

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING NOTES

20 July 2022, 9:30 – 11:00 a.m. ZOOM

Present: Matt Barry, Shawn Hendrikx (chair), Denise Horoky, Brian (notes), Lina Rodriguez, Leslie Thomas, Courtney Waugh

Regrets: Cindy Cossar-Jones

Approval of Agenda: Approved

Approval of Notes: Approved

Business Arising from Previous Meeting:

1. PAI Scores -

The discussion from the last meeting was reviewed.

The focus of discussion at today's meeting was the ARR Criteria document (<https://staff.lib.uwo.ca/files/univlib/Approved%202015-16Criteria%20and%20Supporting%20Evidence.pdf>) since the main concern seems to be how the criteria are applied by supervisors. Some newer Members don't know where to find the criteria for ARR/merit evaluation, which is linked from the LA Stewards page on UWOFA site. Many more longstanding members struggle to find it every year.

There are sections of the criteria rubric that have raised questions among Members: e.g.,

- what is an "Academic Activity agenda"?
- Professional Practice – Even just "Acceptable" requires achievement of stated goals. To get a "Very Good," the language seems to imply that one has to accomplish one's goals and then achieve other goals that are beyond one's role.

Generally, the committee recognized the need (1) to raise awareness of the criteria and (2) to review the criteria for the 2023 ARR submission (review of the 2022-2023 year).

(1) To raise awareness of the criteria:

- a. Can we add a link to the criteria document to the ARR form? Could the mention of the criteria on the form be made more prominent?
- b. Could the criteria link be added to the Stewards communications to members concerning the ARR deadlines?
- c. Could language concerning contestation of PAI score be included in the letters sent to Members reporting their scores?

(2) To review the criteria for the 2023 ARR submission

- a. The ARR article, clause 5.x outlines the process. The official deadline to apply to review the current criteria is November 1st for the year that will begin the following July 1st. (ARR: 5)
- b. What work needs to be done before an application to review the criteria is made? Consultation with the Members can take place after the Review committee is established. Proposed steps:

- i. Shawn to alert UWOFA President, Vice-President, Chief Negotiator, and Deputy Chief Negotiator.
- ii. We will submit the application to the Employer. (Who is “we”? The Collective Agreement says “the Association.” Who officially notifies the Employer? Lina says it normally comes through Joint Committee.)
- iii. We will alert the Membership publicly in a Library Forum meeting.

(3) Who makes the request to review the criteria?:

ACTION: Shawn will send out a reminder to Members with link to criteria and date.

ACTION: Lina will consult with Cindy to determine who exactly requests the review of the criteria.

ACTION: Shawn will alert the UWOFA President, Vice-President, Chief Negotiator, and Deputy Chief Negotiator of our desire to review criteria

ACTION: When the UWOFA-LA Collective Bargaining Committee begins to meet, Denise will bring forward the issue of PAI scores / equity / ARR for consideration of what aspects the Negotiating Team should bring up in collective bargaining process.

Standing Agenda Items:

1. **User Experience and Student Engagement (Matt):**
 - a. Some Members expressed their desire not to extend this year’s ARR deadline so as not to delay the rest of the process.
2. **Teaching and Learning (Denise):** No report
3. **Research and Scholarly Communications and FIMS (Courtney):** Some members wish the Stewards to explore the possibility of extending the September 15th ARR deadline. (Rationale – relentless planning & project deadlines – a breather would be appreciated.) There is sympathy for the fatigue experienced by Members this term, but a greater desire to adhere to the Sept. 15th deadline. Many members are already well along in the process. Brian (as Joint Committee rep) updated the committee members on the consideration of re-using the COVID-19 Checklists in this year’s ARR process since the introduction of the checklists last year caused the postponement of the 2020-2021 ARR submission deadline. Like last year, we unfortunately find ourselves in a position where Members are preparing their reports with no clear guidance on how to acknowledge the ongoing impact of COVID-19 on their activities. The delay is due to staffing issues in the Office of Faculty Relations and the prioritization by both parties of the Faculty Collective Agreement negotiations. Recent discussions between OFR and UWOFA reps from Joint Committee led to a July 15th meeting of the Working Group that first recommended the use of the COVID-19 Checklists for last year’s ARR. The consensus from that meeting was to re-use last year’s checklists with no revisions and to update all Members and Supervisors in a special Library Forum meeting. However, no action will be taken until OFR approves the proposed process.
4. **Collections Management, Discovery and Access (Shawn):** No report
5. **Archives and Special Collections (Leslie):** Given that Catherine Steeves’ term as Chief Librarian ends in 2 years, one member asked whether her intentions were known. At this time, we do not know.

6. Members Services Officer & Professional Officer's Report: Lina received one question from a Member on a Term Appointment, which has been answered.

7. Senate Report: (Roxanne):

Previous ACTION: Courtney will draft a short (in bulletin format) draft document and will bring it to this committee for review and further discussion.

- Deferred

Previous Action: Shawn will follow up with Nig about whether a replacement has the same privileges. Lina will find out who the UWOFA senate observer is.

- Shawn has not heard back from Nig. Lina has confirmed that the UWOFA president is the senate observer.

ACTION: Shawn will follow up with Nig / Hiran.

8. Joint Committee Report (Brian): This most recent meeting took place June 22, 2022. It was brief as it was the last meeting before the summer break and the end of the Faculty Collective Agreement. Three issues related to UWOFA-LA Members were discussed:

- a. How to record the impact of COVID-19 on Members' performance in their 2020-2021 ARRs (see update reported in (3) above)
- b. Training for Promotion and Continuing Appointment Committee in consideration of COVID-19 impacts: No action has been taken on this front due to other more pressing priorities. The OFR also does not have capacity for more training development at the moment. It is hoped the discussions around 8(a) immediately above will inform this conversation.
- c. Health and safety for librarians, archivists, and faculty required to work on campus: At this time, no updated guidance had yet been received from Western administration. The masking requirement was subsequently dropped on June 29th, with further updates on masking and vaccination requirements for the fall expected by September 1st. Both parties agreed to keep this issue on the agenda until COVID-19 is no longer a concern.

9. Board of Directors (Shawn & Brian): No report

10. Communications Officer (Maram): No report. UWOFA office has new t-shirts, flags, and toques for Members. Come by the office and pick up some free swag!

New Business:

- a. **Member interest in Nominations, Appointments, and P&CA Committees:** The Nominations Committee members reported that It seems much harder now to recruit for these committees than in the past. Is it because we have many new members who don't meet the committee membership criteria (e.g., probationary members are not eligible to serve)? If this is the case, should we consider revising committee membership criteria? The question arose whether Members on term appointments can serve. Another possible explanation is a sense among Members and Supervisors that UWOFA-LA service does not "count as much" as service to external professional associations on ARRs.

ACTION: Shawn will verify the number of Members with Continuing Appointment and the number of Probationary Members.

ACTION: Bring the issue to CBC's attention. *[unassigned]*

11. Vacation Entitlement Reports

12. 4-Year Initiatives vs Dwindling Staff Resources

Next Meeting: Wednesday, August 17

Notes Rotation:

Matthew Barry
Denise Horoky
Brian McMillan
Leslie Thomas
Courtney Waugh (next)