



## **LIBRARIAN CLASSIFICATION LEVELS**

*As per Article 22 (Appointment and Promotion) in the McMaster University and McMaster University Academic Librarians' Association Collective Agreement, this document outlines the descriptions for each Librarian Classification Level.*

*Eligibility requirements for promotion to a higher classification level are described in each level.*

The following classification levels are presented in the spirit of assisting McMaster librarians in their ongoing career development.

Assessment of each level will place strong emphasis on in-job performance as the cornerstone of librarians' contributions. This emphasis reflects the normal distribution of 75% job responsibilities /25% professional service and activities stipulated in the Collective Agreement (Article 25.03). Professional service and activities are vital to the librarian's career path (especially at the higher levels), but must be premised on a sound foundation of consistent and successful performance within their position responsibilities.

The levels allow for considerable flexibility around professional service and activity. The intention is to recognize the many variations in librarians' professional paths. No attempt is made to present a comprehensive list of possible contributions in various categories at each level. Rather, the document provides guidance in terms of the scope or magnitude of contributions typically associated with various levels. When evaluating specific contributions, consideration will be given to the importance or impact of the service/activity on the profession and to the specific role the individual plays in the activity. Librarians seeking promotion to a higher level will be expected not to merely tabulate contributions, but to demonstrate the impact of these contributions on the profession and the specific role they themselves played in that body of work.

### **LIBRARIAN I**

Librarian I is the level at which a professional career normally begins. By the end of the two year probationary period, a librarian at this level is required to demonstrate successful performance in all key position responsibilities and early evidence of capacity for successful performance in professional service and professional activities. He/she takes initiative in seeking out and participating in continuous learning opportunities and training events to develop specialized skills and build on career goals. She/he also demonstrates

increasing involvement in relevant activities outside the Position Responsibility Statement, and awareness of current issues and trends in the profession.

## **LIBRARIAN II**

Librarian II is the level at which significant growth is made in the performance of position responsibilities, professional service, and professional activities.

A librarian at this level is required to demonstrate consistently successful performance in all position responsibilities and with increased breadth and depth in the scope of his/her contributions. The individual shows sound judgment and increased independence in the performance of job duties. She/he demonstrates increasingly active engagement in library activities across the organization. He/she displays a good understanding of how his/her role fits within the context of McMaster University Libraries.

A librarian at this level is continuing to grow their record of active participation and performance in both professional service and professional activities. The scope of service contributions are often at the regional or provincial level. The individual typically serves as a member but not the chair of professional committees, task forces, etc. She/he is starting to share their experience and expertise with the broader profession through publications or presentations in a variety of formats.

Normally, a Librarian will have held the Librarian I ranking for two years or have had equivalent experience in another library setting to be eligible for promotion at this level.

## **LIBRARIAN III**

Librarian III is considered to be the career level for the majority of librarians.

A librarian at this level is required to demonstrate consistently successful performance in all position responsibilities. The individual organizes much of his/her own work. He/she regularly proposes new ideas, identifies new areas of work and takes significant roles on projects within the Library. She/he makes connections both within the University and with colleagues in other institutions.

The Librarian III shows a sustained record of active participation and successful performance in professional service and professional activities. The individual may contribute to large multi-university projects. Committee contributions at this level are often at the provincial and national level. Scholarly or professional contributions (articles, conference presentations, software code, etc.) often include an increasing proportion of peer-reviewed (or otherwise rigorously evaluated) content.

Normally a Librarian will have held the Librarian II ranking for three years or have had a minimum of five years of successful, relevant professional experience to be eligible for promotion at this level.

#### **LIBRARIAN IV**

A librarian at this level is required to demonstrate consistently superior performance in all position responsibilities. She/he works with a significant level of autonomy. He/she frequently takes lead roles on high-level library and campus projects.

A Level IV Librarian has an exceptional record of active participation and performance in professional service and professional activities. The individual receives recognition at the provincial, national, or international level. He/she routinely takes a lead role in multi-university collaborations. Much of the individual's professional service on committees and task forces is often at the provincial, national, or international level. The individual is often called upon to chair these committees or task forces. Scholarly contributions are often invited and / or peer reviewed.

Normally, a Librarian will have a minimum of ten years of professional experience, including at least five years held at the Librarian III ranking at McMaster University, to be eligible for promotion at this level.

#### **REVIEW**

As per Article 22.20 of the McMaster University Academic Librarians Association Collective Agreement:

*Librarian Classification Level descriptions will be reviewed and published by the University annually on or before the commencement of each salary year and thereafter will be fixed for that salary year. Changes if any, to this document will be disclosed by the University at LMC meetings and will not become effective until the later of the commencement of the salary year following their disclosure or 6 months following their disclosure. No employee will have her Classification Level reduced as a result of changes to the Classification Level descriptions.*