University of Waterloo Library

Librarians' Employment Handbook

University of Waterloo
Waterloo ON, Canada

Revised June, 2010
(Housekeeping updates April 2016, see pages 39-41 for details.)

Table of Contents

Foreword

University of Waterloo policies provide the authoritative statement of the terms and conditions of employment for all employees of the University[1].

The Librarians' Employment Handbook was last revised in 2004. The Handbook was first compiled as the University of Waterloo Professional Staff Manual in 1980 (revised in 1986, 1992, 2002, when the name of the document was changed to the Librarians' Employment Handbook). Its purpose is to promote a better understanding of, and consistency in, the application of UW policies and other provisions in human resources management that are unique to the Library. The document applies to all library staff employed in positions for which a degree in library and information science is required.

The Librarians' Employment Handbook[2] is reviewed and approved by the Associate Provost, Academic and Student Affairs and the Associate Provost, Human Resources. The University Librarian convenes a Librarians' Employment Handbook Review Committee to consider any substantive amendments. The committee consists of the University Librarian; Director, Organizational Services; four librarians (chosen by the librarians) representing various areas of the Library; and consultants as appropriate. Any library staff member to whom the document applies may direct a request for a substantive amendment to the University Librarian. Housekeeping changes (i.e., those that do not modify the intent of the document, such as changes in position titles, URLs) will be made as appropriate.

Revisions to the 2004 version were made in 2010 as a result of the work of a Librarians' Employment Handbook Review Committee established in July 2009. Members of the committee were:

> Eva Dodsworth, Librarian, University Map Library
> Anne Fullerton, Librarian, Information Services and Resources Department, Davis
> Mark Haslett, University Librarian (Chair)
> Tim Ireland, Librarian, Information Services and Resources Department, Porter
> Sharon Lamont, Director, Organizational Services
> Kathy Szigeti, Librarian, Information Services and Resources Department, Davis

The *Librarians' Employment Handbook* should be reviewed at least every 5 years to determine whether revisions or amendments are required.

Mark Haslett
University Librarian

June 2010

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[1] See: https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policies-numerical-order
[2] See: http://www.lib.uwaterloo.ca/staff/manuals/

Section 1: University of Waterloo Sixth Decade Plan (2007-2017)
Pursuing Global Excellence: Seizing Opportunities for Canada[3]

'Bold & daring' is embedded in UW's DNA. Conceived by founders who dreamed an improbable dream, from its beginning UW has steered a course that has set it apart. With a directed focus that nurtured specializations, in its short history of less than 50 years UW has already achieved enviable national and international recognition.

The circumstance precipitating UW's establishment in 1957 was the space race and the critical unmet need for engineers. Half a century later a very different circumstance, global competition, is informing how UW needs to direct its energies. To compete successfully in the global arena, excellence is a *sine qua non*. And our Sixth Decade will be the decade where a new kind of boldness and daring will ensure UW achieves the excellence required to make it a premier global competitor.

The University Plan is operational, not prescriptive, and is balanced by plans at the Faculty and academic support unit levels. The Sixth Decade Plan captures general principles which allow UW not only to advance its mission but to be flexible and able to respond as opportunities and challenges arise. UW is already moving ahead toward some of the goals articulated.

The Framework approved by UW's Senate and Board of Governors in 2004, provides the structure for cultivating, nurturing and promoting excellence in all reaches of the enterprise by achieving an even greater degree of academic distinction, becoming more academically and socially relevant, and having its initiatives supported by the necessary resources. In approving the Framework, the University's two governing bodies gave direction, clearly and unequivocally: pursue global excellence.

The Sixth Decade Plan and the Library

A strong and vibrant library is a vital component of an excellent teaching and research intensive university. The UW Library will continue to foster and be a model of collaboration, connectedness and partnerships. The UW Library will rank among the top research libraries in Canada, as evidenced by:

- quality and strength of information resources to support research, learning and teaching
- impact of educational programs
- high faculty, staff and student satisfaction with information resources, services and facilities
- innovative and effective use of technology to support delivery of services and information resources

[2016: Campus Strategic Plan and Themes; Library Review: Campus Consultation Document]

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[3] This section is excerpted from the University of Waterloo Sixth Decade Plan (2007 – 2017). For a history of UW, see Ken McLaughlin's book, *Out of the Shadow of Orthodoxy: Waterloo @ 50* (Waterloo, ON: University of Waterloo, 2007).

Section 2: Library's Mission Statement[4]

The University of Waterloo Library contributes to the achievement of the University's goals by collaborating with other members of the University community in teaching, research, learning and service.

The Library is committed to the following values:
- lifelong learning
- equitable access
- intellectual freedom
- confidentiality of access and records
- communication and cooperation
- continuous improvement

Client needs are primary, and the Library's goal is to create an environment for our clients to:
- become more informed and knowledgeable
- enhance their creative and critical skills
- be inspired by intellectual curiosity

The Library's greatest resource is staff, and it is our goal to be:
- guided by the mission
- client-focused
- empowered
- innovative and flexible

The Library trains and develops staff and provides the intellectual and physical environment to:
- identify the information needs of the client community
- relate those needs to available resources
- provide access to those resources
- facilitate the productive and proficient use of those resources

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[4] October 1994

Section 3: Goals and Objectives of the Library[5]

In support of the goal and objectives of the University of Waterloo and of its own mission statement, the goals of the Library are to provide access to information and recorded knowledge appropriate to the present and future needs of the academic community and to the University at large, and to facilitate the use of these resources.

This goal is defined by nine specific objectives. They are:
1. To select and acquire as economically and as expeditiously as possible materials which are pertinent to the University's present and future teaching and research programs.
2. To organize and administer the resulting collections and information resources so that any member of the University may have access to them.
3. To plan for and administer suitable accommodation for collections and information resources and related furnishings and equipment, so that members of the University may use them effectively.
4. To preserve and protect the collections and information resources for the benefit of future users.
5. To provide and administer services to assist library users to discover and make use of information pertinent to their needs, whether this information is available inside or outside the Library.
6. To foster and maintain effective working relationships between the University Library and other University academic and administrative departments.
7. To foster and maintain effective working relationships with the research community, and particularly with other libraries, in accordance with common goals and objectives.
8. To foster and maintain effective working relationships within the Library.
9. To continue to develop effective methods of allocating and administering available library resources (human, financial, bibliographic, physical, technological).

The University Library is governed by policies, which define and interpret these objectives. Many of these policies are policies of the University of Waterloo; some arise from recommendations made by University committees and governing bodies, and some are derived from national and international standards and agreements, accepted library practice, and simple expediency.

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[5] This document presents the goals, objectives and principal policies integral to the successful accomplishment of the Library's critical objectives. (July 1980, modified October 2002)

Section 4: The Role of Librarians

At its base, librarianship is responsible for supplying the lifeblood of the rest of the academy —
access to information for the advancement of knowledge, invention, and teaching.[6]

Librarians share in the creative, intellectual and administrative work of the University and are academic partners with the faculty. They participate in the governance of the institution as members of university governing bodies, faculty committees, and library committees. Librarians are committed to intellectual freedom, scholarship, and access to information. They have the right and responsibility to advocate for and to act on these commitments. Librarians contribute to the scholarly functions of the University, pursue professional development and further education, undertake research in library and information science or other academic disciplines, and participate in academic and professional associations.

Librarians build and develop a strong and vibrant library, a vital component of an excellent teaching and research intensive university as articulated in the Sixth Decade Plan. They draw from their expertise in library and information science, competence in academic disciplines, problem-solving and decision-making abilities, and teaching and management skills to accomplish many things, including:

- selection, acquisition and evaluation of information resources
- bibliographic control, metadata management, storage and preservation of information resources
- provision of instruction and promotion of information literacy and research skills
- collaboration with faculty and others to support UW's degree expectations for information literate and competent graduates
- collaboration on assignments that develop research skills and critical thinking
- database creation, abstracting, and indexing
- management of staff and of physical and financial resources
- development, evaluation, implementation and maintenance of library systems
- publication in peer-reviewed journals
- presentation of papers and posters at conferences

Throughout their work, librarians model collaboration, connectedness and partnership within the University of Waterloo and broader communities locally, provincially, nationally, and internationally.

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[6] Lowry, C, (2004). "Research and scholarship defined." *portal*: Libraries and the Academy 4.4 (2004) 449-453

Section 5: Terms and Conditions of Employment for Librarians

5.1   Recruitment and Appointments

Appointment to the position of Librarian requires an undergraduate degree plus a Master's degree from an American Library Association accredited program or equivalent professional credentials[7]. A second Master's degree may be preferred.

Vacant professional positions are advertised first within the University. It is the University of Waterloo's policy to promote qualified employees from within the University. Recruitment outside the University may be initiated if qualified candidates do not apply from within. If recruitment extends beyond the University, advertisements specify a closing date for the receipt of applications. Current job descriptions are available online at the time a position is posted.

Posting

Administrative Vacancies
When a vacancy occurs in an administrative position, administrative librarians and non-administrative librarians associated with the position are invited to contribute to the development of a posting.

Non-administrative Vacancies
When a vacancy occurs in a non-administrative position, librarians within the department in which the vacancy exists are invited to contribute to the development of a posting.

Composition of Interview Team

The recruiting manager appoints and chairs an interview team prior to the position being posted. The interview team is advisory to the recruiting manager and consists of the following members:
- University Librarian (depending on the level of the position)
- the appropriate Associate/Assistant Librarian
- Director, Organizational Services
- other professionals as appropriate
- professional and other staff of the appropriate library department
- a member of the University Human Resources department

Interview Process
Once the interview team is appointed, a pre-interview meeting is held for the following purposes:
- allow the recruiting manager to review the stated qualifications for the job
- establish a priority ranking among the qualifications
- enable team members to ask questions of the recruiting manager

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[7] For ALA Foreign Credentials Evaluation Assistance, see
http://www.ala.org/ala/educationcareers/employment/foreigncredentialing/forjobseekers/index.cfm.

Members of the interview team review the applications in the Library Office, with a view to developing a short-list of candidates. Information relating to applicants must remain confidential and may not be shared with any person outside the interview team. Within a week following the closing date for the receipt of applications, the interview team meets with the recruiting manager to recommend a short-list of candidates to be interviewed. If consensus cannot be reached about applicants to be interviewed, the recruiting manager makes the final decision.

The interview team recommends a candidate to the recruiting manager who makes the final decision, after consultation with the University Librarian. The Library's Director, Organizational Services, in consultation with the Human Resources Department, makes the offer of employment on behalf of the recruiting manager.

Probationary Period

As outlined in University of Waterloo Policy 18: Staff Employment, Appendix A, a probationary period is part of the initial employment contract with the University. Staff who transfer or are promoted within UW are not subject to another probationary period. The normal probationary period for librarians is one year during which time an incumbent's performance is regularly evaluated (frequency to be determined by the Manager and the Incumbent), and evaluations are conveyed to the incumbent. If it becomes necessary to terminate an appointment during the probationary period, the University Human Resources Department must be consulted before any action is taken. At the end of the probationary period, a probationary review committee is formed to review the incumbent's performance. See Appendix A: Probationary Review Guidelines for further details.

Upon successful completion of the probationary year at Librarian I, a librarian is moved to the level of Librarian II and is granted internal status. Librarians hired at and above Librarian II who successfully complete the probationary year are granted internal status but do not move to the next Librarian level. Promotions to levels beyond Librarian II are subject to fulfillment of the criteria for professional advancement. See Appendix B: Professional Advancement: Guidelines and Criteria for further details.

Upon occasion a librarian is hired having already successfully passed probation at the University of Waterloo. In the event that such a hire is as a Librarian I, the practice will be to follow a process similar to the probationary review process as described in Appendix A after the librarian is in the new position for one year. Subject to a successful completion of the review, the incumbent will be moved to the level of Librarian II.

5.2   Librarian Positions and Ranks

Salary classifications of librarian positions at the University of Waterloo fall into the University Support Group (USG):

- library administrative positions range from 11 to 20

- non-administrative librarians range from 8 to 13

For further details, see UW Policy 5: Salary Administration, University Support Staff (https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-5).

There are two distinct career paths available to librarians at the University of Waterloo.

A. *Administrative Librarians*

Administrative Librarians provide leadership, plan, develop and manage services, resources and systems to meet the current and future information needs of the UW academic community. Growth in an individual's administrative responsibilities may provide the basis for reclassification within the range of grades established for the position. The University recognizes the following grades for administrative librarians:

Department Heads/Managers (USG 11-13)

Department Heads/Managers have administrative responsibility for library departments, units and functions. They provide leadership and direction in their areas of responsibility. The position of Library Department Head/Manager is classified at USG 11 through USG 13 based on the responsibilities of the position. Promotion or appointment to the position of Department Head/Manager is subject to the appropriate Associate/Assistant Librarian's or the University Librarian's assessment of the applicant's ability to do the job as determined by the process described in section 5.2 Positions currently held by Department Head/Managers who are librarians are:

        Head, Collection Development
        Head, Davis Information Services & Resources
        Head, Digital Initiatives
        Head, Porter Information Services & Resources
        Head, Special Collections & Archives

Assistant University Librarians (USG 12 - 14)

Assistant University Librarians are responsible for managing the library's acquisitions budget, coordinating the acquisition, design, delivery, evaluation and promotion of library services, resources and programs to support teaching and learning at the University of Waterloo. Assistant University Librarians participate actively in the general administration of the Library. The position of Assistant University Librarian is classified at USG 12 through USG 14 based on the responsibilities of the position. Promotion or appointment to the position of Assistant University Librarian depends on the candidate's administrative experience and on the University Librarian's assessment of the applicant's ability to do the job as determined by the process described in section 5.2.

Currently there are no Assistant University Librarians.

Associate University Librarians (USG 14 - 16)

Associate University Librarians provide leadership in the strategic planning, development and provision of library services, resources, programs and systems to support current and future needs

of the UW academic community. Associate University Librarians participate actively in the general administration of the Library. The position of Associate University Librarian is classified at USG 14 through USG 16 based on the responsibilities of the position. Promotion or appointment to the position of Associate University Librarian depends on the candidate's administrative experience and on the University Librarian's assessment of the applicant's ability to do the job as determined by the process described in section 5.2.

Currently there are two Associate University Librarians and one Director:
> Associate University Librarian, Digital & Discovery Services
> Associate University Librarian, Information Resources & Academic Excellence
> Director, Organizational Services

University Librarian (USG 20)

The University Librarian is responsible for directing the planning, development and provision of library services, resources, programs and systems to support current and future needs of the UW academic community. The incumbent provides leadership in cultivating an environment that promotes excellence in research, learning and scholarship. The University Librarian collaborates with other leaders within the University and the broader scholarly and library community. The position of University Librarian is classified at USG 20 based on the responsibilities of the position. Promotion or appointment to the position of University Librarian is subject to the Vice-President Academic & Provost's assessment of the applicant's ability to do the job. The assessment is carried out in consultation with an advisory committee composed of library staff and other members of the University community.

B. *Librarians*

The University recognizes six ranks for non-administrative librarians. Consideration for promotion to any level is available to librarians who have achieved the previous level.

Criteria for Promotion
On successful completion of the probationary year at Librarian I, a librarian is granted internal status at the level of Librarian II. Promotion to subsequent levels is subject to fulfillment of the criteria for professional advancement. See Appendix B: Professional Advancement: Guidelines and Criteria for further details.

Librarian I (USG 8)
The emphasis at this rank is on continuing acquisition of knowledge and skills, demonstration of increased competence and professional growth. Librarians in this rank independently perform some professional functions of limited scope. A supervisor directs most professional work.

Librarian II (USG 9)
Librarian II is the level of a competent librarian with a good understanding of the principles and practices of librarianship. While continuing to develop knowledge and expertise, the Librarian II works more independently within established practices and procedures.

Librarian III (USG 10)
The librarian is fully competent in all areas of job responsibility. The Librarian III has recognized expertise and is able to provide guidance to less experienced Library staff. There should be clear promise of continuing professional growth and demonstrated ability to handle increased responsibilities in areas of specialization.

Librarian IV (USG 11)
This is the level of an experienced specialist whose job responsibilities require both extensive knowledge of librarianship and experience in applying that knowledge. The Librarian IV contributes to the Library through, for example, undertaking original planning; assuming responsibility for a specific library process, service, or function; delineating more effective and efficient techniques for processing, accessing and disseminating library information resources or defining user requirements. The Librarian IV contributes to the Library and the University as well as either the library profession or an academic discipline.

Librarian V (USG 12)
This is the level of a highly skilled professional librarian with a long-standing record of accomplishment. At this level, the librarian has a record of excellent performance with demonstrated initiative, leadership and creativity. Librarians at this level make significant professional contributions to the effectiveness of the Library, the University or professional accomplishments recognized in the discipline of library and information science.

Librarian VI (USG 13)
This is a senior position within the Library and the highest classification level for non-administrative librarians. This level is reserved for those who make outstanding contributions to the profession or the broader academic community. Librarians at this level have a history of distinguished service to the Library and University and substantial professional or related academic achievement. These individuals are widely recognized for their specialized knowledge and contribute to the overall development of the Library by, for example, providing leadership, actively mentoring and sharing expertise with their colleagues.

Librarian Positions and Ranks: A Summary

Administrative Librarians

Rank	USG Grade
Department Head/Manager	11-13
Assistant University Librarian	12-14
Associate University Librarian	14-16
University Librarian	20

Librarians

Rank	USG Grade
Librarian I	8
Librarian II	9
Librarian III	10
Librarian IV	11
Librarian V	12
Librarian VI	13

5.3   Salary Policy

To ensure fair and equitable salaries, the University Human Resources Department reviews the University's salary structure at least once a year.

UW staff salary structure includes 21 University Support Group (USG) salary ranges each composed of a Minimum (80%), a Job Value (100%) and a Maximum (120%). The job value is considered an appropriate salary for a fully qualified and experienced incumbent fulfilling all of the requirements of a position in a completely satisfactory manner. The salary of newly hired individuals is normally between the minimum and the job value.

Salary increases are based on merit. There are no scale/general/cost-of-living or across-the-board increases. The May 1 increase for each individual is contingent upon a number of factors including the incumbent's position in the salary range with respect to the job value, the results of a performance appraisal and the total amount of funding available for merit increases. For further details, see UW Policy 5: Salary Administration, University Support Staff (http://www.adm.uwaterloo.ca/infosec/Policies/policy5.htm) and UW University Support Staff Compensation Program (https://uwaterloo.ca/secretariat-general-counsel/documents-potential-interest/university-waterloo-university-support-staff-compensation).

5.4   Vacation

During the Vacation Credit Year (July 1 to June 30), staff members accumulate Vacation Credits which are available to be used as paid vacation during the following year. Vacation Credits for regular full-time staff members, for the first year of employment, will be pro-rated. The number of Vacation Credits is dependent upon duration of service.

All staff are entitled to three weeks of vacation after one year of employment and four weeks after four years of service. Vacation time should be scheduled at mutually agreeable times for

both staff members and Department Heads/Managers, keeping in mind the work requirements of the department and the convenience of the individual.

Normally, Vacation Credits may not be used in the Vacation Credit Year in which they are earned. Exceptions will be considered on an individual basis and may be approved at the discretion of the Department Heads/Managers. If an exception is allowed, the amount of vacation taken should not exceed the amount of Vacation Credit available at that point in time.

For further details, see UW Policy 6: Vacation—Staff
(http://www.adm.uwaterloo.ca/infosec/Policies/policy6.htm)

5.5   Paid Holidays

Staff members are entitled to ten paid holidays each year. In addition, there will be not less than three nor more than four "floating" days, determined at the discretion of the President, dependent upon the day of the week on which Canada Day, Christmas and New Year's fall. The University routinely closes between Christmas and New Years. December 24 will be a paid day off for university support staff when it falls on a working day.

For further details, see UW Policy 38: Paid Holidays
(http://www.adm.uwaterloo.ca/infosec/Policies/policy38.htm).

5.6   Pensions and Benefits

All librarians at the University of Waterloo have coverage as outlined in UW Policy 23: Eligibility for Pension and Benefits.

5.7   Promotions

Only librarians who have passed probation are eligible to apply for a promotion in one or more of the ways described below:

(i) Position Reclassification is available to administrative librarians who can demonstrate that their job has grown e.g. they took on supervisory or managerial responsibilities, provided leadership and direction within an administrative unit, or participated in the general administration of the Library.

The incumbent's Manager requests a review of changes in the job description content and the Director, Organizational Services, submits the request for a position evaluation to the Human Resources Department. Reclassifications are accompanied by a salary increase.

(ii) Professional Advancement is available to all librarians. Using the documentation outlined in Appendix B (Professional Advancement: Guidelines and Criteria) a librarian must

demonstrate increased proficiency in job performance and professional activity (broadly defined). Librarians move up one salary grade level (up to USG 13). Professional advancement is accompanied by a salary increase. *Note:* The USG classification of an administrative position does not change if the incumbent is promoted via professional advancement.

(iii) Librarians may apply for a job at a higher USG grade than their current position. If the Librarian gets the position, there is normally a salary increase.

(iv) A librarian may be temporarily reassigned to another position in the Library or seconded to another positon on campus which is at a higher USG level than their current position. During the temporary assignment, the librarian will normally receive a stipend. At the end of the assignment, the librarian returns to their previous position**.**

5.8   Performance Appraisals

The annual performance appraisal is an opportunity to provide confidential constructive feedback to staff regarding their performance in relation to the requirements of the job description, as well as to identify areas of success, the need for improvement if necessary, and opportunities for the future. It enables librarians and their managers to exchange ideas about how their performances affect each other, other library staff, and library clients.

Each staff member of the University of Waterloo receives a systematic performance review once a year. The results of this review are reflected in the merit increase that a staff member normally receives on May 1. Other appraisals may take place to review the objectives set for the current year, and to revise priorities as necessary.

5.9   Progressive Discipline, Including Dismissal from Employment

As specified in UW Policy 18: Staff Employment, disciplinary action is intended to be corrective, not punitive. This is consistent with the principles of progressive discipline and provides a constructive means for staff to understand the supervisor's work-related concern(s) and make efforts to improve. Disciplinary action differs from instruction, discussion, and constructive feedback, which are part of the normal work environment.

In all but exceptional circumstances, supervisors must discuss, within a reasonable amount of time, the concern(s) with the staff member prior to initiating disciplinary action. Supervisors must be cautious about handling third-party reports of problem situations and must conduct first-hand investigation to ensure that the information received is not hearsay, gossip, or rumour; allegations must be discussed with the staff member to give her/him a chance to respond.

For further details, see UW Policy 18.6: Staff Employment - Terminating Employment (https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-18-staff-employment#Terminating Employment).

5.10   Dispute Resolution

Librarians who have completed probation have recourse to the provisions of UW Policy 36: Dispute Resolution for University Support Staff. This Policy provides a confidential, effective and fair way to resolve problems, disputes, misunderstandings and disagreements concerning management action or inaction directly affecting a staff member. Complaints concerning the failure to apply or misapplication of a University policy, procedure or guideline may include matters such as abuse of supervisory authority, demotion, working conditions, discipline and discharge.

UW is committed to the following:

- A staff member has the right to question management decisions, in confidence and without reprisal or fear of reprisal.

- Questions, concerns and debate are healthy and encouraged.

- It is in the best interests of staff and UW to address concerns in good faith, informally and in a timely manner.

- Resources are available to staff to assist in the resolution process.

- A staff member has the right to proceed formally if the informal process proves unsuccessful or to bypass the informal stage and proceed directly to the formal stage.

- Everyone involved in the dispute resolution process will hold all matters in confidence and conduct themselves in a professional manner.

Responsibility for initiating the dispute resolution process rests with the staff member who is experiencing a problem. A group complaint can be brought by a group of staff members who seek the resolution of the same issue.

For further details, see UW Policy 36: Dispute Resolution for University Support Staff and Appendix A: Procedures. (http://www.adm.uwaterloo.ca/infosec/Policies/policy36.htm).

5.11   Loss of Employment

The Library may be required to reduce its staff complement due to financial constraints or in light of organizational change. The provisions that apply to staff whose positions are so eliminated are described in UW Policy 18.6 - Terminating Employment, Terminations Due to Organizational Change.

Upon occasion, loss of employment may be the outcome of disciplinary action. In such cases, formal disciplinary procedures will have been implemented. For further details, see the preceding section 5.9 or UW Policy 18.6 - Terminating Employment, Terminations for Performance.

5.12   Resignations

It is normal practice for librarians to give at least 30 days notice before leaving the University.

5.13   Support for Professional Development

"UW is committed to life-long learning and recognizes the important role training and development plays in ensuring staff have the knowledge required to take on the complex responsibilities the evolving workplace demands." (UW [Policy 18.3: Staff Employment - Training, Development and Mobility](.).)

The Library has a strong tradition of actively supporting professional development through various leaves, funding opportunities, and access to research materials as described in this section of the LEH. Librarians are expected to engage in activities that enhance their professional development and are recognized and rewarded for their endeavours. Librarians and their managers are encouraged to work in partnership "in the pursuit of personal and professional development opportunities." (UW [Policy 18.3: Staff Employment - Training, Development and Mobility](.).)

Librarians and their managers work in partnership to accommodate time away from other duties so librarians can engage in professional development opportunities and activities. For example:

- preparing for presentations and publications
- research planning, data analysis, etc.
- reading the professional library and information science and related literature
- taking courses at UW or another institution
- various leaves, including attendance and participation at conferences

Specific professional development opportunities and related processes

Courses at UW or another institution
Attendance may be granted up to three hours within normal working hours each week to pursue credit courses that are determined to be of value to the Library. Leave will be granted subject to the approval of the appropriate manager who must ensure that his/her department continues to offer a normal level of service. The Director, Organizational Services, must be advised of all such leaves.

Process: Fill in a Request to Enrol in a Course form (http://www.lib.uwaterloo.ca/staff/liboff/course.html). For further details, see UW Policy 4: Benefits to Staff and Faculty Undertaking Part-Time Educational Programs (http://www.secretariat.uwaterloo.ca/Policies/policy4.htm).

Leaves
The University recognizes that leaves may benefit the institution, as well as staff members. The Library encourages librarians to consider opportunities for leaves. The granting of a leave of absence, with or without pay, will depend upon the following:

- Conditions specified in UW Policy 39: Leaves of Absence for Staff Members
- The appropriate manager must ensure that his/her department can continue to offer a normal level of service
- The Library's and University's estimation of the value of such a leave to the University as well as to the individual

Summary of Leave Information

Leave	Time Frame	Documents - Required	Approval Process
(i) Conference	1 – 7 days	See Appendix D: Funding for Professional Development, noting Criteria Submit request form, including details, reasons for attending, costs.	Your Manager, in consultation with his or her manager (up to $1,500 per annum) Library Executive (if over $1,500 per annum)
(ii) Observation	1 – 7 days	Project description, benefits & expected outcomes	Your Manager, in consultation with his or her manager Library Executive (if funding required)
(iii) Study	More than 1 week Up to 1 year	See Appendix C: Study Leave: Guidelines and Application Form Submit application form, including CV, project description, benefits to UW, funding, qualifications, expected outcome, etc.	• Review with Manager at least 4 mo. before leave • Submit documentation to Director, Organizational Services • Study Leave Review Committee advises University Librarian • Final approval: Provost
(iv) Without Pay	Up to 4 months More than 4 months to 1 year	See UW Policy 39.2: Full Unpaid Leaves of Absence Written request including impact on the department	Review with Manager & HR Final approval: University Librarian
(v) Self-funded	6 months to 1 year	See UW Policy 39.3: Self-Funded Leaves of Absence & Appendix A: Self-Funded Leaves of Absence through a Deferred Salary Leave Agreement Written request including impact on the department. Deferred salary leave agreement	Review with Manager & HR Final approval: University Librarian Agreement to HR at least two months prior to leave

(i) Conference Leave

Leave with salary may be granted to attend conferences, meetings, seminars, workshops, or other related activities. Subject to budgetary constraints, the Library may also grant reasonable expenses, including registration fees, travel, hotel, and food.

Process: procedures for applying for conference leave and an online form are explained in Appendix D: Funding for Professional Development.

(ii) Observation Leave

The University recognizes that the study of systems, services, facilities, or scholarly information resources may be of benefit to the professional development of a librarian. Therefore, the University may grant special leave for this purpose.   Normally, this type of leave will range in length from 1 – 7 working days.

Process: Requests for observation leave should be accompanied by a project description which includes benefits and outcomes. Such requests are reviewed and approved by your manager, in consultation with his or her manager. Where funding is required, final approval by the Library Executive is needed.

(iii) Study Leave

A study leave, defined in Policy 39 as a leave of longer duration than the usual conference or short course, is an important feature of academic life. Such leaves provide release from regular duties for a period of time for research or other scholarly work, completion of a project or course of study, etc. A study leave may be granted on full or partial salary, depending on the circumstances.

Process: Procedures for applying for a study leave and an online form are explained in Appendix C: Study Leave: Guidelines and Application Form**.**

(iv) Leave without Pay

Leave without pay may be granted for a period of up to one year. There must be an expectation of return to the University at the end of the requested unpaid leave. *Examples:* short time period: one week when all available vacation has been used; extended time off: to travel to another country. Leaves in excess of four calendar months must also be approved by the appropriate senior administrative officer (i.e., University Librarian). In all cases, copies of written approvals must be given to Human Resources.

Process: Requests for leave without pay are considered individually on their merits and recommended for approval by the Department Head/Manager. For further details, see UW Policy 39: Leaves of Absence for Staff Members (http://www.secretariat.uwaterloo.ca/Policies/policy39.htm).

(v) Self-funded Leaves

Approved unpaid leaves of six months to one year may be self-funded through a deferred salary leave agreement signed with the University.

Process: For further details, see UW Policy 39: Leaves of Absence for Staff Members (http://www.secretariat.uwaterloo.ca/Policies/policy39.htm).

Funding for professional development

All librarians on regular appointments can apply for funding to support professional development. Professional development activities include but are not limited to conferences, workshops, and observation leaves. There is no formula-driven method of determining which requests will be granted and at what level of funding. However, if an individual's requests in a fiscal year exceed $1,500 (subject to annual review), the application is subject to the approval of the Library Executive Committee.

The following criteria reflect principles and standards that may be used to assess the merits of a request and to determine the allocation of funds. These criteria should be kept in mind when applying for funds:

- Benefit of the professional development activity to the individual
- Benefit of the activity to the Library and/or its partners (e.g., the extent to which the activity would support/enable the Library's strategic goals)
- Benefit of the activity to the University
- Contribution of the activity to the library profession
- Role of the requestor in the activity (e.g., contributor vs. attendee)
- Relationship of the activity to previous skill/knowledge development (e.g., other research or professional development activity)
- Proposed outcomes as to the dissemination of knowledge and information and the extent to which the requestor becomes a resource to others; i.e., evidence of active sharing and usage of experience gleaned

When a professional development activity (including travel when required) falls on a Saturday or Sunday or on a University holiday, equivalent time off (up to 7 hours per day) may be taken at a time to be arranged with the individual's manager.

Process: For further details, see Appendix D: Funding for Professional Development.

Access to Research/Study Materials

The Library recognizes that carrying out research may require access to research materials not held within TUG. In some cases, it may be possible to satisfy these needs by, for example, suggesting that a selector purchase the items on a particular fund, by borrowing the items through Interlibrary Loan, or by visiting libraries that hold copies of the items. In other cases, for example, when extensive ongoing consultation of the material is required, this may not be practicable, and a copy of the item will need to be purchased. Items purchased in this way will be library property. A list of materials purchased for professional development/research will be made available annually.

Process: If the purchase cost is less than $150.00 Cdn. a request to order the item may be sent to the Head, Collection Development. For items with a purchase cost of more than $150.00 Cdn. the request should be submitted to the Associate University Librarian, Information Resources & Academic Excellence, for approval. At the end of each fiscal year, this arrangement will be reviewed to assess its efficacy. Continuation of this arrangement is subject to budgetary constraints.

5.14   Representation on Library and University Bodies

In an effort to advance learning, transfer knowledge, contribute to administrative decision making, and foster strong inter-departmental working relationships, librarians are encouraged to participate in various committees within the Library, its various partners, such as OCUL and TUG, and the University at large.

A list of these committees is available at:
http://www.lib.uwaterloo.ca/staff/groups/index.html
and   http://staff.tug-libraries.on.ca/documents/tugcommittees.html

Several university bodies include library representation. A list is available at:
http://www.lib.uwaterloo.ca/staff/committeesuw.html

Librarians are eligible, as well, for appointment or election to any university committee on which there is staff representation.

Appendix A: Probationary Review Guidelines

As outlined in UW [Policy 18 (Appendix A: Hiring at Waterloo, e: Probationary Periods)](#), a probationary period is part of the initial employment contract with the University. Staff who transfer or are promoted within UW are not subject to another probationary period.

The normal probationary period for librarians is one year during which time an incumbent's performance is regularly evaluated (frequency to be determined by the Manager and the Incumbent), and evaluations are conveyed to the incumbent. At the end of the probationary period, a probationary review committee is formed to review the incumbent's performance.

Upon occasion a librarian is hired having already successfully passed probation at the University of Waterloo. In the event that such a hire is as a Librarian I, the practice will be to follow a process similar to the probationary review process after the librarian is in the new position for one year. Subject to a successful completion of the review, the incumbent will be granted status at the level of Librarian II.

The following guidelines inform the deliberations of the review committees:

A. General

The purpose of the probationary review committee is to review a librarian's performance during his/her probationary period (see UW [Policy 18: Staff Employment](#)) to determine whether to grant the librarian internal status.

In reviewing performance, the committee will consider whether the librarian has discharged his/her responsibilities professionally, competently, and completely, and whether he/she has established and maintained constructive working relationships with his/her colleagues and library clients.

The committee serves in an advisory capacity to the candidate's manager. The proceedings of the meetings and all comments made regarding the candidate must remain completely confidential. No minutes are kept.

B. Procedures

1. A probationary review committee is established by the University Librarian before the end of the probationary period, consisting of the following:

   - University Librarian (Chair)
   - Director, Organizational Services
   - appropriate Associate/Assistant Librarian
   - departmental manager(s)

- three staff members who have been associated with the incumbent in the performance of his/her duties. The University Librarian, the incumbent's departmental manager(s), and the incumbent each name one of these three.

Anyone asked to serve on a probationary review committee may decline.

2. The manager to whom the librarian reports presents to the committee an evaluation of the librarian's performance.

3. Committee members then have an opportunity to support or question the evaluation based on their knowledge of the librarian's work.

4. It is the responsibility of the librarian's supervisor, in consultation with the latter's supervisor, to decide whether to:
   - grant the incumbent internal status
   - extend the incumbent's probationary period to allow more time to evaluate his/her performance
   - terminate the incumbent's employment

5. If a librarian's probationary period is extended, his/her performance will continue to be reviewed regularly. Prior to the end of the extension period, the probationary review committee is reconvened, and its members are asked to recommend whether to:
   - grant the incumbent internal status
   - terminate the incumbent's employment

6. The librarian's supervisor advises committee members of his/her decision, informs the librarian, and confirms it in writing. In all cases, the University Librarian is consulted before the librarian is advised.

Appendix B: Professional Advancement: Guidelines and Criteria

In the course of a librarian's career, significant growth is achieved in job performance and professional activity, broadly defined. Personal and professional growth, enrichment, and development occur as a result of experience and academic achievement; service to the Library, the University, or the broader library or scholarly community; and by professional activities including, for example, participating in professional associations, publishing, and continuing education. The purpose of this document is to provide for recognition of growth and increasing levels of professional accomplishment.

A. Guidelines

The following guidelines inform the deliberations of the professional advancement review committee. Professional advancement is available to all regular full-time and regular part-time librarians. A satisfactory or superior level of performance on the job is required before a librarian can be considered for advancement.

a) General

1. The purpose of a professional advancement review committee is to consider the achievements and qualifications of a librarian with a view to recognizing outstanding contributions to the Library, the University, or the broader library or scholarly community.

2. The proceedings of the meeting and all comments made regarding the candidate must remain completely confidential.

b) Procedures

1. A librarian initiates promotion procedures by selecting an advocate* who will assist him/her with the preparation of documentation outlining accomplishments in light of the criteria for professional advancement. The advocate will present the completed documentation to the University Librarian who will strike a committee to consider the case for promotion.

2. This committee consists of:
   - University Librarian (Chair)
   - Director, Organizational Services
   - candidate's departmental manager(s)
   - candidate's advocate
   - three others who have been associated with the candidate in his/her job-related or professional activities. The University Librarian, the candidate, and the candidate's supervisor each name one of these three.

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* The advocate is a library staff member chosen by the candidate. The advocate may be the candidate's supervisor. The advocate presents the case for promotion at the professional advancement review committee meeting.

Anyone asked to serve on a professional advancement review committee may decline.

3. Additional documentation may include:
   - self-evaluation
   - letters from colleagues either from within the Library, the University, or the broader academic community
   - copies of publications, reviews, or presentations
   - records of committee activities
   - other pertinent data

4. No minutes are kept; however, committee members are encouraged to make notes for their own use in preparing a written recommendation.

5. The minimum number of points required to progress from:

Librarian II to Librarian III	21
Librarian III to Librarian IV	27
Librarian IV to Librarian V	33
Librarian V to Librarian VI	39
Total points available	53

   No half points should be awarded. A candidate may advance without necessarily earning points in all of the areas under section B, "Criteria."

6. At the conclusion of each meeting, after discussing the candidate's qualifications for advancement in the light of each of the criteria, committee members are asked to submit anonymously their total points for the candidate. The University Librarian then discloses the highest, the lowest, and the median points. These point totals are then destroyed. Committee members are asked to submit their final point totals and written recommendations to the University Librarian within the next 3 working days.

7. The decision about whether a librarian will be promoted rests with the University Librarian, and that decision is based on recommendations and specific comments of committee members.

8. The University Librarian advises committee members and informs the candidate. The University Librarian will confirm his/her decision in a letter and will meet with the candidate for a confidential discussion of recognized achievements and opportunities for the future.

B. Criteria
   The criteria and rating scale are designed to recognize and reward those individuals whose contributions enrich the Library, the University, or the broader library or scholarly

community. The criteria were developed by a committee of professional staff and have been approved by the University Human Resources Department.

a) Academic Achievement

M.L.S. or equivalent professional credentials	2
Additional diplomas, degrees, or other academic/professional qualifications	3
Additional subject Master's degree(s)	4-5
Doctorate	6

b) Library Experience

Library experience refers to the number of years in which the candidate has worked as a librarian.

One – two years	1
Three – four years	2
Five – six years	3
Seven – eight years	4
Nine years or more	5

c) Job Performance

The candidate is expected to demonstrate a high level of competence in his/her areas of assigned responsibility as described in the job description. Job performance is the most important criterion for promotion because it contributes most directly to the effectiveness of the Library and the services provided to the university community.

Assessment of job performance is supported by reference to performance appraisals and evaluation by the appropriate manager(s) and other committee members. The assessment may also be supported by appraisals from university colleagues and other clients as appropriate.

Foundation   1-4
The librarian meets the requirements of the
position effectively in all key areas and
sometimes performs at a superior level.

Intermediate   5-9
The librarian's performance significantly
exceeds the requirements of the job in one
or more key areas. His/her approach to the
job regularly produces exceptionally good
results.

Advanced   10-13
The librarian consistently performs all
aspects of the job in a clearly distinguished
way. Her/his exceptional performance
accomplishes outstanding results that are
recognized throughout the Library or
broadly within the University.

d) Service

Service is defined as action that benefits the Library, the University, or the broader library
or scholarly community through, for example: participating on teams, committees, and
other work groups at the local, TUG, OCUL or national/international level; undertaking
cooperative initiatives with other university colleagues; participating in training or
teaching programs; using one's professional skills as a volunteer in the community. In
recognizing service, consideration is given to the quality and extent of contributions of
the individual.

Examples include:

Foundation   1-2
Contributes to the Library by participating
in a committee or task group
Engages in work with TUG colleagues

Intermediate   3-5
Actively contributes to the Library, the
University, or the broader community by,
for example, taking on additional
responsibilities within committees or task
groups
Participates in presenting or planning
workshops or seminars (outside the scope
of the individual's job) for staff, students,
or faculty members
Engages in initiatives individually or with
other members of the Library, the
University, or the broader community to
improve services or systems

Advanced   6-7
Consistently provides exceptional service to
the Library, the University, or the broader
community by, for example, chairing a
committee or task group

Plans or coordinates seminars or workshops (outside of the scope of the individual's job) for staff, students, or faculty members
Develops innovative solutions to problems resulting in widely recognized service or system enhancement, working individually or in cooperation with other members of the Library, the University, or the broader community

e) Professional Development

Librarians are expected to engage in activities that enhance their professional development. Professional activities may include, but are not limited to, participating in professional associations, publishing in a professional or scholarly journal, or engaging in continuing studies.

In recognizing professional development, particular importance is ascribed to the librarian's ability to apply and share the knowledge gained, and evidence of benefit to the Library, the University, or the broader library or scholarly community.

Examples include:

Foundation   1-2
Joins and attends conferences or meetings of professional or scholarly associations
Maintains an awareness of recent professional literature and developments in fields of professional or scholarly interest

Intermediate   3-5
Participates in continuing education such as workshops, seminars, study sessions, or conferences
Participates in the work of professional or scholarly associations
Presents a paper or publishes in a professional or scholarly publication
Engages in research in areas of specialization

Advanced   6-7
Demonstrates leadership in professional or scholarly associations by, for example, chairing a committee or serving on the executive
Makes outstanding professional or scholarly contributions in the form of widely recognized publications or presentations
Receives recognition from the professional or scholarly community in the form of an award or funding from a granting agency
Engages in advanced study and research in areas of specialization that may lead to a further academic degree.

f) Specialized Knowledge

Specialized Knowledge is authoritative knowledge and ability in an academic discipline or area of professional specialization. A candidate's specialized knowledge is indicated in part by the degree to which others consult him/her for advice and guidance.

Foundation   1-2
The librarian has and is able to communicate a good understanding and a depth of knowledge about an academic discipline or area of professional specialization such that others may approach the candidate for advice and guidance. That knowledge is recognized and called upon by the librarian's departmental colleagues and clients.

Intermediate   3-4
In addition to the above, the librarian's expertise is recognized and called upon by the librarian's colleagues library-wide.

Advanced   5-6
The librarian has a broad and deep understanding of an academic discipline or area of specialization. The librarian's expertise is called upon by the university community or by the larger community.

Expert   7-8
The librarian has proven ability to apply
knowledge and expertise creatively and is
called upon at the provincial, national, or
international level.

g) Leadership
Leaders foster commitment by creating a positive environment within which people are
motivated towards the achievement of individual or group goals. Leadership includes the
ability to guide, direct, and influence. Leaders are found not only among managerial or
supervisory staff; strong leaders exist throughout the organization.

Foundation   1-2
The librarian fosters constructive
relationships with others in order to achieve
positive outcomes, and interacts tactfully
with people who have differing opinions.
The librarian serves as a resource person to
less experienced individuals on difficult or
complex matters.

Intermediate   3-5
The librarian builds productive and
collaborative relationships and provides
advice and guidance to individuals formally
or informally. The librarian's
encouragement results in the participation
of others in achieving common goals. The
librarian may have a supervisory, functional
direction, or team leader's role.

Advanced   6-7
The librarian inspires others to take actions
of continuing and significant value to the
organization. The librarian takes initiative
in identifying issues of consequence and
fosters creative and innovative approaches
to problem solving. The librarian may have
a supervisory, functional direction, or team
leader's role.

Appendix C: Study Leave: Guidelines and Application Form

Preamble

The University recognizes that study leaves may benefit the institution, as well as individual staff members. The Library has a strong tradition of actively supporting professional development and encourages librarians to discuss opportunities for leaves with their managers.

General Information

Applications for study leaves submitted by Library staff are reviewed by the Library *Study Leave Review* Committee, an advisory committee to the University Librarian.

The Library Study Leave Review Committee consists of the University Librarian (Chair), the Director, Organizational Services, the candidate's Department Head/Manager, and three others who have been associated with the candidate in his/her job-related and/or professional activities. The University Librarian, the candidate, and the candidate's supervisor each name one of these three.

The decision to recommend that the Provost grant a study leave rests with the University Librarian. The granting of a leave of absence, with or without pay, is subject to the provisions in UW Policy 39: Leaves of Absence for Staff Members. The Vice President, Academic, and Provost must give final approval on the terms and conditions of a paid study leave.

The University Librarian will inform the members of the committee and the applicant of the Provost's final decision.

Procedure

All the information required for the evaluation of an application should be submitted in writing to the applicant's immediate supervisor at least 4 months prior to the date(s) for which the leave is being requested.

Applicants should ensure that their applications are complete, concise and clear.

It is the applicant's responsibility to prepare and review an application for leave with his/her Department Head/Manager. The applicant and the Department Head/Manager should discuss means of meeting the needs of a department during a leave. The Library will endeavor to provide means to allow for minimal disruption to departments, subject to budgetary constraints. The application should be discussed and reviewed with the next level of management prior to submission of the final application.

The following documents should accompany the final application:
1. an up-to-date curriculum vitae/ resume

2. a summary of the applicant's research project or course of study for which the leave is being requested, including: a clear statement of objectives, any work already completed, and the work to be undertaken during the study leave
3. a summary of the applicant's particular qualifications to undertake the project (e.g. educational qualifications: credit and non-credit, previous related research and publications, relevant employment background)
4. a statement of the expected result of the project, including, where applicable:
   a. published material
   b. significance and future use of results
5. a statement of the expected benefits of the study leave to:
   a. the applicant
   b. the Library
   c. the University
6. where applicable, a list of agencies to which the applicant has applied for support, and an indication of any funding that has been awarded.
7. Additional documentation such as the following may be submitted if thought pertinent: letters from colleagues either from within the Library, the University, or the broader academic community; copies of publications, reviews, or presentations; records of committee activities; etc.

The applicant submits the application and the supporting documentation to the Director, Organizational Services who brings it forward to the Library Study Leave Review Committee.

Prior to applying for study leave, a staff member may wish to consult with the Director, Organizational Services, regarding the application procedure.

Reports

Staff members who are granted study leaves are expected to submit reports to the University Librarian on their return, about their activity while on leave, relative to their original proposals.

Study Leave Application Form

The applicant should complete Parts I, II and III of this form and submit it, with supporting documentation, to his/her manager.

PART I

NAME _____ DATE _____

LIBRARY DEPARTMENT _____ SUPERVISOR _____

DATE APPOINTED TO UW LIBRARY _____

PART II

Short Title of Project or Purpose of Study Leave:

Date for which leave is requested: FROM _____ TO _____
for a total of _____ working days/weeks/months.

Support (Leave time, grant awards, etc.) obtained in previous years (at UW) from any source if applicable:

Project	Date	Type & Source of Support

PART III

FUNDING REQUIRED (x)

      ( )   Full Salary
      ( )   Partial

Additional Funding for: Amount

      ( )   Travel $
      ( )   Secretarial Assistance
      ( )   Equipment
      ( )   Other (specify)

PART IV

The applicant and I have discussed this request and I support it.

_____
(Supervisor/Manager)

APPLICANT'S SIGNATURE _____

DATE _____

Rev. October 2005

Appendix D: Funding for Professional Development

The University recognizes the benefits of ongoing professional development to both the individual and the institution. Library staff attending conferences, meetings, seminars, workshops, or other such activities related to his/her field of specialization may be granted leave with salary. Subject to budgetary constraints, the Library may also grant reasonable expenses, including registration fees, travel, hotel, and food. The following procedures apply to the application for funding and reimbursement of expenses for such leaves. For information about other types of leaves, refer to section 5.13.

For funding to support a core function of one's job responsibilities, such as required training or off-campus meetings, funding is deemed to be for administrative purposes and is arranged in consultation with one's manager.

Request to enrol in a course should be discussed with one's manager and the appropriate form submitted (http://www.lib.uwaterloo.ca/staff/liboff/course.html).

Criteria for Funding

The following criteria reflect principles and standards that may be used to assess the merits of a request and to determine the allocation of funds. These criteria should be kept in mind when applying for funds:

- Benefit of the professional development activity to the individual
- Benefit of the activity to the Library and/or its partners (e.g., the extent to which the activity would support/enable the Library's strategic goals)
- Benefit of the activity to the University
- Contribution of the activity to the library profession
- Role of the requestor in the activity (e.g., contributor vs. attendee)
- Relationship of the activity to previous skill/knowledge development (e.g., other research or professional development activity)
- Proposed outcomes as to the dissemination of knowledge and information and the extent to which the requestor becomes a resource to others; i.e., evidence of active sharing and usage of experience gleaned

Request Process

Complete a Request for Funding to Support Professional Development form (http://www.lib.uwaterloo.ca/staff/liboff/travel.html) and submit it to your manager. The following guidelines are relevant to specific sections of the form:

- All reasonable attempts should be made to secure travel and accommodation consistent with reasonable comfort and economy

- Estimated costs should include applicable taxes and currency exchange rate used
- Registration for library association conferences is funded at the member rate. Early bird registration rates should be secured if available. When the Library holds an institutional membership in an Association for which non-members can register at the institutional rate (i.e., OLA, 2-person privileges; CLA, 3-person privileges), application to use this rate should be noted on the Request for Funding
- Incidental transportation costs such as airport transportation, taxis and other ground transportation should be listed under other costs
- Meals are funded at a per diem rate in accordance with UW Policy 31: Travel

Approval Process

Requests for funding to support professional development are considered by one's Department Head/Manager in consultation with his/her manager.
When funds requested by an individual exceed $1,500 (subject to annual review) in a fiscal year, the application is subject to the approval of the Library Executive Committee.

Requests are judged individually on their own merits. There is no formula-driven method of determining which requests will be granted and at what level of funding. Should a request for funding or part thereof be denied, one's manager will indicate the reasons for the decision.

Once informed that funding has been granted, the Financial Administrator, Library Office, Porter will send the requester a Travel Advance and Settlement Claim and the approved level of funding. Once the professional activity has been completed, the Claim form will be submitted with the appropriate documentation for reimbursement of expenses.

Note: Travel advances are available for registration and airfare. To request a travel advance, complete and submit the upper portion of the Travel Advance and Settlement Claim to the Financial Administrator, Library Office, Porter a minimum of 7 business days before travelling.

Reimbursement [April 2016: Finance begins using Concur online system for reimbursement]

Within two weeks of return, fill out and submit the Travel Advance and Settlement Claim form with original receipts attached for registration, transportation, accommodation, parking, and other incidental fees. In addition,
- For air travel, boarding passes must be submitted with your receipt
- If airport transportation costs are charged to your credit card, a receipt from the driver is still required for reimbursement

Your Manager/Department Head must sign the Signature of Traveller's Supervisor line. You must sign in two places, i.e., the Signature of Traveller and Signature of Claimant lines.

Submit the signed form and receipts to the Financial Administrator who will complete the form and submit it to UW's Finance department. For further details, see UW Policy 31: Travel (http://www.adm.uwaterloo.ca/infosec/Policies/policy31.htm).

REQUEST FOR FUNDING FOR PROFESSIONAL DEVELOPMENT

Today's Date: _____(calendar?)

Name of Applicant: _____

E-mail of Applicant: _____ ____

Event: _____ ____

Location: _____ ____

Date: _____(calendar?)

Reasons for wanting to attend *(Check all that apply.)*

☐ Learn   ☐ Present

                                                        Invited Speaker Yes   No

☐ Network   ☐ Take training

☐ Attend meeting(s)   ☐ Conduct research

☐ Facilitate session(s)

Please address your request in the context of the Criteria for Funding (link):

_____

_____

_____

Leave of absence with pay for specific dates: _____Cal? – Cal?

Estimated Cost in Cdn dollars:

Original currency_____   Conversion rate used _____

(For Currency conversion see http://www.xe.com/ucc/)

Registration+ Taxes   Total $_____

(where applicable, registration will be funded at the member and/or early bird rates)

Transportation + Taxes   Total $_____
(principal method of transportation, e.g. car, train, taxi) _____

Accommodation + Taxes   Total $_____
     # of nights _____

Meals *(per diem: $50/day Cdn; $50/day U.S.)*   Total $_____
Other costs (specify)   Total $_____

          ESTIMATED GRAND TOTAL (CDN) $_____

Are you receiving funding for this event from any other organization? Yes   No

If yes, Name of organization: _____

Amount: _____ To cover which expenses?

_____

Are you a member of the association/body sponsoring the event? Yes No

How much professional development funding have you received or had approved in the fiscal

year for which this application applies (i.e. May 1 – April 30)?

Amount: _____

Manager's Approval and Signature: _____

Your manager will consider your request in consultation with his/her manager. If funds
requested exceed $1500 in the fiscal year for which this application applies, Library Executive
Committee will consider your request.

Housekeeping Change Log

Page	Section	Original	Change Made
1	Cover page	Revised June, 2010	Added "(Housekeeping updates April 2016, see pages 39-41 for details.)"
2	Table of Contents	"5.9 Disciplinary Action, Including Dismissal from Employment"	• "5.9 Progressive Discipline, Including Dismissal from Employment" • Added Housekeeping Change Log
3	Footnotes	[1]See: http://www.adm.uwaterloo.ca/infosec/Policies/Policies_num.htm	[1]See: https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policies-numerical-order
4	Section 1 - The Sixth Decade Plan and the Library	(http://secretariat.uwaterloo.ca/sixth_decade/theplan.html)	Outdated URL removed
4	Footnotes	[3](http://secretariat.uwaterloo.ca/sixth_decade/index.html)	Outdated URL removed
4	Section 1 - The Sixth Decade Plan and the Library		• Added note: [2016: Campus Strategic Plan and Themes; Library Review: Campus Consultation Document]" • Current URL's added
9	Section 5.1 - Probationary Period	• "Policy 18.5" • Outdated URL.	• "Policy 18 (Appendix A)" • Current URL added
10	Section 5.2 – Library Positions and Ranks	Outdated Policy 5 URL.	Current Policy 5 URL added
10	Section 5.2 – Department Heads/Managers	List of Department Heads/Managers	Revised the list of Department Heads/Managers to current titles
11	Section 5.2 – Associate University Librarians	List of Associate University Librarians and Director	Revised the titles of Associate University Librarians and Director to current titles
11	Section 5.2 – University Librarian	"Associate Provost, Academic and Student Affairs".	"Vice-President Academic & Provost"
13	Section 5.3 – Salary Policy	http://secretariat.uwaterloo.ca/OfficialDocuments/brochure.htm.	https://uwaterloo.ca/secretariat-general-counsel/documents-potential-interest/university-waterloo-university-support-staff-compensation

Page	Section	Original	Change Made
15	Section 5.7 - Promotions	"(iv) A librarian may be seconded…".	"(iv) A librarian may be temporarily reassigned…"
15	Section 5.9 - Disciplinary Action, Including Dismissal from Employment	Title: "Disciplinary Action, Including Dismissal from Employment" .	Title: "Progressive Discipline, Including Dismissal from Employment"
15	Section 5.9 - Disciplinary Action, Including Dismissal from Employment	• "UW Policy 18.6: Disciplinary Action Including Dismissal from Employment" • Outdated URL	• "UW Policy 18.6: Staff Employment - Terminating Employment" • Current URL added
16	Section 5.11 – Loss of Employment	• "UW Policy 18.7.b: Provisions for Loss of Employment" • Outdated URL.	• "UW Policy 18.6 - Terminating Employment, Terminations Due to Organizational Change." • Current URL added
16	Section 5.11 – Loss of Employment	• "UW Policy 18.6: Disciplinary Action Including Dismissal from Employment." • Outdated URL.	• "UW Policy 18.6 - Terminating Employment, Terminations for Performance." • Current URL added
17	Section 5.13 - Support for Professional Development	• "(UW Policy 18.3: Training and Development.)" • Outdated URL.	• "(UW Policy 18.3: Training, Development and Mobility.)" • Current URL added
17	Section 5.13 - Support for Professional Development	• "(UW Policy 18.3: Training and Development.)" • Outdated URL.	• "(UW Policy 18.3: Training, Development and Mobility.)" • Current URL added
18	Section 5.13 - Support for Professional Development, Summary of Leave Information: (iv) Without Pay	"Review with Manager & HR University Librarian Above, plus Final approval - Associate Provost"	"Review with Manager & HR Final approval: University Librarian"
18	Section 5.13 - Support for Professional Development, Summary of Leave Information: (v) Self-funded	"University Librarian & Associate Provost approve"	"Review with Manager & HR. Final approval: University Librarian."

Page	Section	Original	Change Made
19	Section 5.13 - Support for Professional Development, Summary of Leave Information: (iv) Leave without Pay	"Leaves in excess of four calendar months must also be approved by the appropriate senior administrative officer (ie., Associate Provost)."	"Leaves in excess of four calendar months must also be approved by the appropriate senior administrative officer (i.e., University Librarian)."
21	Section 5.13 - Support for Professional Development, Access to Research/Study Materials	"…may be sent to the Head, Acquisitions."	"…may be sent to the Head, Collection Development."
21	Section 5.13 - Support for Professional Development, Access to Research/Study Materials	"…should be submitted to the Associate University Librarian, Information Resources & Services, for approval."	"…should be submitted to the Associate University Librarian, Information Resources & Academic Excellence, for approval."
22	Appendix A - Probationary Review Guidelines	• "As outlined in UW Policy 18.5: Probationary Periods, a…" • Outdated URL.	• "As outlined in UW Policy 18 (Appendix A: Hiring at Waterloo, e: Probationary Periods), a…" • Current URL added
22	Appendix A - Probationary Review Guidelines, A. General	"…(see University of Waterloo Policy 18: Staff Employment)" without a URL linked	• "…(see UW Policy 18: Staff Employment)" • Current URL added
36	Appendix D: Funding for Professional Development	References to the Administrative Assistant	References to the Financial Administrator
36	Appendix D: Funding for Professional Development	Reimbursement	Reimbursement [April 2016: Finance begins using Concur online system for reimbursement]
39-41	Housekeeping Change Log		Addition of the Housekeeping Change Log