

## APPENDIX B

### PROMOTION OF MEMBERS WITH CONTINUING APPOINTMENT

#### AT ASSISTANT RANK

The Parties agree that a Member who holds a Continuing Appointment at the rank of Assistant Librarian or Archivist as of July 1, 2023, shall be considered for promotion to Associate Librarian or Archivist notwithstanding the provisions of the article *Promotion and Continuing Appointment* and under the following terms:

1. At any time during the life of this agreement, a Member who holds a Continuing Appointment at the rank of Assistant Librarian or Archivist who wishes to be considered for Promotion to Associate rank shall submit the following to the Chief Librarian:
  - a) an updated *curriculum vitae*
  - b) a written submission articulating their case for Promotion to Associate rank summarizing their relevant contributions, activities, and accomplishments
  
2. The documents submitted by the Member in 1(a) and (b) above comprise the Promotion File to be considered together with the following documents:
  - a) a copy of the Letter of Appointment provided to the Member at the time of Initial Appointment
  - b) a copy of the Member's job description
  - c) a letter of recommendation from the Member's immediate supervisor
  - d) a copy of any document concerning arrangement made under any of the provisions of this Collective Agreement that alters the balance between the Member's Responsibilities.
  
3. Within ten (10) working days of receiving the Member's submission, the Chief Librarian shall place the materials before the Committee on Promotion and Continuing Appointment.

The Committee on Promotion and Continuing Appointment shall consider whether or not the Promotion to Associate rank should be granted and shall provide reasons for its recommendation, as described in Clauses 19 and 19.1 of the Article *Promotion and Continuing Appointment*.

4. The chair of the Committee on Promotion and Continuing Appointment shall forward the Committee's recommendation to the Provost within ten (10) working days of receipt of the recommendation.
5. The Provost shall consider the recommendations of the Committee on Promotion and Continuing Appointment, as described in Clauses 22 through 22.4.4. of the Article *Promotion and Continuing Appointment*.
6. Promotion granted under the terms of this Letter of Understanding shall be effective the first day of the month following the month in which the Provost made the decision.
7. Members promoted under the terms of this Letter of Understanding shall receive a one-time Professional Development Allowance of \$1,000.00. This allowance may be used to reimburse professional development or Academic Activity expenses incurred in the two-year period prior or the two-year period following the granting of Promotion to the Rank of Associate Librarian or Archivist with Continuing Appointment.
8. A Member who is not promoted to Associate Librarian or Archivist under the terms of this Letter of Understanding shall retain their Continuing Appointment.



