



Appointment of University Librarian Policy

Category: Human Resources;

Jurisdiction: Provost and Vice-President (Academic);

Approval Authority: Executive Team

Established on: January 11, 2024;

Amendments: None.

Purpose:

The Appointment of University Librarian Policy (hereinafter “AUL Policy”), which rests on the bedrock of collegial governance, is intended to provide for the Appointment of the University Librarian in a manner that is transparent and accountable.

Application and Scope:

The AUL Policy establishes the guidelines related to the appointment of the University Librarian. Following a review process conducted by the Provost and Vice-President (Academic) (the “Provost”) prior to the conclusion of the University Librarian’s term, a recommendation will be made to the President to either support the reappointment of the incumbent or to establish a University Librarian Search Committee. The AUL Policy and its supporting procedures establish the guidelines for the term of appointment and renewal of University Librarian.

Interim appointments are made on the recommendation of the Provost and Vice-President, (Academic), after consultation with the appropriate constituency, for a period that will normally not exceed one (1) year.

Policy:

1. Principles
 - a. Equity, Diversity, and Inclusion: The University is committed to promoting equity, diversity and inclusion within its community; and to providing equal opportunity in employment for people from historically under-represented and marginalized groups. Equity, diversity and inclusion, along with access to education and employment, and respect for Indigenous perspectives, are values at the core of the University's overall mandate as a citizenship builder and institution of higher learning.
 - b. All recommendations for appointment to the University Librarian position must be made by a duly constituted search committee as per the Appointment of University Librarian Procedures. The Search Committee will serve in an advisory capacity to the Provost and Vice- President (Academic). Ultimately the decision to appoint rests with the Board of Governors upon the recommendation of the President.
 - c. In reaching its recommendations, the search committee will seek to identify and recommend individuals that can successfully contribute to the academic success of the University Library. Such recommendations shall be based on evidence of demonstrated abilities and excellent performance of duties, taking into account the need to also evaluate a candidate's potential with regard to the position of University Librarian.
 - d. The selection process should reflect best practices in equitable recruitment, including the university's commitment to equity, diversity and inclusion and access to education and employment as articulated in paragraph 1(a) above.

Term of Appointment:

The term of appointment for all positions covered by this AUL Policy shall normally be five (5) years and may be renewed per the Appointments: University Librarian Procedures following a review and the recommendation of the Provost and Vice-President (Academic) and the approval of the President.

In special circumstances, on the recommendation of the Provost and Vice-President (Academic) the length of appointment of an incumbent may be extended for one (1) additional year.

Review Period: Every five years;

Date for Next Review: 2028-2029;

Related Policies and Procedures: Appointments of University Librarian Procedures;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm

Location: University Centre, Thunder Bay Campus, Room UC2002

Phone: 807-346-8010 Ext. 7929 or Email: univsec@lakeheadu.ca



Appointment of University Librarian Procedures

Category: General;

Jurisdiction: Provost and Vice-President (Academic);

Approval Authority: Executive Team;

Established on: January 11, 2024;

Amendments: None.

Purpose

The purpose of the Appointment of University Librarian Procedure (hereinafter “Procedures”) is to support the associated *Appointment of University Librarian Policy* (hereinafter “AUL Policy”) by providing procedures for the selection and renewal of the University Librarian as listed in the AUL Policy.

University Librarian Search Committee

The University Librarian Search Committee will be established and Chaired by the Provost and Vice-President (Academic). Subject to EDI considerations set out below* and availability, the Committee will consist of the following members:

- a. One (1) Faculty Dean, recommended by the Provost;
- b. Three (3) Librarians holding Continuing Appointments at Level II or above, elected by the full time Librarian members of the University;
- c. Two (2) tenured full or associate professors, elected by the full-time faculty members of the University;
- d. One (1) library staff member, recommended by the Provost;
- e. One (1) full-time student, based on a recommendation from the LUSU President;
- f. One (1) member of the Board of Governors, as recommended by the Board;

- g. One (1) Human Resources representative or the Director of Human Rights and Equity or delegate, as a non-voting member

Administrative support to the Search Committee will be provided by the Office of the Provost and Vice-President (Academic).

Roles and Responsibilities of the Search Committee

1. The Provost and Vice-President (Academic) will determine, in consultation with the President, whether a search consultant will be retained to assist the search.
2. The Search Committee with the assistance of the search consultant (if retained), will develop a position profile for the University Librarian and a call for applications. To support the University's commitment to equity, diversity, and inclusion, the Search Committee (or search consultant if retained) shall use a voluntary self-identification survey for all candidates as part of the application process.
3. The Search Committee (or search consultant if retained) shall call for nominations and applications for the position of University Librarian. The University Librarian position shall be advertised within the university and outside the university in suitable publications and websites such as, but not limited to, University Affairs and the CAUT Bulletin.
4. The Search Committee (or search consultant if retained) shall invite comments from all members of the Faculty and the University at large concerning the general state of the Faculty and its future development.
5. The Search Committee will determine the process that will be used to develop a long and short-list of suitable candidates along with the process used to conduct any interviews.
6. Where elements of the interview process are open to the University Community, all members of the Faculty and the University at large will be provided with an opportunity to submit written opinions on the candidates presented.
7. The Search Committee will serve in an advisory capacity to the Provost and Vice-President (Academic). Ultimately the decision to appoint rests with the Board of Governors upon the recommendation of the President.

University Librarian Review Committee

Normally, the incumbent shall indicate their intention to renew at least twelve (12) months prior to the end of their term. In response, the Provost and Vice-President (Academic) shall form and Chair a University Librarian Review Committee. Subject to EDI considerations set out below* and availability, the Committee will consist of the following members:

- a) One (1) Faculty Dean, recommended by the Provost;
- b) Three (3) Librarians holding Continuing Appointments at Level II or above, elected by the full time Librarian members of the University;
- c) Two (2) tenured full or associate professors, elected by the full-time faculty members of the University;
- d) One (1) library staff member, recommended by the Provost;
- e) One (1) full-time student, based on a recommendation from the LUSU President;
- f) One (1) member of the Board of Governors, as recommended by the Board;
- g) One (1) Human Resources representative or the Director of Human Rights and Equity or delegate, as a non-voting member

The incumbent will be required to submit a letter of interest of renewal and Curriculum Vitae to be reviewed by the Review Committee.

Administrative support to the Review Committee will be provided by the Office of the Provost and Vice-President (Academic).

Roles and Responsibilities of the Review Committee

The Review Committee shall invite written comments from members of the University Library and the University at large concerning the general state of the University Library and its future development.

The Review Committee shall meet with all individuals reporting directly to the incumbent University Librarian, including administrative staff.

The Review Committee shall meet with the University Librarian, following all relevant feedback.

The Review Committee will serve in an advisory capacity to the Provost and Vice-President (Academic). Ultimately the decision to appoint rests with the Board of Governors upon the recommendation of the President.

* Note that, for selection and review, the Committee makeup will reflect the University's commitment to equity, diversity, and inclusion. To that end, the Committee shall be composed of no less than 50% of members of under-represented and equity-seeking groups, including representation from no less than two (2) of the following groups:

- a) women;
- b) Indigenous peoples;
- c) Persons with disabilities;
- d) Persons from visible minorities; and
- e) Persons from sexual and gender minorities.

Committee members elected by faculty member balloting will be taken in the rank order presented unless it is necessary to proceed down the list to account for EDI or, in the case of Faculties represented on more than one campus, to account for multi-campus representation, or to account for representation across departments/schools.

The committee membership shall be posted in a communication bulletin.

No Conflict of Interest

No Committee member shall have a conflict of interest with the Applicant or incumbent, which could raise a reasonable apprehension of bias. A conflict of interest exists when a Committee member has a personal or private interest with respect to their relationship with the Applicant or incumbent, including a romantic or familial relationship, a relationship of financial dependence (e.g., direct supervisor, grant holder), or a relationship borne out of a civil or criminal dispute. A current or previous collegial relationship without a personal or private interest, does not necessarily constitute a conflict of interest.

All Committee members must declare any potential conflict of interest prior to the review of the Applicant or Incumbent's letter of interest or Curriculum Vitae. The Chair shall determine

whether any declaration constitutes a conflict of interest for the purposes of the AAA Policy and the Procedures. If the Chair determines that a Committee member is in a conflict of interest, the Committee member shall recuse themselves, and the Chair shall select another Committee member following the procedures established above.

Review Period: Every five (5) years;

Date for Next Review: 2028-2029;

Related Policies and Procedures: Appointment of Academic Administrators Policy;

Policy Superseded by this Policy: None;

The University Secretariat manages the development of policies through an impartial, fair governance process. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

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