

# Promotion and Continuing Appointment Guide to Timelines for Librarians & Archivists

This document provides a description of the processes and timelines outlined in the Article *Promotion and Continuing Appointment*. In case of any conflict between the provisions of any Article(s) of the Collective Agreement and this document, the provisions of the Article(s) shall prevail.

Promotion and Continuing Appointment timelines are different for Probationary Members and Members with a Continuing Appointment. Each of these timelines is outlined below. For Probationary Members, the timelines depend on the hiring date. Another variable to keep in mind is the probationary period, which is dependent on the Rank to which the Member is appointed.

## For Probationary Members at the General Rank

Members may only remain in the General Rank for 2 years. After this they must be promoted to the Assistant Rank to serve another 4-year probationary period or their position is terminated. The Promotion deadlines are therefore emphasized for Probationary Members at the General Rank, since they are at risk of losing their job if not promoted.

The Promotion process (from General to Assistant Rank) starts within the first month of the last 6 months before the end of the 2-year probationary period in the General Rank. Referees are not part of the criteria for Members being promoted from the General to the Assistant Rank (note that letters from referees are not the same as letters of recommendation, which are still part of the criteria).

Once the Probationary Member is approached by the University Librarian or Dean, he or she has 4 weeks to provide the basic documents needed for promotion to the Assistant Rank: an updated CV and any relevant written submissions, such as letters of appreciation from faculty or associations related to Service, results of student evaluations, etc. (note that these written submissions are normally received over time rather than solicited at the time of consideration for promotion). The University Librarian or Dean collects other documents, including a letter of recommendation from the Member's supervisor, letters of recommendation solicited by the Member, and letters received following a public solicitation for comments on the Member's performance.

Once the P&CA File is ready, the Member has at least 2 working days to review it and sign the Table of Contents. Within 5 working days of the Table of Contents being signed, the University Librarian or Dean informs the Committee that the file is available for review, the Committee shall have at least 5 working days to review the file and the Committee meets within 15 working days from the notice of availability of the file to the Committee.

At this point the regular timelines for promotion kick in, as described below. If a Probationary Member files a grievance of a denial of Continuing Appointment and/or Promotion, the Member's appointment may be extended if need be.

The Continuing Appointment process for Members hired at the General Rank takes place at the Assistant Rank.

## For Probationary Members at the Assistant Rank or Higher

If a Member is hired into the Assistant Rank or higher, his or her main concern will be obtaining a Continuing Appointment. Promotion to a higher rank is a career decision to be made by the individual Member. The Continuing Appointment process starts within the first month of the last 6 months before the end of the probationary period. In the case of Members hired into the Associate or Senior Rank, the University Librarian or Dean may begin the process at any time prior to the final 6 months, by inviting the Member to apply for Continuing Appointment.

If a Member believes he or she has met the relevant criteria the Member may make a request that consideration for a Continuing Appointment be started in the third year of her or his appointment or promotion to current rank. This request is made in writing, to the University Librarian or Dean, during the month of January. By March 1 the University Librarian or Dean is to acknowledge in writing the receipt of the request and accompanying items. The process involving Continuing Appointment follows the same timelines as those for Promotion from General to Assistant Rank. However, the criteria are somewhat different and do include referees.

## **For Members with a Continuing Appointment – Promotion to a higher rank**

This process begins officially in December. By December 31<sup>st</sup> the University Librarian or Dean reviews Promotion and Continuing Appointment files in consultation with each Member's immediate supervisor. The University Librarian or Dean then invites Members, who seem to be in a position to be promoted, to apply. These invitations will go out in the month of January.

Members can either decline the invitation (there is absolutely no obligation on the part of a Member with a continuing appointment to go through a promotion), or, if interested, can accept the invitation by supplying a number of items to the University Librarian or Dean. The timeline for submission of these items is 4 weeks from the date of the invitation. This takes us into February or early March.

Members can also initiate the promotion process by applying for promotion and supplying, with the initial application to the University Librarian or Dean, the following items: an updated CV, a list of potential referees, and other written submissions from the Member, such as letters of appreciation from faculty or from associations related to Service, results of student evaluations, etc. When the Member initiates the application, he or she needs to apply and supply the documents during the month of January.

Once the initial application and documents from the Member have been submitted, the timelines become somewhat less stringent. The University Librarian or Dean waits for additional documents to come in, such as letters of recommendation and letters from referees. It is not clear how much time should be given to the collection of these documents. However, once the file is ready, the University Librarian or Dean informs the Member that the file is ready for review and timelines again kick in. The University Librarian or Dean shall acknowledge, in writing, receipt of the request and accompanying items by March 1.

The next stage is for the Member to review his or her P&CA File and, if all is well, sign the Table of Contents page. The Member has at least 2 working days to review the file once the University Librarian has added all the necessary documents. If some documents come in late the Member shall be given the opportunity to review the file at least 3 working days before the Committee meets.

Once the Member has signed the Table of Contents, the University Librarian or Dean, as Chair of the Committee on Promotion and Continuing Appointment informs the Committee (within 5 working days) that the file is ready for review. Members of the Committee shall have at least 5 working days to review the file. The Committee then meets within 15 working days of being notified that the file is ready. The Committee may make a recommendation fairly quickly, or may request additional information from the Member or even a consultation with the Member. If the Committee needs more information, the Member has 2 weeks to provide it. If the Committee requests a meeting with the Member, the Member must attend such a meeting or consultation within 4 weeks of having been invited.

After the Committee makes its recommendation, the Chair forwards the P&CA file with the recommendation of the committee and his or her own recommendation to the Provost. If the Member is from a Unit outside Western Libraries, the file shall include a recommendation from the Dean of the Member's Unit. This material must be forwarded no later than 10 working days of the Committee having made its recommendation (in the form of a letter).

The Provost either approves or denies promotion. If all goes well, the decision should come out within 4 weeks of the Provost receiving the recommendation. Otherwise, if the Provost needs more information, there could be some back and forth. The Member has 4 weeks to provide the Committee with information needed by the Provost.

## **Questions?**

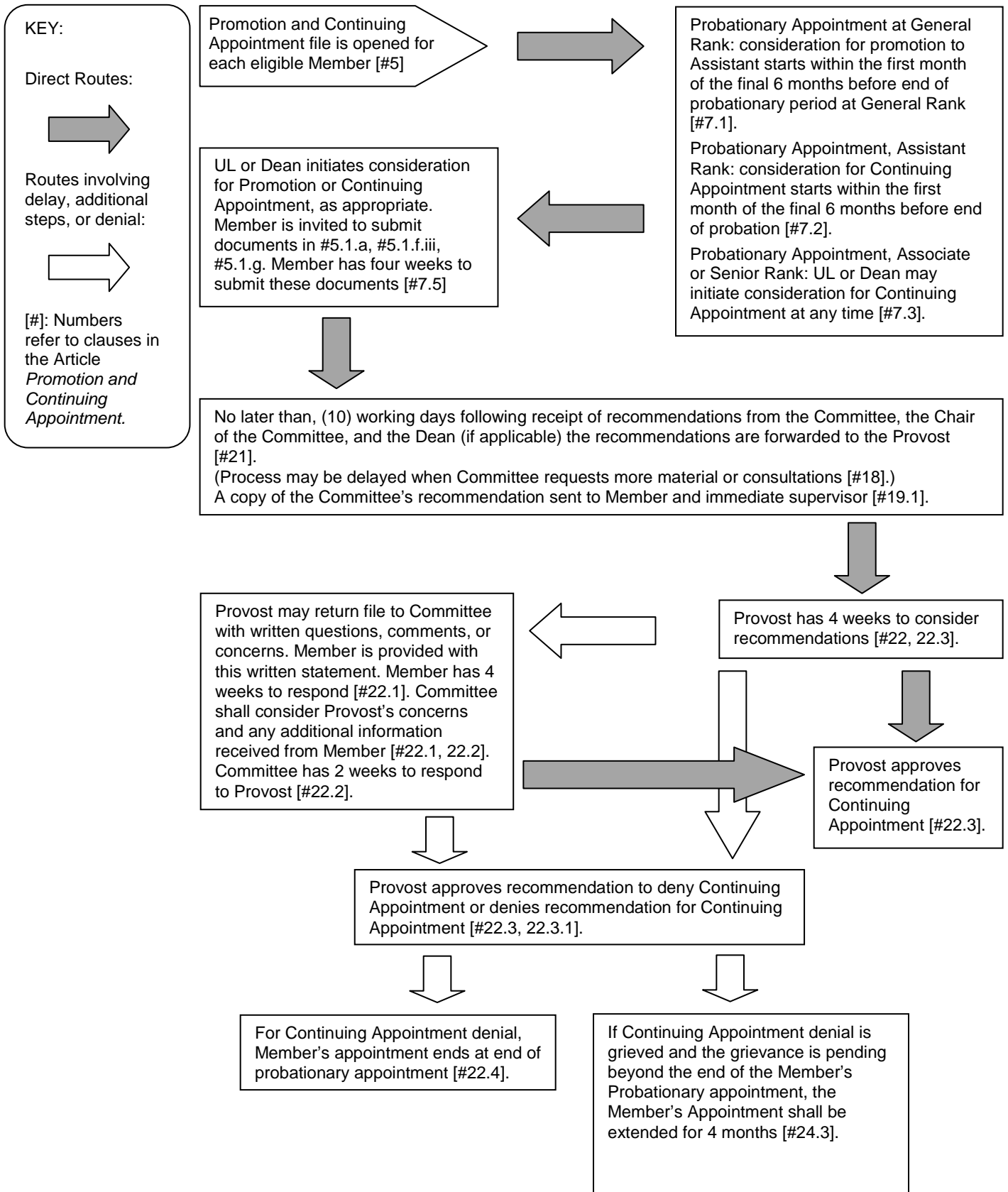
Members are encouraged to refer to the Collective Agreement for details regarding Promotion and Continuing Appointment. Any questions should be directed to a librarian or archivist steward.

For a listing of Stewards see UWOFAs website at <http://www.uwofa.ca/committeesandstewards/localunionstewards/>

Created: August 2010

# Promotion & Continuing Appointment Process and Timing Guide for Probationary Members

*In case of any conflict between the provisions of any Article(s) of the Collective Agreement and this Guide, the provisions of the Article(s) shall prevail.*



# Promotion Process and Timing Guide for Members with Continuing Appointment

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