

**UNIVERSITY OF MANITOBA
PROCEDURE**

Procedure:	UNIVERSITY LIBRARIAN: APPOINTMENT AND REVIEW
Parent Policy:	UNIVERSITY LIBRARIAN: APPOINTMENT AND REVIEW
Effective Date:	February 1, 2004
Revised Date:	
Review Date:	February 1, 2024
Approving Body:	Administration: President
Authority:	Policy [University Librarian: Appointment and Review]
Responsible Executive Officer:	Provost and Vice-President (Academic)
Delegate: (If applicable)	
Contact:	Provost and Vice-President (Academic)
Application:	Executive Employee Group

**Part I
Reason for Procedure**

- 1.1 To set out procedures secondary to the Policy entitled "University Librarian: Appointment and Review", in connection with:
- (a) the reappointment review of the University Librarian;
 - (b) the search and appointment of the University Librarian;
 - (c) the special review of the University Librarian, where the President initiates same; and
 - (d) the recommendation of an Acting University Librarian.

Part II Procedural Content

Reappointment Review Procedures

2.1 Reappointment Review

If the Provost and Vice-President (Academic) advises the President that the incumbent University Librarian wishes reappointment, then the President shall initiate a reappointment review by a Reappointment Advisory Committee to advise the President. The Committee shall be constituted by the President and shall have completed its work normally within 60 days of the President being advised that the incumbent wishes reappointment.

2.2 Membership of the Reappointment Advisory Committee

(a) Composition

The Reappointment Advisory Committee for the University Librarian shall be constituted by the President and shall consist of:

- (i) the Provost and Vice-President (Academic), or delegate, as Chair of the Committee;
- (ii) five (5) persons elected by, not necessarily from, the academic staff of the Libraries from which the President shall select four (4) to serve on the Committee. If one of these members is unable to fulfill their term, the fifth person shall serve as an alternate;
- (iii) one person elected by and from the support staff of the Libraries;
- (iv) one graduate student elected or appointed by the Graduate Students' Association;
- (v) one undergraduate student elected or appointed by the University of Manitoba Students' Union; and
- (vi) up to three other persons appointed by the President to represent the broader interest of the University, including professional and/or community interests.

(b) Gender Balance

There shall be at least two (2) persons of each gender, wherever possible; although there shall be always be at least one (1) person of each gender exclusive of any student participation.

(c) **Acceptance of Membership**

Acceptance of membership on the Reappointment Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Committee.

(d) **Conflict of Interest**

If circumstances arise in which a member of the Reappointment Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the member's ability to fulfill responsibilities on the Committee, the member shall disclose the nature of the conflict to the Chair, who in consultation with the President, shall determine whether continuing membership is appropriate.

(e) **Vacancies**

Should a vacancy occur on the Reappointment Advisory Committee, the Chair shall so inform the President who shall request the relevant constituency to fill the vacancy, unless an alternate was named in advance.

2.3 **Proceedings and Deliberations of the Reappointment Advisory Committee**

(a) **Quorum**

The quorum for any meeting of the Reappointment Advisory Committee shall be 2/3 of the membership.

(b) **Voting**

- (i) Questions arising at a meeting of the Reappointment Advisory Committee shall be decided by a majority of vote.
- (ii) The Chair shall vote only in situations where a deciding vote is required.

(c) **No Constraint on Voting**

Where a member of the Reappointment Advisory Committee is a representative of the constituency from which he/she is elected or appointed, the member cannot be constrained to vote as directed or desired by the constituency. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Committee, through the Chair.

(d) **Confidentiality**

The following confidentiality obligations shall apply to Reappointment Reviews:

- (i) All proceedings of the Reappointment Advisory Committee shall be confidential.
- (ii) No release of information relating to the proceedings of the Reappointment Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President.
- (iii) If confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

(e) Consultation/ Interviews

The following apply to the Reappointment Advisory Committee in carrying out its review responsibilities:

- (i) The Reappointment Advisory Committee shall invite comments and advice from members of the Libraries including those of faculty, staff and students. In addition, the Committee may invite comments from other relevant constituencies of the University and the external community.
- (ii) The Reappointment Advisory Committee shall have access to information relating to the Libraries and the performance of the incumbent, including:
 - (A) annual reports of the Libraries; and
 - (B) a summary of activity reports and performance appraisals of the incumbent as prepared by the Provost and Vice-President (Academic);
- (iii) The Reappointment Advisory Committee shall conduct an interview with the incumbent University Librarian.

(f) Unable to Complete Deliberations

If the Reappointment Advisory Committee is unable to complete its deliberations in a satisfactory manner, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

(g) Report/Recommendation

Upon completion of the work of the Reappointment Advisory Committee, the Chair shall submit to the President a written report which includes the following:

- (i) a summary of the comments and information reviewed by the Committee;
- (ii) a summary of the interview with the incumbent University Librarian;
- (iii) the recommendation for:
 - (A) the reappointment of the incumbent University Librarian, or
 - (B) the search for a University Librarian, which may include the incumbent as an applicant; and
- (iv) the rationale for the recommendation, including the level of support and the reasons for any dissent.

(h) **Records**

Upon completion of the work of the Reappointment Advisory Committee, the Chair shall collect:

- (i) all materials distributed to and any notes written by Committee members (including the Chair); and
- (ii) any other materials relevant to the Committee's work.

If the Chair is a delegate of the Provost and Vice-President (Academic), the Chair shall forward the foregoing materials and notes to the Provost and Vice-President (Academic).

Search and Appointment Procedures

2.4 Search

- (a) When the position of the University Librarian becomes vacant for any reason (including when a reappointment is not recommended), the President shall initiate a search for a University Librarian by an Appointment Advisory Committee to advise the President on the appointment.
- (b) The President, having considered all the relevant factors, including current and prospective University budgets, may determine at the outset that the appointment be limited to persons holding a continuing full-time position within the University.

2.5 **Membership of the Appointment Advisory Committee**

(a) **Composition**

The Appointment Advisory Committee for the University Librarian shall be constituted by the President and shall consist of:

- (i) the Provost and Vice-President (Academic), or delegate, as Chair of the Committee;
- (ii) five (5) persons elected by, not necessarily from, the academic staff of the Libraries from which the President shall select four (4) to serve on the Committee. If one of these members is unable to fulfill their term, the fifth person shall serve as an alternate;
- (iii) one person elected by and from the support staff of the Libraries;
- (iv) one graduate student elected or appointed by the Graduate Students' Association;
- (v) one undergraduate student elected or appointed by the University of Manitoba Students' Union; and
- (vi) up to four persons appointed by the President to represent the broader interests of the University, including those of the professional and/or community interests.

(b) **Not Eligible to Serve**

The following persons are not eligible to serve on the Appointment Advisory Committee:

- (i) the incumbent University Librarian;
- (ii) the members of the Reappointment Review Committee excepting the Chair, where the incumbent University Librarian intends to be an applicant; and
- (iii) any person who is an applicant or otherwise seeks appointment as the University Librarian. Any such person who is already a member of the Appointment Advisory Committee must resign.

(c) **Gender Balance**

There shall be at least two (2) persons of each gender, wherever possible; although there shall be always be at least one (1) person of each gender exclusive of any student participation.

(d) **Acceptance of Membership**

Acceptance of membership on the Appointment Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Committee.

(e) **Conflict of Interest**

If circumstances arise in which a member of the Appointment Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the member's ability to fulfill responsibilities on the Committee, the member shall disclose the nature of the conflict to the Chair, who in consultation with the President, shall determine whether continuing membership is appropriate.

(f) **Vacancies**

Should a vacancy occur on the Appointment Advisory Committee, the Chair shall so inform the President who shall request the relevant constituency to fill the vacancy, unless an alternate was named in advance.

2.6 **Proceedings and Deliberations of the Appointment Advisory Committee**

(a) **Quorum**

The quorum for any meeting of the Appointment Advisory Committee shall be 2/3 of the voting membership.

(b) **Voting**

- (i) Questions arising at a meeting of the Appointment Advisory Committee shall be decided by a majority of votes.
- (ii) The Chair shall vote only in situations where a deciding vote is required.

(c) **No Constraint on Voting**

Where a member of the Appointment Advisory Committee is a representative of the constituency from which they are elected/appointed, the member cannot be constrained to vote as directed or desired by the constituency. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Committee, through the Chair.

(d) **Confidentiality**

The following confidentiality obligations shall apply to the Appointment Advisory Committee:

- (i) All proceedings of the Appointment Advisory Committee shall be confidential.
- (ii) No release of information relating to the proceedings of the Appointment Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President.
- (iii) If confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

(e) Consultation/Interviews

The following shall apply to the Appointment Advisory Committee in carrying out its search and appointment responsibilities:

- (i) Prior to advertising the position, the Appointment Advisory Committee shall solicit comments from those affected by the appointment on:
 - (A) the administrative and academic needs and priorities of the Libraries;
 - (B) the desired qualifications and qualities of a University Librarian; and
 - (C) the processes the Committee intends to use.
- (ii) The Appointment Advisory Committee may interview the outgoing University Librarian.
- (iii) Prior to considering any names of applicants or nominees, and following the advice received under section 2.6(e)(i) of these Procedures, the Appointment Advisory Committee shall:
 - (A) establish the criteria against which it will assess applicants and nominees; and
 - (B) determine what, if any, public elements it shall require in the assessment process. The particulars of any such public elements must be communicated to applicants and nominees.
- (iv) Following assessment of applications and nominations against the criteria, the Appointment Advisory Committee will identify candidates whom it wishes to interview.

- (v) The Chair of the Appointment Advisory Committee shall inform the President about the identity and background of the interviewees, the schedule of interviews, and shall provide the President with the opportunity to meet with the candidates whom the Appointment Advisory Committee wishes to interview.

(f) Unable to Complete Deliberations

If the Appointment Advisory Committee is unable to complete its deliberations in a satisfactory manner, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

(g) Report/Recommendation

Upon completion of the work of the Appointment Advisory Committee, the Chair shall submit to the President a written report which includes the following:

- (i) a Summary of Search Form;
- (ii) a summary of the interview with the outgoing University Librarian, if applicable;
- (iii) the criteria against which applicants and nominees were assessed;
- (iv) a copy of the search advertisement;
- (v) the names(s) of the candidate(s), in rank order, that the Committee recommends be offered the appointment; and
- (vi) the rationale for the recommendation(s), including the level of support within the Committee and the reasons for any dissent.

If the President does not wish to recommend any of the candidates submitted by the Appointment Advisory Committee, the President may cause another Appointment search to be conducted.

(h) Records

Upon completion of the work of the Appointment Advisory Committee, the Chair shall collect:

- (i) all materials distributed to and any notes written by Committee members (including the Chair); and
- (ii) any other materials relevant to the Committee's work.

If the Chair is a delegate of the Provost and Vice-President (Academic), the Chair shall forward the foregoing materials and notes to the Provost and Vice-President (Academic).

Special Review Procedures

2.7 Special Review

Where serious administrative problems arise in the Libraries which relate to the performance of the University Librarian, and the situation cannot be resolved informally, the President may initiate a special review of the University Librarian by a Special Review Advisory Committee.

2.8 Membership of the Special Review Advisory Committee

(a) Composition

The Special Review Advisory Committee shall be constituted by the President and may include representatives of faculty, staff and students of the University, but not of the Libraries. The President or a delegate of the President shall serve as the Chair of the Special Review Advisory Committee.

(b) Gender Balance

There shall be at least two (2) persons of each gender, wherever possible, although there shall be always be at least one (1) person of each gender exclusive of any student participation.

(c) Acceptance of Membership

Acceptance of membership on the Special Review Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Committee.

(d) Conflict of Interest

If circumstances arise in which a member of the Special Review Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the member's ability to fulfill responsibilities on the Committee, the member shall disclose the nature of the conflict to the President or the delegate, who in consultation with the President, shall determine whether continuing membership is appropriate.

(e) Vacancies

Should a vacancy occur on the Special Review Advisory Committee, the President shall appoint a replacement.

2.9 **Proceedings and Deliberations of the Special Review Advisory Committee**

(a) **Quorum**

The quorum for any meeting of the Special Review Advisory Committee shall be 2/3 of the voting membership.

(b) **Voting**

- (i) Questions arising at a meeting of the Special Review Advisory Committee shall be decided by a majority of votes.
- (ii) The Chair shall vote only in situations where a deciding vote is required.

(c) **No Constraint on Voting**

A member of the Special Review Advisory Committee cannot be constrained to vote as directed or desired by a constituency. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Committee, through the Chair.

(d) **Consultation**

The Special Review Advisory Committee shall consult with such persons as it deems advisable, including students, and faculty and staff of the Libraries. The incumbent shall be invited to make a submission to, and to meet with, the Special Review Advisory Committee.

(e) **Report/ Recommendations**

- (i) The Special Review Advisory Committee shall complete its deliberations and submit its report to the President within 30 working days of its establishment. The report shall include:
 - (A) recommendations for the resolution of the problem, and
 - (B) rationale for the recommendations, including the level of support within the Committee and the reasons for any dissent.
- (ii) On receipt of the report, the President shall meet with the incumbent to discuss the report and any action which might be contemplated by the President.

(f) **Records**

Upon completion of the work of the Special Review Advisory Committee, the Chair shall collect:

- (i) all materials distributed to and any notes written by Committee members (including the Chair); and
- (ii) any other materials relevant to the Committee's work.

If the Chair is a delegate of the President, the Chair shall forward the foregoing materials and notes to the President.

Acting University Librarian Procedures

2.10 Procedures Before Recommending an Acting University Librarian

- (a) When the position of the University Librarian becomes vacant for any reason, the Provost and Vice-President (Academic):
 - (i) may recommend to the President the appointment of an Acting University Librarian who shall assume the responsibilities of office pro tem; and
 - (ii) before making such recommendation , shall seek advice from the staff of the Libraries.
- (b) The President shall take the foregoing into consideration respecting the appointment of an Acting University Librarian.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Procedure is required.
- 3.2 The Provost and Vice-President (Academic) is responsible for the implementation, administration and review of this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is February 1, 2024.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Provost and Vice-President (Academic) for Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;

- (c) the Procedure is now in conflict with another Governing Document; and/or
- (d) the Parent Policy is revised or repealed.

Part V
Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [University Librarian: Appointment and Review Policy](#)