of tenure for Librarians and conferral of a continuing appointment is therefore a significant step, requiring clear evidence of professional achievement over time. While annual evaluations provide evidence of satisfactory work over any given year, the onus is on the Member to demonstrate a progression of achievement within the three areas of professional obligation described in Section II, and guided by the guidelines for rank laid out in this section.

Promotion to Librarian II

Promotion to Librarian II shall be considered for a Librarian I who demonstrates a record of successful performance, including evidence of the ability to develop and build on professional development and potential to take on greater responsibility. Additionally, they must demonstrate that they have maintained the highest possible standards of current academic knowledge and practice of librarianship and archival studies, or related disciplines and engaged in some university service.

Promotion to Librarian III

Promotion to Librarian III shall be considered for a Librarian II who can provide evidence of significant career achievement and strong, consistent leadership in all areas of professional practice. In the course of their work as a Librarian II, the candidate will have successfully led a library department or functional area, steered a major library project, initiative or other work of significance. To be promoted to Librarian III, the applicant shall provide evidence of the operational impacts of their work and of having developed strong partnerships and/or relationships within the Library and across the broader university community in achieving these impacts.

Promotion to Librarian III requires that the member demonstrate that they have maintained the highest possible standards of librarianship and archival studies, or related disciplines, chiefly as it informed a Member’s specific area of functional leadership. The candidate should also be able to demonstrate that during the course of their years as a Librarian II there has been a clear progression of one or more of the following: professional development, ability in administrative capacity, a foundation for scholarly work, or increase in engagement with their professional community.

Promotion to Librarian IV

Promotion to Librarian IV shall be considered for a Librarian III who has achieved significant professional excellence and high professional standing within the Library, the University of Winnipeg, and more broadly within the fields of librarianship and archival studies, or related disciplines. In the course of their work as a Librarian III, the candidate will have a record of outstanding professional accomplishment that has contributed in impactful ways to Library operations, to the benefit of the university community.

To be promoted to Librarian IV, the applicant shall provide evidence of sustained leadership in their areas of responsibility, and of the operational impacts of their work. They must be able to show that they have developed and sustained strong partnerships and/or relationships within the library, and across the broader university community, in achieving these impacts over time.

It must also be demonstrated that 1) the candidate's professional development over the years has led to demonstrable workplace impacts, and/or 2) that the candidate has achieved substantial professional recognition outside of the university in at least one, ideally more, of the following areas: research, scholarship, or professional endeavors within the fields of librarianship and archival studies, or related disciplines, including significant involvement in professional organizations.

Section II - Criteria Specific to Professional Obligations

A Librarian Member's professional obligations and responsibilities to the University as outlined in various clauses within section 14.08 of the Collective agreement can be broken down as follows: Professional Practice in Support of Teaching and Research; Research, Scholarship and Professional Development; and Service to the University.

As Continuing Appointment and Tenure criteria require satisfactory performance of Librarians, this section sets out expectations for satisfactory performance in these areas, using as a guideline CARL's *Competencies for Librarians in Canadian Research Libraries*.ⁱ

1. PROFESSIONAL PRACTICE IN SUPPORT OF TEACHING AND RESEARCH

A Librarian Member's principal responsibility is to support the teaching and research needs of the University community through professional practice for the University Library. Librarian professional practice is typically divided into three main categories of work: functional leadership; liaison, collection management and instruction duties; and reference and research support duties.

This section sets guidelines for what constitutes satisfactory performance of duties under clause 24.09(3):

Functional Leadership

All librarians play a leadership role in Library operations and the fulfillment of its vision, mission, and strategic directions, typically holding specialist functional responsibilities in one or more areas. Evidence of professional and academic progression in a functional area shall be demonstrated when applying for

Continuing Appointment or Promotion. Any changes to a librarian's functional responsibilities will be considered when determining the level of progression achieved.

Evidence of career progression may be provided through a written statement by the Member, referencing annual activity reports and evaluations, as well as one or more of the following: written feedback from University staff, students, faculty, other university departments or external colleagues familiar with the Member's career progression; from various sources including library statistics, library surveys (e.g. LibQual) or other data deemed relevant to the work of the Member; or evidence of professional development applied to their role such as improvements or enhancements to, or the creation of, new services, workflows, processes, resources, facilities or partnerships.

As functional specialists, Librarians must demonstrate knowledge of the life cycle of library resources, including scholarly publishing from creation through the various stages of use to preservation and disposition. Librarians must also demonstrate that they can leverage expertise to create new experiences and generate new knowledge for users, work flexibly and effectively in the face of ambiguity, be open to changing library culture, and continually seek meaningful relationships with a wide spectrum of users and communities.

Functional leadership may include the supervision of staff working within specific library units of responsibility. Where a Librarian has had responsibility over the management and supervision of staff, it must be demonstrated that they have fostered a safe, collegial, and effective working environment. In their capacity as supervisors and functional leaders, Librarians will demonstrate the ability to steer critical conversations, navigate organizational change, encourage and support the professional development of staff, and demonstrate an understanding of the principles of the university's human resources policies, guidelines and practices.

Where Librarians have, as part of their professional practice, worked toward the Truth and Reconciliation Commission's calls to action and furthering University of Winnipeg's commitment to decolonization, whether through relationship building, ceremony attendance, education, partnerships and related activities, this work should be considered in assessing the balance of duties performed. The onus is on the Librarian to demonstrate this work.

Liaison, Collection Management and Instruction Duties

All Librarians, except where exempt due to workload distribution, support one or more university departments, faculties, or academic programs in carrying out discipline-specific resource acquisition, library instruction, subject-specific research consultations, and library resource analysis for Senate Course Proposals. In carrying out this work the librarian must establish collegial advisory relationships with Library Representatives in their subject areas.

As the Library's primary representatives within the University's academic core, and understanding that Liaison Duties are often superseded by functional duties in overall workload, satisfactory liaison work requires that Librarians make reasonable attempts to achieve a steady and productive level of engagement with departments of responsibility and be able to demonstrate these relationships. Letters from faculty in other departments/areas, including Departmental Library Representatives, may be provided as evidence of these relationships.

In providing instruction, Librarians are expected to model excellent instructional practices and demonstrate knowledge of the concepts and principles of information literacy for higher education, including the value of integrating critical thinking, experiential and lifelong learning into teaching and instructional methodologies, and including the principles of meta-literacy in the online academic environment.

Reference Duties

Librarians provide reference and research consultations to the university community through a number of public facing supports, including but not limited to in-person reference, virtual reference, providing office hours, appointment-based services, or responding to phone, email or other inquiries. Satisfactory work in this area requires members to respond in a timely, professional manner, communicate clearly about their availability and schedules related to this work, and managing their schedule of public service work collegially and transparently. Librarians are expected to demonstrate the ability to interact effectively and collaboratively with diverse student users and researchers. Workload in relation to these duties may vary depending on the overall public service requirements of the functional role.

2. RESEARCH, SCHOLARSHIP, AND PROFESSIONAL DEVELOPMENT

Consistent with their principal responsibilities, Librarians shall seek to maintain the highest possible standards of professional knowledge and expertise. Satisfactory performance in this area requires that Librarians stay abreast of research and scholarship in librarianship and archival studies, or related disciplines, chiefly as it informs a Member's specific area of functional leadership. This can be achieved through engagement with current academic literature, attendance at conferences, workshops, webinars and/or other developmental opportunities and activities. The onus is on the Member to demonstrate that they have maintained this knowledge and expertise.

While the collective agreement does not *require* Librarians to engage in active research, they are encouraged to pursue research or engage in scholarly or creative activities such as conference presentations (e.g. papers, posters and panels); publications (e.g. books, book chapters, journal articles, Open Educational Resources); community-based research initiatives as they relate to library and information science in general, or in associated or complementary disciplines. Librarians should document how their research or scholarly work has resulted in meaningful contributions to the fields library and archival studies, or related disciplines. Additionally, Librarians should make reasonable efforts to ensure any such work is accessible to the scholarly and general public through means appropriate to the discipline or field, typically via a discipline-appropriate record of peer-reviewed research and/or scholarly/creative endeavours, but also through other means including publications, lectures and practical applications, and for these publications to be made Open Access wherever possible. In evaluating research, the value and impact of all research outputs (including datasets and software) shall be considered in addition to research publications.

Research is expected to be responsible and ethical, and to adhere to principles of scholarly rigor based in an understanding of emergent practices in librarianship, archival studies and/or related disciplines. Recognizing that currently accepted methods of evaluation of scholarly research is deeply rooted in colonial practice, consideration shall also be given to alternative forms of research or scholarship which centre Indigenous knowledge, kinship, community and/or ceremony that has resulted in meaningful contributions to library and archival studies and related disciplines.

Librarians have the right to engage in professional activities related to library and information science in general, or as it pertains to the area(s) of specialization that form part of their duties. Such activities include membership in or service to professional associations/societies or the professional community at large. Membership in professional associations, organizations, or committees may be a valuable part of maintaining professional knowledge and expertise; however, the onus is on the applicant for Continuing Appointment and/or promotion to demonstrate how that membership or service has contributed to professional knowledge.

While evidence of a minimum maintenance of professional knowledge and expertise is necessary for a satisfactory annual performance in this category, the onus rests with the Member to demonstrate consistent growth in professional knowledge.

3. SERVICE TO THE UNIVERSITY

Librarians are also required to provide service to the University through activities such as: membership on Librarians' Committee, DPC, Senate Library Committee, LIAC, other internal committees and working groups; UWFA Board or committees; Senate or Senate Committees, Board of Regents, and other university committees; membership in or advisory support to university working groups or task forces; or other university service described by the Member in their activity report.

Equity-deserving Librarians disproportionately asked to serve the University as representatives of an equity group may use this work as evidence of service in lieu of other service.

¹CARL Competencies Working Group, "Competencies for Librarians in Canadian Research Libraries," Canadian Association of Research Libraries, September 2020, <https://www.carl-abrc.ca/wp-content/uploads/2020/09/Competencies-Final-EN-1-2.pdf>.