

**Article 51.00 Appendix III**

Library Review Committee Procedure Form

This Procedure Form is a procedural requirement intended to aid LRCs in satisfying their obligations to the URC, especially as pertaining to Article 12.31, 12.42 (b) (i) and 12.43 (b), which generally require: (12.31) *“that the DRC/LRC has followed proper procedure, has used the appropriate criteria and qualifications, as identified in the table below, and that the criteria are applied consistently across the academic units.”*

	Procedure	Criteria and Qualifications
Librarians	51.10 and 51.20	51.80 and 51.90

The Procedure Form is subject to the terms and conditions of the Collective Agreement which take precedence over the Procedures Form. If any part of the Procedure Form is at variance with the terms and conditions of the Agreement, the Procedure Form shall stand corrected by those terms and conditions.

Candidate: \_\_\_\_\_  
 Application: \_\_\_\_\_

Members of LRC:  
 UL/Replacement \_\_\_\_\_  
 Head/Replacement \_\_\_\_\_  
 Cognate \_\_\_\_\_  
 Dept. Member/Cognate \_\_\_\_\_  
 Dept. Member/Cognate \_\_\_\_\_  
 Dept. Member/Cognate \_\_\_\_\_

Enter Y (Yes), N (No), or N/A (Not Applicable) in the far left column as appropriate.

<b>LRC Procedures</b>		
	51.10, 51.22 (b)	This LRC was properly constituted.
	51.22 (b)	Candidate’s application is complete.
	51.22 (b)	Candidate was given 5 working days to resubmit if incomplete.
	51.22 (c)	Eligible members of the Sector were invited to submit their views in writing on the suitability of the application, when dossier complete.
	51.22 (d)	Candidate had 3 working days to see any additions to the dossier before meeting with the LRC.
	51.22 (e)	Candidate was invited to a meeting to discuss contents of the dossier.
	51.22 (e)	Candidate chose to be present at the meeting.
	51.22 (e)	Candidate chose to be accompanied by an Employee advocate.
	51.22 (f)	Candidate was given the opportunity to respond to concerns about the dossier.
	51.22 (e)	LRC considered its recommendations in camera.
	51.22 (a)	LRC made no use of anonymous material, as defined in Article 1.05.
	51.24	LRC considered no material other than candidate’s dossier (including that added by 51.22).
	51.22 (g)	LRC based its recommendation on the contents of the candidate’s dossier and the terms and conditions of the Collective Agreement.
	51.25	LRC decided its recommendation by simple majority.
	51.26	LRC sent an initial Letter of Recommendation (LR) to the candidate at least 5 working days before LRC forwarded it recommendation to the URC.
	51.26	Initial LR recorded the LRC’s recommendation and summarized views expressed by members of LRC both for and against the recommendation.
	51.26	Candidate had 5 working days to reply to the initial LR to correct errors of fact before LRC forwarded its recommendation to URC.

	51.26	LRC revised the LR, if necessary, before forwarding to URC.
	51.26	LRC copied its LR to the candidate.
	51.26	LRC advised candidate of his/her right to write to the URC at this time.
<b>Responsibilities to URC</b>		
	12.31	LR demonstrates LRC's recommendations adhere to criteria and qualification of 51.80 and 51.90.
	12.31	LR provides information sufficient for considerations of URC in 12.42 (b) (i) and 12.43 (b).
	12.31	LRC Procedure Form demonstrates LRC followed procedures of 51.20.
	51.27	Secretary of the LRC forwarded minutes of its meetings and the candidate's dossier and the signed LRC procedure form to the Chair of the URC.
<b>Checklist A: Candidate's Dossier</b>		
	51.03 (f)	Dossier is contained in a single binder.
	51.03 (f)	The dossier includes a table of contents listing every document in dossier with unique index code.
	51.03 (a)	The dossier includes CV that conforms with Appendix II.
	51.03 (b)	The dossier includes a copy of Letter of Appointment.
	51.03 (b)	The dossier includes any other letters relating to candidate's responsibilities.
	51.03 (c)	The dossier includes an appropriate covering letter.
	51.03 (d)	The dossier includes Career Development correspondence since initial appointment or last promotion.
	51.03 (d)	The dossier includes Career Development records since initial appointment or last promotion.
	51.03 (d)	The dossier includes a copy or copies of Sabbatical reports since initial appointment or last promotion.
	51.03 (e)	The dossier includes other material deemed pertinent by the candidate.
	51.03 (f)	Contents of dossier were confirmed by candidate and Chair of LRC.
	51.03 (f)	Electronic copies of CV, covering letter and table of contents were submitted to the Secretary of the URC.
<b>Checklist B: Criteria for Continuing Appointment and Promotion</b>		
	51.80	The LRC makes its recommendation based on the criteria for continuing appointment and promotion established by Article 51.80.
	51.83	The 4 criteria for assessment were academic qualifications, performance as a Librarian, scholarly activity, and service.
	51.83	All factors are present to some degree in the candidate's application.
	51.83 (a)	The Candidate's dossier provided evidence of passion of an ALA-accredited MLS or MAS or its equivalent.
	51.83 (b)	Performance was evaluated in areas of performance as a Librarian, scholarly activity, and service, irrespective of time in rank.
	51.83 (b)	Performance was evaluated in relation to the annual Career Development meetings as a primary source of information in assessing evidence of qualifications.
	51.83 (b)	Performance was evaluated in relation to other materials provided under Article 51.03.
<b>Checklist C: Qualifications for Continuing Appointment and Promotion</b>		
<b>Continuing Appointment</b>		
	51.92 (a)	The candidate has demonstrated possession of an ALA-accredited MLS or MAS or its equivalent (see 51.83(a)).
	51.92 (b)	The candidate has demonstrated evidence of satisfactory performance as a Librarian.
	51.92 (c)	The candidate has demonstrated evidence of involvement in scholarly activity.
	51.92 (d)	The candidate has demonstrated evidence of participation in activities which contribute to the functioning of the University.
<b>Promotion to Librarian III</b>		
	51.95	The candidate has demonstrated a record of accomplishment.
	51.95 (a)	The candidate has demonstrated evidence of a positive record of performance as a Librarian.
	51.95 (b)	The candidate has demonstrated evidence of accomplishment in the profession or a relevant

		academic discipline related to their work to be demonstrated by scholarly or professional activity.
	51.95 (c)	The candidate has demonstrated evidence of service to the University and academic community, the profession and/or the community.
<b>Promotion to Librarian IV</b>		
	51.96 (a)	The candidate has demonstrated evidence of a high record of performance as a Librarian.
	51.96 (b)	The candidate has demonstrated, by scholarly or professional activity, evidence of significant contributions to the profession or a relevant academic discipline to their work.
	51.96 (c)	The candidate has demonstrated evidence of service to the University and academic community and/or the profession and/or the community, such as contributions of leadership and innovation involving decisions and policies which have had a major beneficial influence.

In accordance with Articles 12.22 (b) and 12.27, I hereby submit the completed LRC Procedure Form:

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
Secretary of the LRC