



Faculty-Based Criteria for Librarians' Promotion and Continuing Appointment

Introduction

Librarians' primary role is to support the teaching and research needs of the University of Winnipeg community through the management and delivery of information resources and services to Library users. This includes reference, instruction, collections development and management, research consultations, research support, course approvals, management of library systems and software, creation of online resources, the supervision of staff, coordination of functional areas, special projects, assessment and measurement, communications and promotion, program development, policy development, license negotiation, copyright compliance support, bibliographic control, donor relations related to gifts-in-kind, archival management, conservation and preservation of materials, digital curatorship, arrangement and description of archival records, partnership development, participation in operational committees or working groups within the Library, and such other responsibilities as are necessary to support the University community.

Librarians at the University of Winnipeg are often, but not always, assigned dual roles both as operational heads of functional areas of the Library (e.g. circulation, reference, information systems, collections), as well as subject-specific duties in support of faculties or departments.

In addition, Librarian Members make scholarly and/or applied contributions to the fields of library and information science, through activities such as: attendance at conferences, workshops, webinars and other developmental opportunities; participating in professional associations, committees, working groups and task forces; membership on or chairing of editorial boards for peer reviewed journals; membership on grant adjudication boards; involvement in the publication of newsletters or other significant library related serial publications; authorship of books or chapters of books; being an investigator or co-investigator on a project of significance to the library field; chairing or being a member of a committee of a local, national or international professional association.

Librarians are also required to provide service to the University through activities such as: membership on Librarians' Committee, DPC, university-wide search committees, etc.; UWFA administration; Senate, Board of Regents, and other university-wide committees; working groups or task forces on behalf of the Library; and other administrative work.

The workload of Librarian Members is determined by the Dean and varies throughout the academic year, as does the distribution of work between functional and departmental roles.

In order to be promoted or granted a continuing appointment, a Librarian Member must demonstrate that they have met the conditions and general criteria set out in the Collective Agreement as well as the Faculty-based criteria set out herein. These Faculty-based criteria specify how the conditions and general criteria set out in the Collective Agreement apply within the Library in determining promotion to the next rank or granting of a continuing appointment, i.e., what constitutes satisfactory performance of responsibilities at a level of performance and achievement to warrant promotion or continuing appointment and performance of reasonable service/administrative responsibilities. Should any of the Faculty-based criteria conflict with the Collective Agreement, the Collective Agreement shall prevail.

It is the responsibility of applicants to submit complete, well-documented and timely applications.

Promotion to Librarian II

1) Supporting the teaching and research needs of the University community

In order to be promoted to Librarian II, the applicant will establish that they have satisfactorily performed their professional duties in support of the University of Winnipeg academic community at a level of performance and achievement that is suitable for promotion, including working at the Reference Desk, supporting other Librarians in carrying out subject-specific duties, performing work on a specific technological system, or in specific functional areas or special projects, as assigned. The applicant will have demonstrated their ability to perform specialized duties and to take on greater responsibility. This can be evidenced by the tangible results of the work the applicant has completed, by feedback and recommendations from the supervisor to whom they report and any other relevant information they choose to provide. The onus is on applicants to show that the support they have provided for the teaching and research needs of the University community has been effective.

2) Scholarly and/or professional activities

Scholarly work is not required for applicants at the level of Librarian I. If an applicant has engaged in research and/or scholarly work, such work will be considered in assessing the applicant's suitability for promotion.

3) University Service

An applicant for promotion to Librarian II is expected to have demonstrated an appropriate level of service contributions throughout their term as a Librarian I by accepting and appropriately discharging their service responsibilities and administrative work. The applicant will have been a member of Librarians' Committee, as required under the Collective Agreement.

Promotion to Librarian III

In order to be found to have performed their responsibilities at a level that is satisfactory to justify promotion to Librarian III, applicants are required to provide evidence of their effective and consistent performance and achievement in the areas of supporting the teaching and research needs of the University community and scholarly and/or professional activities, and of acceptance and discharge of reasonable service/administrative responsibilities.

1) Supporting the teaching and research needs of the University community

Applicants are required to provide evidence that they have effectively supported both the specific departments/programs for which they have had direct responsibility, as well as the academic community as a whole through demonstrated leadership in their performance of library-wide functional responsibilities. An applicant at this level is expected to have developed some expertise in one or more specific subject or functional areas, and have demonstrated an ability to innovate, customize, and play a significant role in improving library services. This can be evidenced by written feedback from representatives of departments, library statistics, results of library surveys (e.g., LibQual) and any other relevant information the applicant chooses to provide.

(a) Subject-specific duties:

Where the applicant has previously been assigned subject responsibilities, the onus is on the applicant to provide evidence that they have performed these responsibilities effectively. Such evidence may include written testimonials from representatives of relevant departments that they have developed a good working

relationship with the department and provided effective support to members of the department. While allowances will be made for differences between disciplines with respect to the use of Library services, it is expected that applicants seeking promotion to Librarian III will demonstrate that they have successfully carried out the following professional duties, will have made it known that services exist, and/or will have proactively offered solutions, for their department(s):

- i. Instruction: This involves the development and delivery of information literacy instructional sessions, both general and customized to the needs of students and Faculty in particular departments. The applicant should provide evidence of offering such instruction services for both in-person and online courses to Faculty in their assigned department(s). Feedback in the form of letters or other written documentation from Faculty or students may be provided by the applicant to demonstrate level of performance in this area.
- ii. Reference and research consultation: This includes regular duties at the Library Reference Desk, where assigned, and may also include roving reference to reach students working in study areas in the Library and outreach services to areas beyond the Library. The applicant should provide evidence that they have effectively performed these responsibilities. Applicants should document their one-on-one research consultations with Faculty and students in their assigned department(s), or with specific populations of students in cases where they have been assigned duties supporting a specific population of students, regardless of subject area.
- iii. Collection development: Successful applicants will show how they have worked with representatives of their assigned departments, and with Librarian colleagues, to ensure that a fiscally responsible, transparent and consultative process of collection development is established and maintained for those departments. This includes evidence of the timely completion of course review forms, on-going dialogue with departmental representatives, and communicating areas of concern to the Dean and other Librarians where there are perceived problems with respect to the strength of Library holdings in certain areas. Successful applicants will demonstrate the ways in which they have played a productive role in discussions and decision-making about cross-disciplinary holdings and databases, and fostered positive interactions with donors of gifts-in-kind to the Library to ensure that the terms of donations and their on-going stewardship are clearly defined.
- iv. Research support: Where an applicant has been required to provide advice and support to Faculty Members and/or graduate students on matters related to the management and archiving of research data, WinnSpace (institutional repository), scholarly communications, or navigation of requirements such as copyright or open access compliance, the applicant should show how they effectively supported the needs of Faculty and graduate students unique to their various subject areas.

(b) Functional professional duties:

The successful applicant will have demonstrated a level of strong professional competency in one or more functional area(s) either through the management and administration of a Library department, leadership on a significant initiative, or in some other demonstrable way. The quality of the applicant's work will be measured by its direct impact on Library operations, from DPC evaluations, and feedback from students, Faculty, staff, librarians, or the wider university community, as well as whatever other information the applicant chooses to provide to establish their professional competence.

2) Scholarly and/or professional activities

Successful applicants for promotion to Librarian III will demonstrate how they have developed their expertise in their subject and functional specialties through attendance at or participation in conferences, symposia, workshops, webinars and the like. They will also provide details of their areas of research interest and have

completed research, scholarly or professional work in at least one of these areas. Some examples of such work may include:

- authorship or co-authorship of journal articles, book reviews, book chapters or other outputs, either having reached final publication or significantly in progress;
- the delivery of presentations, poster sessions, or panel participation at scholarly or professional conferences, symposia or other events;
- participation in a professional working group, committee or task force that is recognized within the Library profession; and
- contributing significantly in some other way to the advancement of field, either locally or nationally.

3) University Service

The successful applicant will have served the University community beyond the required membership in Librarians' Committee. At this level, they will have chaired or been a member of the DPC, chaired Librarians' Committee, been the Librarian representative on Senate or UWFA Executive, participated on a significant University-wide committee, task force or working group, performed administrative service or have contributed to the University in some significant way in their time as a Librarian II.

Promotion to Librarian IV

Librarian IV is the highest rank in the Library. In order to be promoted, applicants with the rank of Librarian III must demonstrate that they have satisfactorily performed all of their responsibilities and demonstrated a level of performance and achievement that is suitable to justify promotion.

Applicants are required to provide evidence of effective and consistent performance in the areas of supporting the teaching and research needs of the University community and scholarly and/or professional activities, and performance of reasonable service/administrative responsibilities.

1) Supporting teaching and research needs of the University community

In order to be promoted, applicants must provide evidence that they have achieved University-wide recognition for their expertise and leadership in their subject area(s) or in the functional area(s) they represent, and have contributed to the academic mission of the University through the professional services they have provided. Evidence may include written testimonials from the members of the wider University community in addition to feedback from within the Library, as well as any other relevant information that the applicant chooses to provide to justify promotion.

2) Scholarly and/or professional activities

The successful applicant for promotion to Librarian IV will have achieved professional recognition through research, scholarly activity or creative work beyond the local level to an area of library science, archival studies or a related field. Evidence of this may include:

- publication in recognized, peer-reviewed journals;
- presentation at significant national or international conferences;
- authorship or co-authorship of a significant book or chapter of a book;
- chairing a national or international committee, working group or other significant initiative in the fields of

library or archival science, or related fields;

- chairing an adjudication board for a significant grant;
- chairing an editorial board for a peer-reviewed journal or other significant Library publication; and
- receiving a significant research grant.

3) University Service

An applicant for promotion to Librarian IV is expected to have demonstrated an appropriate and sustained level of service/administrative contributions. Being listed as a member of a number of committees is not, in itself, sufficient.

Evidence of service at the appropriate level may include chairing the Librarians' Committee and/ or the DPC, serving as a member of Senate or the Board of Regents as a faculty representative, sitting on a university-wide hiring committee and serving in administrative positions.

Continuing Appointment

Continuing appointment is the equivalent of tenure for Librarian Members and conferral of a continuing appointment is therefore a significant step, requiring clear evidence of appropriate academic achievement over time. The onus is on an applicant to demonstrate a level of performance that is satisfactory to warrant this step.

1) Supporting the teaching and research needs of the University community

The successful applicant will provide evidence that they have effectively supported the teaching and research needs of the University community, both for the specific departments/programs for which they have had direct responsibility, and for the academic community as a whole through carrying out their library-wide functional responsibilities. This can be evidenced by written feedback from representatives of departments, library statistics, results of library surveys (e.g. LibQual) and any other relevant information the applicant chooses to provide. The onus is on applicants to show that their support for the teaching and research needs of the University community has been effective.

(a) Subject-specific duties:

Applicants for continuing appointment should provide evidence of the relationships they have developed with Faculty in departments or subject areas for which they have been assigned responsibility, or through their work in a functional area for those holding specialized Librarian positions (e.g. Collections Coordinator, Copyright Officer, University Archivist & Digital Curator). While allowances are made for differences between disciplines with respect to the use of Library services, it is expected that the applicant will have successfully carried out the following professional duties, will have made Faculty aware of the services available to them, and will have proactively offered solutions, for their department(s):

- i. **Instruction:** Applicants should provide evidence that they have developed and delivered information literacy instructional sessions, both general and customized to the needs of students in particular departments, e.g., feedback in the form of letters or other written documentation from Faculty or students, and whatever other evidence the applicant chooses to provide in order to demonstrate performance in this area.
- ii. **Reference and research consultation:** Applicants should provide evidence that they have effectively performed regular duties at the Library Reference Desk, where assigned. Reference service may also include roving reference to reach students working in study areas in the Library, as well as outreach

services to areas beyond the Library. Applicants should document their one-on-one research consultations with Faculty and students in their assigned department(s), or with specific populations of students in cases where they have been assigned duties supporting a specific population of students regardless of subject area.

- iii. Collection development: Successful applicants will show how they have worked with representatives of their respective departments, and with Librarian colleagues, to ensure a fiscally responsible, transparent and consultative process of collection development is established and maintained for those departments. This includes the timely completion of course review forms, on-going dialogue with departmental representatives, and communicating areas of concern to the Dean and other Librarians where there are perceived problems with respect to the strength of Library holdings in certain areas.
- v. Research support: Where an applicant has been required to provide advice and support to Faculty Members and/or graduate students on matters related to the management and archiving of research data, WinnSpace (institutional repository), scholarly communications, or navigation of requirements such as copyright or open access compliance, the applicant should show how they effectively supported the needs of Faculty and graduate students unique to their various subject areas.

(b) Functional professional duties

The successful applicant will have satisfactorily performed general functional duties in the Library and, depending on rank, will have done so either through the management and administration of a Library department, playing a key role in delivering a library service, participation in or leadership of a significant initiative, or in some other demonstrable way. The quality of the applicant's work will be measured by its direct impact on Library operations, from DPC evaluations and feedback from students, Faculty or the wider university community as well as any other relevant information the applicant chooses to provide.

2) Scholarly and/or professional activities

Applicants for continuing appointment will document their developing research, scholarly or professional competency in a particular area of Library science that goes beyond carrying out their regular duties. Documentation may include attendance at training sessions, webinars, conferences and workshops, or other sources of professional development. Additionally, applicants for continuing appointment will demonstrate their engagement with the wider fields of Library Science, Archival Studies or related fields, and will have completed some scholarly or professional work in an area of interest such as:

- participation in a professional working group, committee or task force that is recognized within the Library profession;
- development of a research project as an investigator or co-investigator (which may also include significant participation in an institutional research initiative within the Library);
- authorship or co-authorship of journal articles, book reviews, book chapters or other outputs, either having reached final publication or significantly in progress; and
- the delivery of presentations, poster sessions, or panel participation at scholarly or professional conferences, symposia or other events.

3) University Service

The successful applicant will have served the University community beyond the required membership in the Librarians' Committee. At this level, it is expected that they will have been a member of the DPC, a Librarian representative on Senate or UWFA Executive, or of a Senate Library Committee, served in an administrative position or have contributed to the University in some significant way.