

LIBRARIAN & ARCHIVISTS FORUM

Meeting Notes, May 27, 2022

Co-Chairs: M. Barry, J. Robinson

Notes: C. Waugh

Approval of Agenda: Approved

LAND ACKNOWLEDGEMENT

The Office of Indigenous Initiatives (OII) encourages land acknowledgements that, “strive to rise above mere words and instead seek to inspire action and commitment towards Reconciliation and building relationships with Indigenous communities.”

MEETING NOTES:

1. Reports

a) Appointments (C. Steeves, Chair)

A report summarizing the activities of the Appointments and P&CA Committees was circulated to UWOFA-LA and SLT via email prior to the meeting.

3 recruitment processes are in progress: - Term (One Year) RSC Librarian - Term (One Year) T&L Librarian - Probationary/Continuing T&L Curriculum Librarian

b) Promotion and Continuing Appointment (C. Steeves, Chair)

In summary: in 2021 there were two probationary hires, two term appointments, two term renewals, and one continuing appointment. In 2022 there were two probationary hires and one term renewal.

P&CA: there were no promotions in 2021 and two in progress for 2022.

c) Nominations and Elections (A. Jamieson and A. Quirk)

Notification of coming election for co-chair and secretary.

ACTION: The Nominations & Elections Committee will initiate a call for the election of a new Co-chair and Secretary.

d) Academic Activity Support Fund (C. Steeves)

Catherine noted that there was still time to apply for the Academic Activity Support Fund

2. Canadian Federation of Library Associations, Truth and Reconciliation Report and Recommendations, motion to support (K. Pereyaslavska)

Outcome: Seeking support for Western Libraries to officially endorse the recommendations of the CFLA related to the TRC report.

Motion to support the [Report & Recommendations of the CFLA Truth & Reconciliation Committee](#) will be public support for this work and an acknowledgement of Western Libraries' commitment addressing the Calls to Action outlined in the report. We would be joining other institutions who have endorsed the report.

Other relevant strategic documents: [TRC Calls to Action](#), [UWO Strategic Plan](#), [Western's Indigenous Strategic Plan](#)

- Aligns with Western Libraries' strategic goals, endorsement came out of strategic planning meeting.
- Endorsement is a tangible way to demonstrate commitment to advance reconciliation with Indigenous Communities to our Indigenous partners. Some of the recommendations are already being actioned by staff.

Motion Approved

ACTION: Katya will take back to Western Libraries' colleagues for broader endorsement

3. Promotion and Continuing Appointment (S. Hendrikx)

Outcome: Seeking feedback on additional ways, formal and informal, to support colleagues through this process, especially those with probationary appointments.

A joint session between Faculty Relations and UWFOA-LA is being planned in June to help support colleagues seeking P&CA to be successful. Stay tuned for details.

Question: are there additional ways to support colleagues going for P&CA? Probationary members?

Ideas shared: mentorship program, sharing P&CA submission packages, those who have gone through the process could make themselves available for conversation, sample files and/or template (caveat: there is no one example to do this), developing a checklist.

Faculties & Departments – samples are kept and shared with the understanding that there are a few ways to write them. Helps with questions about length and format.

Checklist: Collective Agreement outlines P&CA process including required documents for your submission and evaluation criteria.

Suggestions:

- (C. Steeves): Establish a peer reviewed process for identifying and making available a representative sample of documents.
- Template or guidelines that align with Collective Agreement

- Rubric – how are materials evaluated (i.e., implicit vs. explicit expectations).

Discussion:

- Most P&CA discussions have focused on promotion from General to Assistant.
- It would be helpful to have more guidance for those with Continuing Appointment who want to go for promotion.
- Annual Review meetings are an opportunity to review members career progress toward promotion, but this has not been happening consistently across the system. Career progression is important and would be helpful in strengthening the promotion process for members with Continuing Appointment.

ACTION: Recommendation to form a group to identify example files and create a bank of submissions that colleagues may refer to.

Interested members may contact Shawn H. by **June 2, 2022**

ACTION: P&CA Committee will review recent submissions as a starting point.

4. Disciplinary Coordinator Responsibilities (S. Cassady) (15 minutes)

Outcome: Through discussion, a shared understanding of a proposal for organizing disciplinary work across teams, with opportunity for members to voice their feedback on the proposed model.

Overview and Potential Approaches: CCS reviewed the Proposed Approach to Disciplinary Work document produced by the Disciplinary Coordinator/Library Director (DC/LD) Committee. This document is intended to address gaps in the model and consider how best to address the following questions:

- a) How can we best integrate participation from various Core User Function units in DC work?
- b) How can we best be present to entire Faculties without overburdening individual librarians and archivists?
- c) How can we best communicate both internally and externally, either via teams or individual representatives?
- d) How can we best represent Western Libraries services and learn from the IQAP process?

Proposed Approach: a hybrid approach that includes Disciplinary Teams represented by at least one member from each functional unit with DC responsibility being built into each team's Terms of Reference.

Recommendation: Pilot the proposed approach for a full year with a pre-planned formal assessment to determine the success and recommend possible adjustments to improve the approach. Assessment to be conducted at the end of the academic term in 2023.

Discussion:

There was concern about adopting the proposal without a wider discussion about how the model has been working up until this point.

- How is the model working/ not working?
- How can we improve communication with faculty to lessen confusion about this model?
- Still a lot of ambiguity about the role and workload

- If the pilot is adopted, it must have a clear assessment and communication plan
- May need a wider discussion than we have time for in this meeting
- Request to review role description and consider what is involved in each area.

Next Steps: Matt will reach out to members about how to move this conversation forward in a productive way. In the meantime, please reach out to Samuel if you have the interest and capacity to serve as DC for one of the vacancies.

5. Improving Communications (D. Fiander and K. Hoffmann)

Outcome: Continuing discussion from January Forum on effective communication. After having looked at the communication challenges that we're facing, this session will work towards identifying what good communications look like for our members.

Members and SLT were asked to provide ideas about “good communication” in a shared document.

Questions:

- What does “good communication” look like to you? Why?
- What tools do we use (or not) within WL that facilitate good communication? What about them improves communication for you?

Next Steps: Document will be available until June 3, 2022. David and Kristin will review and prepare a summary.