**Librarians and Archivists**

**BIENNIAL REPORT**

**(Revised August 2024)**

**Preamble.** The Biennial Report that Members are required to submit according to the *Biennial Report and Review* Article shall follow the minimal format described in this document. In accordance with Clause 4.6 of that article, it is the Member’s responsibility to provide in the Biennial Report sufficient explanation of activities and their outcomes to enable the immediate supervisor and the Chief Librarian or Dean or designate to assess the Member’s performance. Where the information remains insufficient for an assessment, the Chief Librarian or Dean or designate may categorize the Member’s performance as below the acceptable level.

**Key Dates**:

* Biennial Review Submission due November 15
* Biennial Review Report due January 31
* Academic Year is July 1 – June 30

**Date of submission:**

**Name:**

**Rank:**

**Date of Continuing Appointment (if applicable):**

**Supervisor Name:**

**Workload:**

**Alternative Workload and/or Reduced Workload: (as per agreements in Official File):**

**Dates and type of any approved Leave(s) during the preceding two academic years:**

**Review of Performance in Professional Practice** (preceding two academic years, to include the following as applicable). In cases where the Member’s work is on projects of long-term duration the Member may include reference to earlier work that relates specifically to the project for the years currently under review.

(i) contributions made to daily operational activities and progress toward achieving goals and objectives outlined in their Planned Activities and Contributions document for the period under review, in accordance with *Workload* Clause 3;

(ii) a list of professional development activities, any training activities, and a short description of selected activities of significance to the development of the Member as a Librarian or Archivist;

(iii) a report of any Employer-approved work outside the Unit;

(iv) other significant activities and achievements relevant to the Member’s Professional Practice Responsibilities.

**Review of Performance in Academic Activity** (preceding two academic years): As applicable, a description of the Member’s performance in the area of Academic Activity for the period under review and, where necessary, earlier work that relates specifically to the Academic Activity for the years currently under review.

According to the Biennial Review Criteria for 2024-26, assessment of performance in Academic Activity may be based on the number of instances of critically appraised dissemination or scholarly engagement during the period encompassing the previous three academic years.

(i) Instances of critically appraised dissemination in the previous three academic years

(ii) Instances of scholarly engagement in the previous three academic years

(iii) Evidence of progress toward achieving dissemination within the next two years

**Review of Performance in Service** (preceding two academic years): As applicable, a description of the Member’s performance in Service for the period under review and earlier work, where necessary, that relates specifically to Service for the years currently under review.

**Identification of how the Member could continue to develop in their areas of Responsibility.**

**Any comments or specific suggestions for the Member’s immediate supervisor on ways they can help to enhance the Member’s future performance and/or better meet the goals of the Unit.**