

**UNIVERSITY OF MANITOBA  
POLICY**

<b>Policy:</b>	<b>UNIVERSITY LIBRARIAN: APPOINTMENT AND REVIEW</b>
<b>Effective Date:</b>	February 1, 2004
<b>Revised Date:</b>	
<b>Review Date:</b>	February 1, 2024
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	Bylaw (University Librarian)
<b>Responsible Executive Officer:</b>	President
<b>Delegate: (If applicable)</b>	Provost and Vice-President (Academic)
<b>Contact:</b>	Provost and Vice-President (Academic)
<b>Application:</b>	Employees (Executive Group)

**Part I  
Reason for Policy**

- 1.1 To ensure that there is a University Librarian who carries out the responsibilities assigned by, and described in the University of Manitoba Board of Governors Bylaw entitled "University Librarian".

**Part II  
Policy Content**

**2.1 General**

The appointment, reappointment, extension of term, removal of the University Librarian, and the appointment of an Acting University Librarian, shall be in compliance with this Policy and related Procedures.

**2.2 Nature of Appointment**

- (a) The University Librarian shall be appointed by the Board of Governors on receipt of a recommendation from the President.

- (b) The University Librarian shall hold, or be qualified to hold, an academic appointment as Librarian.
- (c) The appointment shall be for a term of up to seven years, renewable following satisfactory reappointment review.

### **2.3 Vacancy at End of Term**

- (a) Prior to the end of the term of the University Librarian, the Provost and Vice-President (Academic) shall:
  - (i) canvass the incumbent 12 months prior to the end of the term to determine if the incumbent wishes reappointment; and
  - (ii) recommend to the President, either a reappointment review or an extension of the term.
- (b) If the incumbent wishes reappointment for a term that is longer than 24 months, the President shall initiate the reappointment review procedures related to this Policy.
- (c) If the incumbent wishes reappointment for a term that is not longer than 24 months and the President believes it to be in the best interest of the University, the President may recommend that the Board of Governors extend the incumbent's term for a period not longer than 24 months.
- (d) If the incumbent wishes to leave at the end of his/her term, the President shall initiate the search and appointment procedures related to this Policy.

### **2.4 Vacancy Prior to End of Term**

Where the position of the University Librarian becomes vacant for any reason prior to the end of the incumbent's term:

- (a) an Acting Librarian may be appointed for a term normally not more than 12 months; and
- (b) the President shall initiate the search and appointment procedures related to this Policy.

### **2.5 Administrative Problems**

Where serious administrative problems arise in the Libraries which relate to the performance of the University Librarian, the President may:

- (a) attempt to resolve the matter informally;
- (b) initiate a special review in accordance with the special review procedures related to this Policy, or

- (c) take such action as the President deems appropriate in the circumstances.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Policy is required.
- 3.2 The Provost and Vice-President (Academic) is responsible for the implementation, administration and review of this Policy.
- 3.3 The President is responsible for establishing the specific terms and conditions of:
  - (a) the appointment, reappointment, or extension of appointment for the University Librarian; and
  - (b) the appointment of an Acting University Librarian.
- 3.4 The Provost and Vice-President (Academic) is responsible for canvassing the incumbent University Librarian to determine if the incumbent wishes reappointment, and making related recommendations to the President.
- 3.5 Employees (Executive Group) are responsible for complying with this Policy.

### **Part IV Authority to Approve Procedures**

- 4.1 The Administration may approve Procedures, if applicable, which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is February 1, 2024.
- 5.2 In the interim, this Policy may be revised or repealed if:
  - (a) the Approving Body deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:

- (a) comply with the revised Policy; or
- (b) are in turn repealed.

**Part VI**  
**Effect on Previous Statements**

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

**Part VII**  
**Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Bylaw: University Librarian](#);
  - (b) [University Librarian: Appointment and Review Procedures](#).