

## 2. High Quality Education and Research – Librarians

APUO PROPOSAL – Presented to the employer on March 11, 2021

Without prejudice

### \*3.5.2.2

- (a) Articles 16, 17, 18, 19, 20, 21, 22, ~~26, and 28~~ apply in the form respectively set out in sections 16.1, 17.7, 18.1, 18.2, 19.2, 19.3, 20.5, 21.2, 22.3, ~~26.3, 26.5, 26.6, 28.2, 28.3 and 28.4.~~
- (b) Articles 23 ~~applies~~ with the modifications respectively set out in section ~~23.5,~~
- (c) Article 31 applies only to Librarian Members.

**Deleted:** and

**Deleted:** and

**Deleted:** and 28 apply

**Deleted:** s

**Deleted:** and 28.2

16.1.1.2 Members of the LPC are elected by a secret, mail-in preferential ballot, by all Librarian Members with preliminary or continuing appointments. A nominations committee suggests candidates for all vacant positions, taking into account the Library's administrative structure and ensuring well-balanced representation. In order to ensure well-balanced representation, the composition of the LPC shall include: no fewer than (2) members from section A (all units reporting to the AUL Research Services); no fewer than two (2) members from section B (all other units). The fifth member of LPC can be from either section A or B. The nominations committee, which is composed of the APUO library representatives, organizes the election of LPC members as follows.  
...

16.1.1.3 The University Librarian is the chair of the LPC; she does not vote, even in the case of a tie. There shall be no observers at LPC meetings.

**Deleted:** The associate university Librarians excluded from the bargaining unit may attend meetings as observers. ...

16.1.3.2 Unless otherwise specified, the following time limits apply to any communication between the LPC and the University Librarian regarding recommendations and opinions that the LPC is mandated to submit:

- (i) the University Librarian shall ask the LPC for its recommendation no later than ten (10) working days after receiving a file requiring an opinion or a recommendation;
- (ii) the LPC shall make its recommendation no later than ten (10) working days after the University Librarian's request;
- (iii) the University Librarian shall submit documentation to LPC members five (5) working days in advance of LPC meetings.

**Deleted:** .

\*18.2.2.4 A Librarian IV shall be promoted to Librarian V when she:

- ...
- (d) has evidenced two (2) of the following three (3):
  - (i) scholarly activities of sufficient quantity and the significance of which is, pursuant to 23.5.1.4, deemed to be good by her peers at the University of Ottawa and elsewhere, pursuant to 23.3.2.7, mutatis mutandis, with the FTPC being replaced by the LPC
  - (ii) academic service activities of sufficient quantity and the significance of which is deemed to be good, pursuant to 23.5.1.4 by peers at the University of Ottawa and elsewhere, pursuant to 23.3.2.7, mutatis mutandis, with the FTPC being replaced by the LPC.
  - (iii) administrative activities of sufficient quantity and the significance of which is deemed to be good by peers at the University of Ottawa and elsewhere pursuant to 23.3.2.7 mutatis mutandis, with the FTPC being replaced by the LPC

**Deleted:** outstanding

**Deleted:** outstanding

## 2. High Quality Education and Research – Librarians

APUO PROPOSAL – Presented to the employer on March 11, 2021

\*20.5.1 Professional activities A Librarian Member's professional activities shall be those described in the Member's job description, established in accordance with 22.3.2.4 together with the goals and objectives established annually in accordance with 23.5.2.1. The professional activities of a Member may include, but are not limited to:

...

Activities in which the Member engages for the purpose of preparation or fulfilling each of the above activities or related, are considered professional activities.

**Deleted:** II other a

**Deleted:** Any work directly overlapping with the day-to-day fulfillment of professional activities is not considered part of scholarly or academic service activities.¶

\*21.2.2 It is understood that a Librarian Member shall not be required or obliged to engage in scholarly, administrative or academic service activities which are not specifically mentioned in her job description and that the principal functions of a Librarian are the ones mentioned in her job description. However, every Member shall have the right to devote a reasonable proportion of her scheduled working hours to:

- (a) academic service activities as defined in 20.5.4, it being understood that the University Librarian shall be informed of such activities and that, except where otherwise provided for in this agreement, the main functions of a Librarian remain the ones mentioned in her job description;
- (b) scholarly activities as defined in 20.5.3, provided the University Librarian is informed of the extent and general nature of such activities, and she does not find that they are likely to be detrimental to the Member's performance of the duties specified in her job description.

**Deleted:** (a) and 20.4(c) and (d)

**Deleted:** or academic service activities

**Deleted:** 4(i) and (k)

It is understood that when Members devote a portion of their working hours to academic service or scholarly activities, their performance in those activities is taken into consideration at the time of the annual review.

\*22.3.1.1 Librarians are members of an academic community who share with faculty the responsibility for the collection, dissemination, and structure of knowledge in the University. Recognizing the professional autonomy of Librarian members, a Librarian members' workload consists of:

**Deleted:** The workload of a Librarian Member consists of:

**Deleted:** ¶

\*22.3.1.3 The workload for each Librarian shall be reviewed annually by the immediate supervisor in consultation with the Member at the same time as the annual review process established in 23.5.2. The workload review will consider the professional and administrative activities as established in the members' job description and any academic service or scholarly activities that the member may wish to devote a portion of their time.

**Deleted:** 3

**Deleted:** The workload for each Librarian shall be assigned in writing by the University Librarian (or designate), after consultation with the Member. Members should have a reasonable period of time to respond to an initial proposal. In assigning professional practice and service tasks, the University Librarian (or designate) shall consider: ...

**Deleted:** (b) the commitments and priorities of the University and Library service;¶

**Deleted:** c

**Deleted:** and

\*22.3.1.4 In order to ensure the just and equitable distribution of workload among Librarian Members, the University Librarian (or designate) shall consider the following:

- (a) the suggestions of the Member;
- ~~(b) the qualifications, specialties and expertise of the Member;~~
- ~~(c) obligations of the unit to develop and provide services;~~
- ~~(d) scope of the operation for which the Member is responsible, including budget responsibilities and number of staff supervise;~~

## 2. High Quality Education and Research – Librarians

APUO PROPOSAL – Presented to the employer on March 11, 2021

- (e) contact hours or tasks (instruction, training, reference services, user advice, etc.), direction, planning, implementation and supervision of library systems and electronic resources or tasks, or, bibliographic organization and control of library materials;
- (f) committee responsibilities;
- (g) external liaison activities; and
- (h) other special factors pertaining to the position.

\*22.3.2.4 Any new or revised job description shall be established by the Administrative Committee or its delegate, upon recommendation of the University Librarian, it being understood that:

(a) before formulating her recommendation, the University Librarian shall:

- (i) obtain the approval of the Librarian Member and the Association;

...

...

22.3.3.2 Normally, the regular hours of work shall be from 8:30 a.m. to 5 p.m., Monday to Friday, September to May; and from 8:30 a.m. to 4 p.m., Monday to Friday, June to August. This schedule includes one (1) unpaid hour for lunch. With the approval of their immediate supervisor, Librarian Members may modify their daily hours of work anytime between 7:00 a.m. and 6:30 p.m, it being understood the preferences of the Member shall not be unreasonably refused.

22.3.3.3 The University Librarian or her delegate establishes individual and group work schedules for Librarian Members which provide for efficient organization and satisfy the needs of the university community, while respecting the spirit of this subsection. Work schedules may involve evening or weekend work as well as schedules which meet both the needs of the Library and the preferences of the Librarians concerned, being understood that the preferences of the Member shall not be unreasonably refused. In particular, and without limiting the generality of the foregoing, a Librarian Member may fulfill her normal weekly working hours requirement for one or two weeks in four and a half (4.5) or nine (9) days, respectively, provided she obtains the consent of the University Librarian or her delegate in advance. Furthermore, and without limiting the generality of the foregoing, a librarian member may also establish the location at which to fulfil her normal weekly hours in accordance with the provisions of section 28.4.4

\*23.5.1.4 Any evaluation or review of the Librarian Member's performance of workload duties shall address each of the four (4) categories of activities identified in the Librarians' annual review form, it being understood that a Member's duties in any one of those categories are determined by the job description for the position held by the Member, subject to any modification thereof due to arrangements pursuant to 17.7.2.2, 21.2.2, 22.3.1.5, or 22.3.4. In each category, a Member's performance:

- (a) shall be assessed as satisfactory, good, outstanding, unsatisfactory, or not applicable, it being understood that it shall be assessed as satisfactory when the performance of the Member fulfills the requirements set forth for that category of activities, and whose performance is what would normally be expected of other Librarians with similar qualifications and experience;
- (b) shall be assessed as good when the performance of the Librarian is higher than the standard for satisfactory indicated in (a) above;
- (c) shall be assessed as outstanding when the performance of the Librarian is higher than the standard for good indicated in (b) above. For the purposes of this article and any other

**Deleted:** (d) -the just and equitable distribution of workload among Librarian Members.¶

**Deleted:** consult the

**Deleted:** about her job description and shall forward to the LPC the opinion of the Librarian Member on this matter...

## 2. High Quality Education and Research – Librarians

APUO PROPOSAL – Presented to the employer on March 11, 2021

relating to the performance and evaluation of Librarians, outstanding shall be given its ordinary meaning -- in light of the description of the other two levels of performance above;

...

\*23.5.2.2 For the purpose of the review, the Member shall submit to her immediate supervisor by June 1:

...

\*23.5.2.3 The immediate supervisor shall first provide her opinion on the Member's performance, with respect to each of the four (4) categories of Librarian activities defined in 20.5.1 (professional activities), 20.5.2 (administrative activities), 20.5.3 (scholarly activities) or 20.5.4 (academic service activities). Before submitting her opinion she shall inform the Member concerned of its contents and discuss it with her. The Member may, within ten (10) days of the discussion add her own comments.

23.5.2.4 The immediate supervisor's opinion shall be reviewed by the Associate University Librarian for the member's division. The AUL shall, after giving proper consideration to the documents submitted pursuant to 23.5.2.2, the opinion of the immediate supervisor and to the comments of the Librarian concerned, assess the Member's performance, with respect to each of the four (4) categories of Librarian activities defined in 20.5.1 (professional activities), 20.5.2 (administrative activities), 20.5.3 (scholarly activities) or 20.5.4 (academic service activities) according to the levels of performance set out in 23.5.1.4. The AUL may add their own opinion. The Member shall receive a copy of the annual review.

\*23.5.2.5 Within 10 days of the Member receiving a copy of her annual review she may:  
(a) add her own comments to the review;  
(b) submit an appeal of her annual review to the University Librarian pursuant to 23.5.3.

23.5.2.6 The University Librarian shall complete the evaluation process by adding her own opinion of which the Member will receive a copy. It is understood that:  
(a) she may, but is not obliged to, solicit the opinion of the LPC before completing the evaluation of the Member's performance;  
(b) she may, if she considers it appropriate, draw the Member's attention to one or several positive or negative aspects of her performance.

\*23.5.2.7 The annual review shall take place at the end of the academic year for which the Member has submitted a report pursuant to 23.5.2.2 and shall be addressed to the Member's performance during that academic year. The part of the review process mentioned in 23.5.2.5 shall be completed no later than September 1; if no appeal is filed, the remainder of the process, up to and including the participation of the University Librarian, shall be completed by October 1; if an appeal is filed, the remainder of the process, shall be completed by November 15.

...

28.2.2.2 A members' vacation schedule shall be established before every session (spring/summer, winter, fall). The member shall notify their immediate supervisor of the days they intend to take annual leave. The supervisor may request that the member modify their preferred vacation schedule if they can demonstrate it significantly hampers the unit's ability to provide services. The member shall not unreasonably refuse such a request.

**Deleted:** is defined as peer recognition at the national or the international level of the Member's contributions and impacts on the profession or the discipline;

**Deleted:** ¶

\*23.5.2.3 The annual review shall first be done by the immediate supervisor who shall, before forwarding it to the University Librarian or her delegate, inform the Member concerned of its contents and discuss it with her. The Member may, within ten (10) days of confirming in writing that she has been made aware of the review:¶

**Deleted:** 4

**Deleted:** The annual review shall indicate clearly how

**Deleted:** has been assessed according to the levels of performance set out in 23.5.1.4.¶

**Deleted:** 5

**Deleted:** 3

**Deleted:** For every unit,

**Deleted:** drawn up

**Deleted:** by the head of the unit

**Deleted:** The head shall take account of the Librarians' preferences as well as their seniority at the University of Ottawa. Every schedule is submitted to the appropriate library or division director, who makes changes if any are necessary by virtue of service requirements. ...

**2. High Quality Education and Research – Librarians**

APUO PROPOSAL – Presented to the employer on March 11, 2021

28.2.2.3 Reasonable changes or additions can subsequently be made to the vacation schedule, provided the member informs their immediate supervisor of the changes in a timely manner,

It is understood that in case of a disagreement between the Member and her supervisor, the question shall be submitted to the University Librarian or her delegate for decision.

A Member who returns from vacation early shall so notify her immediate supervisor.

**Deleted:** they do not impinge on service requirements and subject to the following.

**Deleted:** (a) For any addition or change involving a leave of six (6) or more consecutive working days, the Member shall advise the head of her unit at least ten (10) working days prior to the commencement of the leave. ¶  
(b) For any addition or change involving a leave of one (1) to five (5) working days, the Member shall advise the head of her unit at least two (2) working days in advance. ¶

**Deleted:** the head of her unit

**Deleted:** the head of her unit

31.1.3.2 A Librarian Member with a continuing appointment shall also be invited to be a member of a selection committee for the University Librarian or an associate university Librarian, if and when one is being selected.

\*31.2.1.1 The Employer shall continue an academic leave policy for Librarian Members. This leave is an investment in the development of the University by allowing a Member to undertake one or more of the following activities:

(c) pursue advanced, full-time studies in library science or university-level studies leading to an honours bachelor's degree, a master's degree or a Ph.D. in another discipline;

**Deleted:** or

**\*31.2.5 Professional and Research Days**

Librarian members shall be entitled to twenty-two (22) days to pursue professional development, research and scholarship. In order to ensure the orderly carrying out of a librarian professional responsibilities and the Libraries' service obligations, librarian members shall inform their immediate supervisor at least one (1) week in advance of when these days will be taken. Entitled days for professional development, research and scholarship may be accrued. Normally, no more than two (2) weeks of accrued entitlement may be taken in any four (4) week period. A librarian member may request, and the University Librarian may grant, additional professional and research days;

**Deleted:** In each year, individual Librarians may request, and the University Librarian may grant, a reasonable amount of leave with pay for purposes such as: