

Proposed Librarian and Archivist Workload Standard

Version: May 7, 2020

Preamble

In accordance with the 2015-2019 Collective Agreement (CA) signed by QUFA and the University, the workload standard for librarians and archivists has been revised. This document is the agreed-upon standard for workload in accordance with Article 37.5. In the event of a conflict between this document and the CA in force, the CA takes precedence.

Definitions:

Unit refers to Queen's University Library.

Departments are discipline-based units or divisions within the library.

Written assignments are the assignment of duties that are agreed upon by both the Member and the University Librarian (or delegate), and may include an initial proposal and response, or optionally, another method for the Member and the University Librarian (or delegate) to form a mutual agreement, such as the drafting and discussion of an action plan.

Workload Principles

The following guiding principles are reflective of the university's overall aim to foster a healthy working environment.

1. Workload shall be distributed fairly and equitably. Librarians and archivists shall not be required to carry workloads unreasonably exceeding those of other librarians or archivists. In this way, the Workload Standard meets Article 37.5.7(c) of the Collective Agreement: "distribute responsibilities among librarian and archivist Members as equitably as possible."
2. Workload decisions shall be reached in a cooperative manner between the member and University Librarian (or delegate) that considers the impact on the department or Unit as applicable.
3. As per Article 37.5, workload decisions shall be clear and open. To ensure this, the librarians and archivists within a department will meet as a group at least annually with the department head or supervisor to discuss workload allocations across the department. All written assignments pertaining to professional practice for the Unit will be made

readily available for review at the request of any librarian/archivist. In this way, the Workload Standard meets Article 37.5.7(b) of the Collective Agreement: “allow Members to see and understand the assignment of their own responsibilities and the responsibilities of their colleagues.”

4. Assigning workload to librarians and archivists who do not have a continuing appointment (such as Limited-Term Librarian/Archivist appointments) will take into account the needs and the time of the librarian/archivist to achieve the full academic responsibilities as outlined in Article 15.1. For those on continuing track appointments this also includes the expectations required for renewal and/or continuing appointment as outlined in Article 31.5.
5. Assigning workload to librarians and archivists will allow for all librarians and archivists to have sufficient responsibilities to be eligible to apply for promotion and for the possibility of above-average merit scores.

Guidelines for Determining Workload

Librarians’ and archivists’ responsibilities fall under an appropriate combination of the following three areas: professional practice; research, scholarly, and/or creative activities; and administrative and professional service as outlined in Articles 15.1.1 and 15.2.5. Workload allocation will comprehensively take into account the full scope of activities and expectations of a member of a unit, commensurate with the three (3) principal components of the Member's appointment. While the composition of individual librarians’ and archivists’ duties may vary, the majority of workload (70%-80%) will consist of professional practice for the Library or Archives. The remaining workload for librarians and archivists will consist of a combination of research, scholarly contributions, and creative activities (10%-15%), and administrative and professional service (10%-15%).

Duties are assigned by the University Librarian (or delegate) in consultation with the librarian/archivist. Unforeseen circumstances or changes may result in a change to workload decisions at any time of year in which case Article 37.5.8 may be referred to.

Establishing Workload

Librarians’ and archivists’ responsibilities include a combination of duties. Duties may vary based on unit activities, goals, career stage, and special projects for a given year.

In the provision of workload, assigned duties shall be scheduled fairly and equitably. The equivalent of at least one day each week should be free of scheduled teaching or other duties to allow for uninterrupted time.

Professional Practice (70%-80%)

The majority of a librarian's or archivist's responsibilities will normally fall under this category and may include a combination of one or more of the following:

- a) instruction and research services
- b) collection development and management
- c) organization and management of bibliographic access to library collections
- d) information technology development, application and management
- e) service on committees to which you are appointed or participate in by virtue of your role,
- f) research and preparatory work required to conduct these activities

Where aspects of work above is accomplished in working groups or teams, this will be considered professional practice.

The work of librarians and archivists who accept supervisory roles, leadership roles of working or project groups and other leadership roles shall be incorporated into their assigned duties in a way that does not increase their overall workload. These responsibilities include the administrative loads of library 'department' heads including development and management of library services, operations, staff and financial resources.

Extraordinary workload is addressed by Article 37.5.10 of the CA. Extraordinary tasks are, by their very definition, extra ordinary, that is going beyond what is usual, regular or customary. As such, any responsibilities accepted in addition to the normal workload must be temporary in nature. Any decision with respect to a member requesting or agreeing to accept extraordinary tasks accompanying administrative or other workloads will be made while taking into account any potential impact on other members.

Research, Scholarly, Creative Activities (10%-15%)

Research, scholarly and creative activities contribute to the scholarly environment of the university community and are an integral part of librarians and archivists' workloads. At times where librarians or archivists are on an Academic Leave, there is the expectation that their workload will be in the area of research, scholarly and/or creative activities.

Days allocated for professional development in the collective agreement fall within this broad category as outlined in Article 37.5.9.

Administrative and Professional Service (10% - 15%)

Administrative and professional service in the library, discipline or subject-based, university, community or professional groups fall into this category as outlined in Article 15.5.1 and is service based on interest and expertise.