

**MEMORANDUM OF AGREEMENT  
BETWEEN  
UNIVERSITY OF WESTERN ONTARIO FACULTY ASSOCIATION  
AND  
THE UNIVERSITY OF WESTERN ONTARIO**

**SUBCOMMITTEE ON JOB DESCRIPTIONS FOR LIBRARIANS AND ARCHIVISTS  
TERMS OF REFERENCE**

**Term of Agreement**

The period of the agreement is from [date] to [date] inclusive.

**Mandate**

1. The Parties agree to develop a general format or template for job descriptions for Members of the Librarians and Archivists Bargaining Unit relative to Professional Practice, including, but not limited to, common or root definitions for the librarian and archivist Professional Practice responsibilities defined in the article Responsibilities of Members, and other common requirements as the committee determines appropriate.

**Membership**

2. The Subcommittee shall include and agree to the following:

- a) 2 Members and 1 alternate appointed by the Association;
- b) 2 members and 1 alternate appointed by the Employer;
- c) 2 co-chairs shall be selected, 1 each from the Association and Employer appointees and shall alternate chairing responsibilities;
- d) The Subcommittee shall attempt to find consensus on all issues. Where consensus cannot be reached, each member shall have a vote and majority shall rule. If no majority decision can be achieved, the matter shall be referred to the Joint Committee; and
- e) Alternates shall attend meetings as observers with a voice, but no vote until called upon to act as a member.

**Reporting**

3. The Subcommittee shall report on a monthly basis to the Association and the Employer through Joint Committee.

4. The Parties agree that all Job Description format recommendations will be submitted to both the Association and Employer through Joint Committee no later than March 31, 2008.

5. The final format for all Job Descriptions will be subject to approval by the Association and the Employer through Joint Committee.

Dated at London, Ontario, this 6th day of February, 2007. *8 MP/MS*

  
For the Employer: Michele Parkin

  
For the Association: Mike Dawes