

| Name | Ranks | Tenure | Criteria for Tenure | External Referees | Criteria for Promotion | External Referees | FTE Students | No. of Libns. |
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| Univ. of Alberta | Librarian I to Librarian III | Tenure considered after 3 years of probation. | 1. Professional performance is the most important. Must meet expectations in major areas of responsibility. Must show evidence of commitment to professional growth. 2. Professional commitment to be demonstrated by activities under any of: service, governance, professional and scholarly research. 3. Excellence in latter does not suffice. Must be satisfactory in 1. | Not required but may be solicited by the Chief Librarian or candidate from internals or externals. | Does not apply as ranks are all position based. | N/A | 27,640 | 72 |
| Athabasca University | Named positions | Continuing for an indefinite term after 2 years probation. | Application of the criteria for appointment in accordance with the duties which have been assigned to the Staff Member over the period of reference. | Not required. | Does not apply, as all appointments are position based. | N/A | | |
| Univ. of British Columbia | All appts including admin appts are at the General Librarian rank | Have 'confirmed' appointments. Review takes place at end of 2 nd year of 3 yr probationary appointment. | 1. Primarily judged on professional performance and must show promise of continuing performance. 2. Recognition accorded to advanced degrees obtained, and to service and scholarship. 3. Criteria for #1 is of paramount importance. | Minimum of 4 letters from general and administrative librarians who have knowledge of the candidate's performance. | As there are no ranks, there is no provision for promotion. | N/A | 30,108 | 80 |

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| <p>University of Calgary</p> | <p>Assistant Associate Full -Librarian -Curator -Archivist</p> | <p>Appointment with Tenure considered in 5th year for Asst. and in 3rd year for someone hired at Associate or Full level.</p> | <p>1, Demonstrated professional performance in accordance with the requirements of the rank. 2, Demonstrated performance in scholarship and/or service. 3, The Appointment Review Committee shall consider these factors in light of the candidate's demonstrated achievements, primarily those at the University of Calgary, current work in progress and potential of continuing service to Information Resources, the University and the individual's profession.</p> | <p>Two external referees required.</p> | <p>Promotion to the rank of Librarian, Curator or Archivist is based on meeting the requirements of that rank described under the following headings: scope; complexity; impact; independence, professional growth, service, scholarship and innovation. Generally there is a requirement for advanced professional knowledge, innovation, resourcefulness, a full mix of complex professional responsibilities. Impact is wide-ranging affecting the organization as a whole. There must be evidence of professional growth, service and scholarship with meaningful participation in professional organizations at the national level. For librarians holding non-administrative posts, the requirement for advanced knowledge under scope is more stringent and they are expected to have demonstrated scholarly contributions to further librarianship or related academic disciplines.</p> | <p>Not required.</p> | <p>23,251</p> | <p>42.4</p> |
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| Carleton University | Librarian I to Librarian IV | Have 'confirmed' appointments. Review takes place at the 18 month mark of a 24 month probationary appointment. If not successful, can be renewed for an additional 2 years. | 1.Potential for future professional development in position held. 2.Past performance towards established goals as specified in job description. 3.Candidate's working relations with peers and supervisors. | Not required. | 1.Professional performance is the primary criterion: excellent performance with demonstrated initiative, leadership and creativity; meeting established goals; evidence of further development an extension of professional expertise. 2.Substantial achievement in at least 2 of the following: research; publishing; teaching; professional , library, university service. | Three referees required, one of whom must be external. | 14,472 | 22 |
| Concordia University | Librarian I Librarian II Associate Librarian Senior Librarian Librarian | Tenure considered in 5 th yr. Promotion to Associate tied to decision. Tenure not possible at any lower rank. | 1.Professional competence and promise as manifested in contribution to the direct and indirect service to users provided by the library. 2.Professional competence and promise as manifested by advanced degrees, evidence of research and/or scholarly activities, and continuing professional development and productivity. Evaluation of research and scholarly activities shall depend primarily on the judgment of the librarian | Letters of support encouraged. Candidate requests letters. No indication of requirement for external referees. | Any of the following sets of criteria: 1.Research, scholarly achievement, creative professional work that is recognized as superior over a sustained period of time, together with library service that has been demonstrated over the years to be of good quality. 2.Library service that is recognized as superior over a sustained period of time, together with scholarship/creative professional work which has been demonstrated over the years to be of good quality. 3.A combination of library service, | For 1. evaluation of research is solicited from experts at other universities and institutions. For 2. evaluation | 18,119 | 36 |

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| | | | <p>member’s peers and shall be made on the evidence of scholarship such as publications, presentation of papers, external recognition, grants, contracts and other awards. 3.In addition, evidence of ability and willingness to fulfill the service expectations of the Library/Faculty and University.</p> | | <p>scholarship, creative professional work and service to the community that has been demonstrated over the individual’s career to be of good quality. Promotion to Senior Librarian is reviewed by a University committee.</p> | <p>on of quality of library service is sought from other universities and institutions as well as from internal individuals.</p> | | |
| Dalhousie University | Librarian I to Librarian IV | <p>‘Appointment without term’ considered in 5th year. With 3 years previous experience case is considered in 3rd year.</p> | <p>1. The librarian’s formal qualification. 2.Effectiveness of the librarian’s performance on the job: knowledge of and ability to apply principles of librarianship, technical ability, ability to relate to library staff, ability to relate to users, teaching ability, potential contributions to the library system. 3.The librarian’s contribution to the library system, the University and the profession, the community at large, and scholarly activities.</p> | Not required. | <p>1.Criteria are the same as those used for appointment without term. 2.To this is added: achievements in bibliographical activities which make a contribution to the field, academic administration within Dalhousie University, significant professional contributions to the needs and effectiveness of the Library System or a record of professional accomplishments which is widely recognized beyond the university in the fields of library science or administration.</p> | Not required. | 10,983 | 33 |

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| | | | <p>4. Professional development and ability to handle increased responsibility.</p> <p>5. Effectiveness of the librarian’s performance in administrative and supervisory duties (if appropriate).</p> | | <p>3. Such appointment shall be consistent with the needs of the Library System</p> | | | |
| University of Guelph | Assistant Associate Librarian | <p>‘Continuing appointment’ is considered annually. In 6th year if continuing appointment not granted, employment is terminated. Promotion to Associate is tied to the status of ‘continuing appointment’.</p> | <p>1. Evidence of continued and substantial achievement within professional performance of librarianship weighted at 70%.</p> <p>2. Potential for continued achievements and contributions in at least 2 of the 3 remaining areas:</p> <ul style="list-style-type: none"> - research, scholarly and other creative activities - service to the university and to society - professional development and service to the profession | Not required. | <p>1. Minimum of 5 years service at the Associate Librarian level.</p> <p>2. Demonstrated excellence in the practice of librarianship and sustained record of superior professional performance over the course of the career.</p> <p>3. Proven record of accomplishments in the additional 3 areas: research, scholarship and other creative activities; service to the university and to society; professional development and service to the profession.</p> <p>4. Evidence of continued and extensive leadership with significant contributions to the library, the university and the profession.</p> | Three external referees are required. | 14,329 | 22 |
| University of Lethbridge | Librarian I to Librarian IV | <p>Tenure consideration in fifth year.</p> | <p>1. Effectiveness as a librarian is the primary criterion. Ability to perform consistently at an appropriate professional level.</p> <p>2. Research and professional development: research conducted over and above regularly assigned</p> | | <p>1. Criteria for tenure apply.</p> <p>2. To this is added: applicant must have a record of outstanding professional accomplishment with demonstrated initiative, leadership and creativity;</p> <p>3. Evidence of further development</p> | External referees are required. | | |

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| | | | <p>library service. May include innovative development of library service, collections, or operations which have an impact on the profession of librarianship; publication of monographs and contributions to edited books, papers in refereed and non-refereed journals, papers delivered at professional meetings, participation in panels, editorial and refereeing duties; scholarship as evidenced by advanced study and research in library and information science and/or a subject specialization; his/her breadth of knowledge and general contributions to the research life of the university..</p> <p>3.Service to the University and to Society.</p> <p>Criteria to be weighted according to the duties assigned pursuant to Article 13.</p> | | <p>of professional expertise as reflected by superior achievement and leadership in the field of service or specialization recognized beyond the University;</p> <p>4.In addition, candidate must submit evidence of substantial achievement in at least 2 of the following areas: research, publishing, professional endeavours including significant involvement in professional organizations and in general contributions to the profession, the University and Society.</p> | | | |
| University of Manitoba | General Librarian Assistant Librarian Associate Librarian Librarian | Suitability for 'continuing appointment' reviewed annually. Maximum probationary | <p>1.Positive written annual reviews.</p> <p>2.Decision made in the best interests of the University and the academic librarian.</p> | Not required. | <p>1.Outstanding professional accomplishment as an Associate Librarian including demonstrated initiative, leadership and creativity.</p> <p>2.A reputation among peers and associates as an authority in his/her field.</p> | External referees required. | 18,107 | 53 |

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| | | appointment is four years. | | | <p>3. Superior achievements reflecting leadership in service or specialization, recognized beyond the University.</p> <p>4. In addition, should have record of:</p> <ul style="list-style-type: none"> a) additional graduate degree in librarianship or relevant subject or experience of equal value b) evidence of outstanding scholarly contribution in the form of widely recognized research, publications and/or presentations c) outstanding contributions to the library, university, community and profession, i.e. leadership in organizations, service in library and university, widely recognized commitment to librarianship <p>It is not expected that a candidate will excel in each of the criteria, however, an overall record of outstanding achievement is essential. Great importance rests on recognition beyond the University of Manitoba.</p> | | | |
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| <p>McGill University</p> | <p>Sessional Librarian Assistant Librarian Associate Librarian Librarian</p> | <p>Assistant librarian must go for promotion in year 6. If promotion is successful, tenure is granted. Associate Librarians and Librarians are considered for tenure in year 4 or when being considered for promotion. Tenure is reviewed by a university committee.</p> | <p>1.Performance of position responsibilities is the most important criterion. Superior performance is required. 2.Superior performance is required in one of the two remaining categories: a) research and other scholarly activities and professional activities; b) other contributions to the university and scholarly communities. 3.Dossier to include CV, record of position responsibilities, research, professional activities, general contributions to the university, teaching dossier (if appropriate)</p> | <p>Six external referees required.</p> | <p>1.Based on criteria for tenure. 2.Dossier to include CV, list of publications and teaching dossier (if applicable)</p> | <p>Three external referees from recognized authorities required.</p> | <p>23,788</p> | <p>59</p> |
| <p>McMaster University</p> | <p>Librarian I to Librarian V. Librarian V is limited to admin</p> | <p>Not specified. Librarians are granted 'regular' appointments, probably after a probationary period.</p> | <p>Not specified in the documentation available on the Web.</p> | | <p>Librarian V is position based so promotion does not apply.</p> | <p>Not required.</p> | <p>14,765</p> | <p>23</p> |

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| Memorial University | Librarian I to Librarian IV | Tenure considered in third year of four year probationary appointment for Librarian I and II, and if not successful, again in year five. Librarian III and IV are considered in year two of a three year probationary appointment. | <ol style="list-style-type: none"> 1. Professional competence and effectiveness as a librarian appropriate to the rank with demonstrated professional growth and promise of future development. 2. Demonstrated record of academic service on university or library committees, professional organizations, general administrative duties, community service. 3. Demonstrated record of research, scholarship, creative or professional activities, i.e. innovations in the library, papers in refereed or non-refereed journals, scholarly presentations, participation on panels, unpublished research, editing or refereeing duties, creative works and performance | Not required. | <ol style="list-style-type: none"> 1. Professional competence and effectiveness as a librarian is the most important criterion. 2. Demonstrated record of research, scholarship or creative or professional activities. Greater weight shall be placed on refereed products of scholarship than on those not referred. Published work shall be given greater weight than unpublished work. Quality and originality of both will be considered. 3. Teaching dossier, based on the CAUT dossier is to be compiled. Candidate to provide evidence of a cumulative record of satisfactory performance appropriate to the rank being sought and demonstrated professional growth. | Not required. | 12,188 | 38 |
| University of New Brunswick | Librarian I to Librarian IV | ‘Continuing appointment’ after two years as a Librarian I. Promotion to Librarian II automatically grants | <ol style="list-style-type: none"> 1. Performance of assigned responsibilities in an effective manner. 2. Demonstrated professional competence in the librarian’s specialization and classification 3. When ‘invited or elected’, an acceptable record of committee service in the library or elsewhere | Not required. | <ol style="list-style-type: none"> 1. Continuing high level of effective performance of assigned responsibilities 2. Demonstrated continuing professional competence in the librarian’s specialization and classification 3. A period of service as a Librarian III for 5 years (may be reduced with | Not required. | 7,626 | 15 |

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| | | ‘continuing appointment’ status. | in the university. 4.Fulfillment of any contractual requirement to complete a higher degree of other professional qualification (where applicable) | | relevant additional Master’s degree or additional professional certificate or diploma) 4.An acceptable record of participation in committee service in the library or university. | | | |
| University of Ottawa | Librarian I to Librarian V | ‘Continuing appointment’ considered at end of 2 year of 1 year preliminary appointment, depending on rank. | 1.Performance is satisfactory for duties specified in job description. 2.Specific conditions of the preliminary appointment, if any, are met. | Not required. | <u>Administrative Stream</u> 1.Has 5 years experience at Rank IV. 2.Performance appraisals in the most recent 4 years show performance in the majority of categories as “more than satisfactory”. 3.Member has held a major administrative position during 5 preceding years and performance is “more than satisfactory”. 4.Member has engaged in scholarly activities of sufficient quantity and the significance of which is deemed to be satisfactory by peers at the University of Ottawa. <u>Research Stream</u> 1.Has 8 years at Rank IV. 2.Performance appraisals in the most recent 6 years shows performance in the majority of categories is “more than satisfactory” 3.Member has held a major administrative position during 5 most recent years. | For librarians in the Research Stream, scholarly activities are reviewed by three external referees. | 19,739 | 40 |

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| | | | | | 4.Scholarly activities are significant. | | | |
| Queen’s University | General Libn/Archivist Assistant Libn/Arch Associate Libn/Arch Librarian/ Archivist | ‘Continuing appointment’ considered in year 5. Initial term of 3 years is renewed for a further 3 years. | 1.A record as a good librarian or archivist who has demonstrated the ability to assume responsibility and to perform assigned duties successfully. 2.Some evidence of high quality academic and/or professional development which is normally but not necessarily demonstrated by presentation or publication in a suitable professional, academic or artistic forum. 3.A record of professional university or community service which is contributing to the library, archive, university or broader academic community. | No fewer than 3 referees, one of whom must be external. | 1.A continuing record of professional accomplishment and a demonstrated ability to handle increased responsibility. 2.The member must demonstrate scholarly and/or professional development and significant achievement in the field of service or specialization. | No fewer than 5 referees, 3 of whom are external. | 15,758 | 41 |
| University of Regina | Librarian I to IV and Archivist I to IV | Confirmation of probationary appointment considered in year 2. | Consistent performance at Level Two or:. -competent fulfillment of basic duties and responsibilities of the position -broadens and deepens knowledge and increases productivity -demonstrates awareness, appreciation, endorsement and active support of university and library mission and goals -demonstrates successful and sustained leadership in identifying, | Not required. | 1.Consistent leadership and high quality work or administrative responsibility have established for them a regional or national peer reputation and whose advice and counsel are sought by professional associations, other libraries, and colleagues outside the university. 2.Holders of this rank represent a high order of either professional or scholarly achievement or administrative responsibility and/or achievement. | External referees – 3 chosen by candidate and 3 by the Director may be used for promotion to | 9,773 | 18 |

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| | | | <p>analyzing and designing, implementing and documenting cost-effective solutions</p> <ul style="list-style-type: none"> -demonstrates continuing proactive initiatives -demonstrates the beginnings of participation in relevant professional societies as well as in publication -evident promise of extended further development | | <p>3.Requires continuing demonstrated superiority and successful achievement, continuous professional growth, enhanced administrative responsibility and/or evidence of substantial and sustained productivity in terms of work accomplished supported by appropriate professional activities.</p> | <p>Librarian IV/Archivist IV at the request of, or with the concurrence of the academic staff member.</p> | | |
| <p>University of Saskatchewan</p> | <p>Librarian I to Librarian IV. Archivists are included.</p> | <p>Initial term renewal in 3rd year. Tenure review can take place the 4th, 5th or 6th year. Must be successful the 6th year.</p> | <p>1.Academic credentials 2.Knowledge of the discipline and field of specialization 3.Practice of professional skills;(has highest weighting) a) professional practice, b) scholarly peer reviewed work, c) peer reviewed teaching ability and performance. The promise of future development as an academic librarian and achievement in scholarly activity beyond that demonstrated at appointment, and the attainment of a national or international reputation in the discipline, will be important</p> | <p>Three external referees required.</p> | <p>Has provided a leading role in the Library and the profession and has a substantial record of sustained accomplishment. 1.Candidate has demonstrated a sustained high level of performance in professional practice and has established a reputation for expertise in the field among colleagues, and 2.Candidate as part of professional practice has made a significant contribution to the creation and dissemination of knowledge through scholarly work. There must be evidence of leadership in the establishment and execution of a clearly defined program of</p> | <p>Three external referees required.</p> | <p>14,810</p> | <p>36.5</p> |

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| | | | criteria in the evaluation process. | | scholarship and a positive indication that the candidate will remain active in scholarly work as well as professional practice. 3.Candidate will have disseminated results of scholarship in reputable peer reviewed outlets and contribution is recognized in other parts of Canada or internationally. | | | |
| Simon Fraser University | Librarian I to Librarian III | ‘Continuing appointment’ granted on successful completion of 12 month initial term appointment | Not specified. | Not required. | 1.Five years experience as a Librarian II. 2.Consistent high level of performance of Librarian II responsibilities. 3.Increased expertise and professional growth. 4.Ability to perform complex tasks independently and foster best interests of the library system as a whole. 5.Record of participation in other forms of professional activities. | Not required. | 13,000 | 26.6 |
| University of Toronto | Librarian I to Librarian IV | Must be considered for ‘permanent’ status in final or 3 rd year of appointment as Librarian II. This equates to the | 1.Effectiveness of work performance. 2.Academic achievement and activities, i.e. publications, teaching, advanced degrees or completion of other educational programs. 3.Professional achievement and activities, i.e. involvement in | Two internal referees required. An external referee is required for previous experience. | 1.Evidence of a record of excellent performance with demonstrated initiative, leadership and creativity. 2.As well as making an outstanding contribution to the library and the university, the candidate must submit evidence of substantial achievement in one or more of the following areas: | Referees only required if decision on promotion occurs at | 43,960 | 157 |

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| | | 5 th year of appointment. | professional activities and organizations. 4.Service to the library and the university, i.e. evidenced by preparation of internal studies and reports and responsible and effective involvement in library and university activities 5.Clear promise of continuing effectiveness and development. | | a)academic activities including research, publication and teaching b)professional endeavours including significant involvement in professional organizations c)service to the library and/or university 3.Candidate should be considered likely to continue to fulfill a vital role in the institution. | the same time as a decision on permanent status. | | |
| University of Victoria | Librarian I to Librarian IV | ‘Confirmed’ appointment tied to change from probationary to regular appointment in 2 nd year of appointment. For Librarian I includes automatic promotion to Librarian II. | 1.Professional performance. 2.Scholarly and professional activities which may include research in an academic subject, archival studies or librarianship, completion of advanced degrees and other relevant educational programs, planning, implementing or participation in workshops and conferences; participation in scholarly, library or professional associations; professional expertise used in service to the community at large. 3.University service. | Not required. | 1.A high level of professional expertise and an excellent record of professional performance at the Librarian III level. 2.A significant and sustained contribution over a substantial period of time in scholarship and professional activities and in university service. 3.Evidence of initiative, leadership, creativity and the ability to perform independently in professional activities of a complex nature. | Three referees required, at least one of whom must be external | 13,506 | 28 |
| University of Waterloo | | N/A Are support or administrative staff, not academic | N/A I found the point system for evaluation and promotion a very interesting idea, as it suggests a way of describing | N/A | <u>Administrative Librarians</u> 1.Promotion or (reclassification) based on growth in administrative responsibilities. <u>Non-Administrative Librarians</u> 1.Promotions are subject to the | Referees allowed, but not required. | 18,499 | 32 |

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| | | staff. | progression in a very understandable way. One might be able to adopt the concept without using the point system. There are 3 detailed levels of expectations outlined for each category of points. | | fulfillment of the criteria for professional advancement which is based on a point system. Total possible points: 53. - promotion from II – III requires 21 points - promotion from III – IV requires 27 points - promotion from IV – V requires 33 points - promotion from V – VI requires 39 points 2. Points are based on: i) academic achievement (i.e. credentials); ii) years of library experience; iii) job performance; iv) service; v) professional development and vi) specialized knowledge | | | |
| University of Western Ontario | Are considered support staff. | N/A | Applied for certification under the Faculty Association and are in the process of bargaining to establish a collective agreement for librarians and archivists. | | N/A | | 21,644 | 41 |
| University of Windsor | Librarian I to Librarian IV | ‘Permanent’ appointment after 5 years for Librarian I or II, and after 4 years for Librarian III | 1.Excellence and achievement in position performance given paramount consideration. 2.An appropriate combination of a) valuable professional and related academic contributions to the University; b) professional and | Not required. | 1.Promotion to Librarian IV requires evidence of a record of outstanding performance with demonstrated initiative, leadership and creativity. 2.Outstanding contribution to the University. 3.Candidate must submit evidence | Not required. | 10,564 | 25 |

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| | | and after 3 years for Librarian IV. | <p>related academic achievement (research defined as publication, formal study) and c) service to the community</p> <p>Research or creative work should be rewarded, recognizing the limitations on such activities because of scheduled demands on time and energy.</p> <p>Permanent appointment shall be granted to a candidate with a demonstrated standard of performance and ability consistent with the criteria for rank and position with potential for future development and contribution to the library and the university.</p> | | <p>of outstanding achievement in one or more of the following areas:</p> <ul style="list-style-type: none"> - professional endeavours including significant involvement in professional organizations. Can include publishing, formal study, professional growth, committee work. - Additional service to the Library and/or the University community. <p>3.The candidate should be considered likely to continue to fulfill a vital role in the institution.</p> | | | |
| York University | General Assistant Librarian | ‘Continuing appointment’ considered in year 5 at the latest and includes promotion to Associate. Year 1-3 is considered pre-candidacy (General | <p>1.Demonstrated excellence in position responsibilities and duties i.e. independence, creativity, significant contributions in analysis, evaluation, planning to improve operations, leadership in interpersonal relations.</p> <p>2.Professional development i.e. research/scholarship; evidence of growth in librarianship and knowledge of trends; publications or presentations in librarianship or</p> | Confidential letters from at least 4 internal referees; 2 for professional performance and knowledge and 2 for contributions to either one or both of the other areas. | <p>1.Performance of work is consistently outstanding and above the norm.</p> <p>2.Innovative work in designing and implementing new procedures and systems;</p> <p>3.Acceptance of increasing amount of responsibility and effective coordination of work of others.</p> <p>4.Leadership in inter-departmental work, committees, projects.</p> <p>5.Superior service to the library</p> | External referees optional. | 26,456 | 42 |

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| | | Libn). Year 4-5 is considered candidacy (Assistant Libn). | other subject areas; providing leadership in disciplinary or professional organizations. 3.Service to the university or other professional contributions to academic or general community. | | community. 6.Scholarship as evidenced by original research and publications. 7.Professional expertise including professional growth and contributions to the continuing education of other librarians and staff. | | | |
| French language universities | | | Not considered academic staff. Belong to support or administrative staff categories. | | | | | |