

LETTER OF UNDERSTANDING

LIBRARY DIRECTORS AND DEPARTMENT HEADS

The Parties agree that this Letter of Understanding forms part of the 2015-2019 Librarians and Archivists Collective Agreement for the life of the Collective Agreement.

WHEREAS the Parties recognize that Western Libraries has undergone an Organizational Renewal;

AND WHEREAS the Parties agreed to a *Letter of Understanding: Organizational Renewal Initiative* which, in part, recognized amendments to the *Letter of Understanding - Units*;

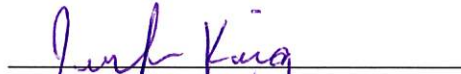
AND WHEREAS the Parties wish to provide for a process that recognizes the new Unit structure in the selection and renewal process of Library Directors;

The parties agree to follow the provisions of the Article *Library Directors and Department Heads*, except as amended in Appendix A;

Signed this 30 th day of APRIL 2019



For the Association:
Kathleen Fraser



For the University:
Jennifer King

Appendix A

Library Director or Department Head Selection Committee

- 4.1 The Selection Committee shall include:
- a) the Chief Librarian or designate who shall chair the Committee, but shall not vote except to break a tie;
 - b) an Associate Chief Librarian or the University Archivist, chosen by the Chief Librarian;
 - c) one (1) Member who is a Library Director or Department Head elected by the Members of the Bargaining Unit;
 - d) one (1) Member from the appropriate Unit, elected by Members in that Unit.
 - e) one (1) Member elected by the Members of the Bargaining Unit; and
 - f) one (1) Member elected by the Members of the Bargaining Unit as an alternate who shall replace a Member who must withdraw for any reason.

Renewal of a Term of Office as Library Director or Department Head

- 6.1 The Selection Committee shall consult with the Members and staff in the Unit, as well as other leaders interacting with the role to determine their preferences and opinions on the renewal of the current incumbent as Library Director or Department Head, and specific interview questions that could be asked of the current Library Director or Department Head. This consultation shall take the form of an invitation to provide written submissions to the Selection Committee.
- 6.1.1 The Selection Committee shall also invite each Member in the Unit to meet individually with the Selection Committee.
- 6.2 The Selection Committee shall ask Members of the Unit to recommend names of faculty members or other staff who should be invited to provide written submissions regarding renewal of the current incumbent as Library Director or Department Head. The current Library Director or Department Head may also provide a list of faculty members or staff whose input they would like to have solicited by the Selection Committee.

Selection of a Library Director or Department Head

- 8.2 The Selection Committee shall consult with the Members and staff in the Unit, as well as other leaders interacting with the role, to determine their preferences and opinions on the desirable attributes or qualities for the Library Director or Department Head and specific interview questions that could be asked of any

candidate. This consultation shall take the form of an invitation to provide written submissions to the Selection Committee.

- 8.7 The Selection Committee shall consult with the Members and staff in the Unit to ascertain their opinions and preferences regarding any short-listed candidates. Members and staff of Western Libraries shall have an opportunity to become aware of the candidate's qualifications and suitability for the position. This shall involve an opportunity to meet with the candidate, to review the *curriculum vitae* of the candidate, to attend a presentation given by the candidate, and to provide written submissions to the Selection Committee.

Acting Library Director or Acting Department Head

13. If the position of a Library Director or Department Head becomes vacant or if the incumbent is on a Leave, for a period expected to last at least 3 months, the Chief Librarian shall invite all Members to provide their views on the suitability of Members of the Unit or another Unit to serve as Acting Library Director or Department Head.
- 13.1 After consulting with the Unit Members, the Chief Librarian shall appoint an Acting Library Director or Acting Department Head to serve until such time as the incumbent returns from Leave or, in the case of vacancy, the vacancy is filled or the Chief Librarian determines the vacant position will not continue.