

MAUT-LS Discussion Papers on Governance-Related Committees

Discussion Paper #1: General Considerations and List of Committees

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the Executive of the MAUT Librarians' Section**

February 20, 2013

Preface

The present document is the first in a series of discussion papers being prepared by the Executive of the MAUT Librarians' Section on the subject of governance-related committees. The first paper will present some opening considerations and will provide a list of committees. The second paper will outline some questions to be considered regarding how governance-related committees should be established and filled. The third paper will present some case study materials on nomination and election processes. Additional discussion papers, potentially including recommendations from the MAUT-LS Executive, may be prepared thereafter.

General Considerations

At the Library Council meeting of February 6, 2013, Dean Cook and the Chair of the Governance Committee, Daniel Boyer, indicated that beginning in March McGill librarians will be given the opportunity to have proper collegial discussions on matters involving governance-related committees which pertain to librarians. The MAUT-LS Executive welcomes the news that this long-overdue conversation will finally take place, and also welcomes the Dean's assurance that the subject will be debated as thoroughly as is necessary to address these issues in a satisfactory way. The present series of papers is intended to contribute to the upcoming collective discussion which McGill librarians will be having on this topic.

The need to work out comprehensively and fairly the question of how governance-related committees should be created, by whom their terms of reference should be established, whether their members should be elected or appointed, and how nominations and elections for elected seats should be handled has long been a matter of concern to the MAUT Librarians' Section. Its May 2010 discussion document titled "Problems Faced by McGill Librarians Regarding Collegiality and Academic Freedom" included the subject of committees as Issue #16, which reads: "There is no timely, collegial process for appointing librarian members to committees. Such a process should include defined length of appointments, regular elections, and calls for nominations distributed to all librarians." Since that time, the need to address this concern has

repeatedly been brought to the attention of the Library Administration; at the present date, it is the last major issue from our original list of 28 concerns which remains unresolved.

In its November 2010 report, the Librarians' Concerns Committee which was struck to address the issues listed in the MAUT-LS May 2010 document made a number of recommendations, including the following ones on the subject of committees:

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Committees (University level and Library level)*

- *It is recommended to the Senate Nominating Committee that it continue to ensure representation by librarians on Senate committees (#2).*
- *It is recommended to the Provost that the issue of appointment of librarians to faculty UTCs be revisited once approximately 30 librarians have gone through a tenure process (excluding senior professional appointments) (#2).*
- *We note that it is desirable to encourage broad participation on committees to ensure career progress and recommend to the Dean that she review membership of library committees, considering established practices in the libraries. In the case of committees with elected membership, it is recommended that length of service be defined and that procedures for nomination and election of librarians be developed in a collegial manner (#16).*

At the Library Council meeting of September 27, 2012, Dean Cook suggested the establishment of a Working Group on the Governance of Academic Staff. This Working Group would be advisory to the Dean and appointed by her, and would have the same membership as the group which had worked previously on the new *Guidelines on Criteria for Reappointment for Tenure-Track Librarian Staff* and the new *Guidelines on Criteria for Tenure Consideration for Tenure-Track Librarian Staff*. It was envisioned that this Working Group would handle the following matters:

- 1) Revising the *Annual Performance Recognition Report* form. This will be done in order to harmonize the form with the *Guidelines*.
- 2) Developing a set of *Reappointment Criteria*. The *Regulations* require (under articles 2.3.1 to 2.3.1.2) that such criteria be developed by the Library and that this document be given to all newly hired colleagues within sixty days of the start of their appointment.
- 3) Considering the possible establishment of a nominating committee for committees which are concerned with governance issues.

Of these three projected tasks, only the third had any degree of overlap with the concerns mentioned in MAUT-LS Issue #16. A number of concerns about the Dean's proposal were raised at the Library Council meeting by Sharon Rankin (MAUT-LS Chair) and Marc Richard

(MAUT-LS Past-Chair), including the concern that this new governance-related committee was being established prior to Library Council having resolved the question of how governance-related committees should be established in the first place. This problematic element was raised again at the Library Council meeting of December 10, 2012, at which the Working Group was renamed the Committee on Librarian Staff Governance. Its mandate was altered slightly to specify that it was to work in consultation with Library Council, and that it was to investigate and report to the Dean and Library Council, but it remained a committee appointed and mandated by the Dean rather than by Library Council itself.

At the Library Council meeting of February 6, 2013, the Committee on Librarian Staff Governance put forward a one-time procedure intended to fill vacancies on the Library Reappointment & Tenure Committee and the Library's University Tenure Committee. The Chair of the Committee and Dean Cook invoked a looming deadline as the rationale for implementing this procedure, which involved having nominations and elections being conducted immediately at the meeting itself. Such a procedure is not part of our normal collegial processes at McGill. When concerns were raised from the floor, it was made clear that the process which had been presented was the one that would be followed, and it was strongly implied that expressions of concerns should be deferred until March.

The pressure of the looming deadline to populate these committees may have placed the Dean and the Committee in the position in which they felt they had no choice but to proceed as they did, but it can be argued that this emergency should never have been allowed to develop in the first place. The *Regulations* make it clear that these committees have to be filled every year, so this requirement must be anticipated and provided for in a timely manner. And as Dean Cook herself pointed out at the February 6 Library Council meeting, the *Regulations* require that "*an established documented collegial process appropriate to the Libraries and approved by the Director or Dean of Libraries*" be used to select the members and the Chair of the Library Tenure Committee. The collegiality of any process, documented though it may be, is undermined when the members of Library Council are not afforded an adequate opportunity to debate its merits.

We wish to make it clear that we regard the creation of the Committee on Librarian Staff Governance as a useful first step towards resolving the question of how governance-related committees for the Library should be mandated and populated in the future. Dean Cook's establishment of a committee devoted exclusively to matters of governance for librarians is a welcome initiative in our view, since it appears to recognize that the concerns raised in MAUT-LS Issue #16 need to be addressed. We now look forward to the comprehensive discussions on this topic which will get underway in March, as was promised by Dean Cook at the end of the February 6 Library Council meeting.

List of Committees

What follows is an inventory of governance-related committees at McGill on which librarians have representation or on which they are (in most cases) eligible to serve. The eligibility

requirements are given for each of the committees, for the convenience of librarians who might be considering service on them. The list also indicates which body handles the nomination and election processes for each committee.

For the sake of brevity, the *Regulations Relating to the Employment of Librarian Staff* will be referred to simply as the *Regulations*. Where a reference needs to be made to other regulations, these will be distinguished from the *Regulations Relating to the Employment of Librarian Staff*.

Section I: **Governance-Related Committees Filled Within the Library**

For the committees in this category, the filling of vacancies occurs within the Library itself. The degree to which the filling of these vacancies is governed by outside rules (for example by the *Regulations*) or by procedures developed inside the Library varies from committee to committee. The degree to which the Library's procedures have been formalized, if at all, likewise varies from committee to committee.

Note: The first committee listed below, the Advisory Committee for the Appointment or Reappointment of the Dean of Libraries, is a special case because the *Statutes* are unclear about whether or not any part of the process for filling vacancies on this committee occurs within the Library itself.

1) Committees of the Board of Governors

Advisory Committee for the Appointment or Reappointment of the Dean of Libraries

The *Internal Statutes of McGill University* define the membership and the selection process for Advisory Committees dealing with the appointment or reappointment of the Principal, the Provost, the Deputy Provost, the Vice-Principals, the Dean of a large faculty, the Dean of a small faculty, and the Dean of Graduate and Postdoctoral Studies. They are silent, however, on the matter of Advisory Committees dealing with the appointment or reappointment of the Dean of Libraries.

The *Statutes* state that "Any faculty having fifty or more full-time members of faculty, exclusive of joint appointments with other faculties, shall be deemed a large faculty; any faculty having fewer than fifty full-time members exclusive of joint appointments with other faculties, shall be deemed a small faculty." The Library, however, is generally not regarded as a faculty in the strict sense of the word: the All Academic Administrative Appointments at McGill web page (<http://www.mcgill.ca/apo/listings/acad-admin/all/>) reflects this convention by distinguishing "Deans of faculties" from "Deans of other areas" (the latter category comprising the Dean of the School of Continuing Studies, the Dean of Graduate & Postdoctoral Studies, the Trenholme

Dean of Libraries, and the Dean of Students). Provost Masi generally refers to the Libraries as being equivalent to a "faculty without departments" (such as the Faculty of Law), but there appears to be no specific language in the *Statutes* or the *Regulations* which confirms this interpretation.

This subject relates in part to Issue # 21 of the MAUT-LS May 2010 discussion document, which states, "A method should be developed for consulting all librarians on candidacies for the position of Director of Libraries." The subject will require discussion, and the *Statutes* may possibly require clarification or amendment regarding the Advisory Committee.

2) Senate

Elected Librarian Representatives on Senate

Article 6.1.1 of the *Internal Statutes of McGill University* states that Senate membership shall include "Three members, each of whom shall be elected for a term of three years, and shall be eligible for re-election, the electorate to be all librarians performing the function of librarian in the University's library system." The terms of office begin on September 1 and end on August 31 three years later.

The election process for the three elected librarian representatives on Senate is handled at the level of the Library and is not defined by the *Statutes* or the *Regulations*. The Secretariat expects the Library (as it expects each faculty) to conduct its nominations and elections for Senate in the spring (usually in March and April), so that the process will be completed by the end of May (when the last Senate meeting of each academic year takes place).

3) Committees Arising out of University Regulations

3a. Reappointment Committee

Article 2.3.6 of the *Regulations* states that: "A staff member's case for reappointment shall be considered by:(i) a reappointments committee of the McGill University Libraries which, in the case of a joint appointment, shall have representation from any relevant department or faculty; (ii) the Director or Dean of Libraries who, in the case of a joint appointment, shall consult the dean of any relevant faculty; and(iii) the Provost."

The *Regulations* prescribe how the Reappointment Committee functions, but do not prescribe its composition. The practice in the Library under Dean Cook has been to populate this committee with the same members as the Library Tenure Committee, and to refer to these members as serving on the "Library Reappointment & Tenure Committee." This practice is permissible, given that the *Regulations* do not define who should be on the Reappointment Committee, but strictly speaking it is a case of having the same people serve on two different committees (rather

than on one dual-purpose committee) because the two committees have distinct identities under the *Regulations*.

3b. Library Tenure Committee: Chair

Article 3.16 of the *Regulations* states: "Subject to Section 3.17, the chair of the Library Tenure Committee shall be chosen from amongst members of the tenured librarian staff, excluding the Director or Dean of Libraries, deans, associate deans, vice-principals, associate vice-principals, the Provost, the Deputy Provost, and associate provosts, by an established documented collegial process appropriate to the Libraries and approved by the Director or Dean of Libraries."

3c. Library Tenure Committee: Membership

Article 3.20 of the *Regulations* states: "Subject to Sections 3.22.1 and 3.22.2, the Library Tenure Committee for a candidate who is appointed only in the McGill University Libraries shall be composed of the chair and at least four other members of the Libraries, who shall be chosen from amongst tenured librarian staff members through an established documented collegial process appropriate to the Libraries and approved by the Director or Dean of Libraries. Two alternate committee members shall also be chosen in accordance with the same procedures."

Article 3.20.1 of the *Regulations* further states: "The documented collegial processes referred to in Section 3.20 shall be publicly available at the commencement of the tenure consideration process in each year of consideration, and candidates shall be made aware of the location of this documentation."

3d. University Tenure Committee for the Libraries: Chair

Article 3.24 of the *Regulations* states: "Subject to Sections 3.25.1 and 3.26, the University Tenure Committee shall normally be presided over by the Director or Dean of Libraries."

Article 3.24.1 of the *Regulations* further states: "At the commencement of each year of consideration, the Director or Dean of Libraries shall propose from amongst the tenured members of the librarian staff of the University Tenure Committee, an alternate chair to serve in the event that the Director or Dean of Libraries is unable to chair the University Tenure Committee, or is disqualified for cause or conflict of interest. Alternate chairs shall be approved by the Nominating Committee."

3e. University Tenure Committee for the Libraries: Membership

Article 3.28.1 of the *Regulations* states: "The Director or Dean of Libraries shall appoint two members to the University Tenure Committee from a list of three tenured members of the McGill University Libraries (the "library list"). The Libraries shall determine the manner in which the

members of the library list are selected. Membership of the library list shall be for a two (2) year renewable term."

Article 3.28.2 of the *Regulations* further states: "3.28.2 The Secretary-General or delegate shall appoint the other three members to the University Tenure Committee from the list approved by Senate (the "Senate list"). The Senate list shall be composed of four tenured members of the academic staff who do not hold appointments in the McGill University Libraries. Membership of the Senate list shall be for a two (2) year renewable term."

3f. Promotions Committee (for the rank of Full Librarian)

Articles 4.1 to 4.1.4 of the *Regulations* state: "The case of each staff member for promotion to the rank of full librarian shall, unless hereafter otherwise provided, be considered by (i) a standing committee of the McGill University Libraries for the consideration of the promotion of staff members to full librarian ("the promotions committee") whose members shall be chosen following an established documented process appropriate to the McGill University Libraries which shall be advisory to the Director or Dean of Libraries; (ii) the Director or Dean of Libraries; and (iii) a Statutory Selection Committee which is advisory to the Principal. Where a staff member holds an appointment in both the McGill University Libraries and a faculty the promotions committee shall have representation from both the McGill University Libraries and the relevant faculty. All members of the promotions committee shall hold the rank of full librarian with tenure or, where appropriate, full professor with tenure. Membership of the promotions committee shall be for a two (2) year renewable term. The promotions committee shall select its chair from amongst its members."

3g. Committee for the Reappointment of Non-Tenure Track Librarians

The *Regulations* are vague on this subject. Article 5.2.4 simply states that: "The appointment and reappointment of a staff member to a definite term non-tenure track appointment shall be made by the Provost or delegate on the recommendation of the Director or Dean of Libraries following consultation with an appropriate committee."

4) Other Committees

4a. Library Council

The terms of reference of Library Council are contained in the *Report of the Ad Hoc Committee On a Library Council*, dated April 5, 2011. They were approved by Provost Masi when the report was presented to him.

Article 2.4 of the terms of reference states: "The Library Council shall appoint a Secretary of Council." Article 3.1 (f) further states that the Library Council may "constitute such committees

as the Council and Dean/Director jointly may determine to deal with matters within the Council's mandate and function or that are referred to the Council." No procedure is defined in either case, other than the statement in Article 3.1 (e) that the Library Council may "develop and adopt rules and regulations for governing its proceedings, including determination of quorum."

4b. Governance Committee

This committee was created in November 2012 by Dean Cook, who also appointed its members. It is a successor to the Ad Hoc Committee on Reviewing the Guidelines which Dean Cook created in 2011.

4c. Future Committees

The question of how future governance-related committees should be created within the Library needs to be considered.

Section II:

Governance-Related Committees Filled Outside the Library

For the committees in this category, the processes for filling vacancies are handled outside the Library (for example by the Secretariat, by the Senate Nominating Committee, or by MAUT). The Library does not need to develop any processes of its own for these committees.

The list below summarizes whether librarians are eligible to serve and how the nomination process for each committee is handled; this is for the convenience of librarians who might be interested in serving on these governance-related committees. Full terms of reference for each committee can be found on the Board and Senate web pages.

1) Board of Governors

Article 1.1.1 of the *Internal Statutes of McGill University* defines the members of the Board of Governors. The *Statutes* state that "two shall be elected by and from the full-time academic staff at large in accordance with the electoral procedure approved by the Board, for staggered terms of not more than three years." As academic staff members, all full-time librarians are eligible for election to these Board seats. The *Statutes* also state that "two shall be elected by Senate from amongst its members, with staggered terms of not more than three years, provided that if during their term such members cease to be members of Senate, they thereupon cease to be members of the Board." The librarian representatives on Senate are eligible for election to these Board seats. All Board elections are conducted by the University Secretariat.

2) Committees of the Board of Governors

2a. Advisory Committee for the Appointment or Reappointment of the Principal

Article 1.3.4.1 of the *Internal Statutes of McGill University* states that the Board "shall appoint the Principal after consultation with a committee comprised as follows: the Chair of the Board of Governors (or other member of the Board designated by the Board of Governors) as chair; the Chancellor; two members appointed by the Board of Governors; two members appointed by the Senate; one member appointed by the Students' Society of McGill University and one member appointed by the Post-Graduate Students' Society of McGill University; two members appointed by the Council of the McGill Association of University Teachers; two members appointed by the Board of Directors of the Alumni Association; two members elected by the administrative and support staff. Alternates to the designated members may be named. Such alternates shall serve only in the event that the designated members are unable to serve and shall be permanent replacements." As members of the academic staff, all librarians are eligible to serve on this committee. Librarians who may wish to serve on this committee (when one is established) should communicate their interest to either MAUT or the Senate Nominating Committee.

2b. Advisory Committees for the Appointment or Reappointment of the Provost, the Deputy Provost and the Vice-Principals

The *Internal Statutes of McGill University* state that the membership of these committees, which are established as needed, includes four representatives of Senate. The phrase "representatives of Senate" refers to representatives who are designated by Senate but who are not necessarily Senators themselves; thus, as members of the academic staff, all librarians are eligible to serve on these committees. Nominations for the four representatives of Senate are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on these committees (when they are established) should communicate their interest to the Senate Nominating Committee.

2c. Advisory Committee for the Appointment or Reappointment of a Dean (other than the Dean of Libraries)

The *Internal Statutes of McGill University* state that, for the dean of a large faculty, the advisory committee includes four members (not necessarily members of the faculty concerned, nor of Senate), appointed by Senate. For the dean of a small faculty, the advisory committee includes two members (not necessarily members of the faculty concerned, nor of Senate) appointed by Senate. As members of the academic staff, all librarians are eligible to serve on these committees (which are established as needed). Nominations to the Senate-appointed seats are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on these committees should communicate their interest to the Senate Nominating Committee.

2d. Statutory Selection Committees

Statutory Selection Committees are consulted by the Principal when an appointment to the rank of full Professor or full Librarian is being considered. The *Internal Statutes of McGill University* state that "Before recommending an appointment to the rank of full professor or full librarian, the Principal must first have consulted a committee consisting of two governors selected by the chair of the Board, two vice-principals, the dean of any faculty in which the appointment is to be made, or, in the case of appointment to the rank of full librarian, the Director or Dean of Libraries, and two members selected by the Senate; and such other members as the Principal may see fit." The members selected by the Senate would be recommended by the Senate Nominating Committee and approved by Senate; in principle, a librarian holding the rank of full Librarian would be eligible for service as such a member.

2e. Joint Board-Senate Committee on Equity

The committee's terms of reference state that its composition includes "one representative of the academic community appointed by Senate." The phrase "appointed by Senate" refers to representatives who are designated by Senate but who are not necessarily Senators themselves; thus, as members of the academic staff, all librarians are eligible to serve on this committee. Nominations to seats on this committee are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on this committee should communicate their interest to the Senate Nominating Committee.

3) Senate

Ex-officio Senate Membership of the Dean of Libraries

Article 6.1.1 of the *Internal Statutes of McGill University* states that the Dean of Libraries is an ex-officio member of Senate.

4) Committees of Senate

4a. Academic Policy Committee

The committee's terms of reference state that its composition includes the Dean of Libraries (or the Dean's delegate) as one of its members. If the Dean wishes to send a delegate, she can choose the delegate herself.

4b. Committee on Enrolment and Student Affairs

The committee's terms of reference state that its composition includes "three representatives of Senate from the academic staff on the recommendation of Senate Nominating Committee." The phrase "representatives of Senate" refers to representatives who are designated by Senate but

who are not necessarily Senators themselves; thus, as members of the academic staff, all librarians are eligible to serve on this committee. Nominations to seats on this committee are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on this committee should communicate their interest to the Senate Nominating Committee.

4c. Honorary Degrees and Convocations Committee

The committee's terms of reference state that its composition includes "six representatives of Senate, to be nominated by the Senate Nominating Committee and appointed by Senate to reflect the breadth of the University." The phrase "representatives of Senate" refers to representatives who are designated by Senate but who are not necessarily Senators themselves; thus, as members of the academic staff, all librarians are eligible to serve on this committee. Nominations to seats on this committee are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on this committee should communicate their interest to the Senate Nominating Committee.

4d. Senate Committee on Libraries

The committee's terms of reference state that its composition includes the Dean of Libraries (ex-officio) and "two librarians appointed by Senate on the recommendation of the Senate Nominating Committee." All librarians are eligible to serve on these appointed seats, regardless of whether or not they are elected librarian representatives to Senate. Nominations to these seats are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on this committee should communicate their interest to the Senate Nominating Committee.

4e. Senate Nominating Committee

The committee's terms of reference state that its composition includes:

Five Deans selected on the recommendation of the Provost, ex officio

Ten members from among the elected academic or non-academic staff members of Senate, elected by all academic and non-academic staff members of Senate

The Dean of Libraries is eligible to serve on one of the five decanal seats, on a recommendation from the Provost. The three elected librarian representatives on Senate are eligible to serve on the Senate Nominating Committee as elected academic staff members of Senate. The nomination and election process for these seats is handled by the University Secretariat.

4f. Committee on Physical Development

The committee's terms of reference state that its composition includes the Dean of Libraries (or the Dean's delegate) as one of its members. If the Dean wishes to send a delegate, she can choose the delegate herself. The committee's composition also includes "eight representatives of Senate approved by Senate on the recommendation of Senate Nominating Committee." The phrase "representatives of Senate" refers to representatives who are designated by Senate but who are not necessarily Senators themselves; thus, as members of the academic staff, all librarians are eligible to serve on this committee. Nominations to seats on this committee are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on this committee should communicate their interest to the Senate Nominating Committee.

4g. Committee on the Rights of Senate

The committee's terms of reference state that its composition includes "a Senator who is a tenured professor in the Faculty of Law [and] three other Senators who are members of the academic staff." The librarian representatives on Senate are eligible to serve on this committee. Nominations to seats on this committee are made by the Senate Nominating Committee and are approved by Senate.

4h. Senate Steering Committee

The committee's terms of reference state that its composition includes "five members from among the elected academic or non-academic staff members of Senate elected by all academic and non-academic staff members of Senate." The librarian representatives on Senate are eligible to serve on this committee. Nominations to seats on this committee are made by the Senate Nominating Committee and are approved by Senate.

4i. Committee on Student Services

The committee's terms of reference state that its composition includes "two representatives of Senate (appointed by Senate on the recommendation of Senate Nominating Committee)." The phrase "representatives of Senate" refers to representatives who are designated by Senate but who are not necessarily Senators themselves; thus, as members of the academic staff, all librarians are eligible to serve on this committee. Nominations to seats on this committee are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on this committee should communicate their interest to the Senate Nominating Committee.

4j. Joint Board-Senate Committee on Equity

The committee's terms of reference state that its composition includes "one representative of the academic community appointed by Senate." The phrase "representatives of Senate" refers to representatives who are designated by Senate but who are not necessarily Senators themselves; thus, as members of the academic community, all librarians are eligible to serve on this

committee. Nominations to seats on this committee are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on this committee should communicate their interest to the Senate Nominating Committee.

5) Committees Arising out of University Regulations

5a. University Tenure Committee for the Faculties: Membership

Article 5.28.2 of the *Regulations Regarding the Employment of Academic Staff* states that the Secretary-General or her or his delegate "shall appoint the other three members to each University Tenure Committee from the list approved by Senate (the "Senate list") for each faculty. The Senate list shall be composed of: i) in the case of faculties with departments, nine tenured members of the academic staff who do not hold appointment in the same faculty as the members chosen under Section 5.28.1; and ii) in the case of faculties without departments, six tenured members of the academic staff who do not hold appointment in the same faculty as the members chosen under Section 5.28.1."

Librarians have served in the past on UTCs for the faculties, and it remains the view of MAUT-LS that librarians continue to have the right to do so. The Provost has taken a different view on the matter in recent years, with the result that librarians have been excluded from such service.

This concern formed part of Issue #2 in the May 2010 MAUT-LS discussion document, which stated: "The Senate Nominating Committee is excluding from consideration librarian nominations to certain committees (including faculty tenure committees) whose terms of reference call for representation from the academic staff, and on which librarians therefore have the right to serve." In its November 2010 report, the Librarians' Concerns Committee which was struck to address the concerns raised by MAUT-LS made the following recommendation: "It is recommended to the Provost that the issue of appointment of librarians to faculty UTCs be revisited once approximately 30 librarians have gone through a tenure process (excluding senior professional appointments)." Provost Masi accepted the recommendations of the LCC and communicated his decision to all librarians in his email of November 12, 2010.

5b. Advisory Council on the Charter of Students' Rights

The *Charter of Students' Rights* states that "the Council shall consist of five members and a Chair who shall be appointed by Senate for staggered two-year terms." As members of the academic community, all librarians are eligible to serve on this committee. Nominations to seats on this committee are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on this committee should communicate their interest to the Senate Nominating Committee.

5c. Appeal Committee for Student Discipline and Grievances

The *Code of Student Grievance Procedures* states that "The Appeal Committee shall consist of nine voting members, being five academic staff [who] shall be nominated by Senate, the staff members to serve staggered three-year, renewable terms and the student members to serve one-year term, renewable twice. [...] As far as possible, members shall be drawn from different faculties." As members of the academic staff, all librarians are eligible to serve on this committee. Nominations to seats on this committee are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on this committee should communicate their interest to the Senate Nominating Committee.

5d. Intellectual Property Appeals Committee

The *Policy on Intellectual Property* states that "The Intellectual Property Appeals Committee shall consist of 6 members appointed for three-year terms commencing September 1st, staggered, and 1 student member, appointed for a term of one year. Prior to the 1st day of April each year, the President of the McGill Association of University Teachers or the President's designate and the Principal or the Principal's designate shall submit to the Senate Nominating Committee a jointly approved slate of names of academics and members of administrative and support staff of the University and/or Board members." The Policy on Intellectual Property then goes on to describe the involvement of the Senate Nominating Committee, the Senate and the Board of Governors in the appointment process. As members of the academic staff, all librarians are eligible to serve on this committee. Librarians who may wish to serve on this committee should communicate their interest to MAUT.

5e. Panel for the Investigation of Research Misconduct

The *Regulations Concerning Investigation of Research Misconduct* state that the "Committee on Research Misconduct [...] shall consist of four members of which one member shall be appointed by the Dean; one member shall be appointed by the Vice-Principal (Research and International Relations); and two members with relevant knowledge and expertise shall be appointed by the Secretary-General from the panel established in accordance with section 6.8. Vacancies on the panel shall be filled by the Principal, or designate, and the President of MAUT, or designate, jointly submitting to the Senate Nominating Committee a slate of names equal to at least one and one-half (1.5) the number of vacancies on the panel. The Senate Nominating Committee shall reduce the slate to the number of vacancies on the panel and present it to Senate for approval." As members of the academic staff, all librarians are eligible to serve on this committee. Librarians who may wish to serve on this committee should communicate their interest to MAUT.

5f. Standing Committee on Sabbatic Leaves

At the present time, the Secretariat's website does not give the terms which define the composition of this committee.

5g. Committee on Staff Grievances and Disciplinary Procedures

The *Regulations Regarding the Employment of Academic Staff* state that "the Committee on Staff Grievances and Disciplinary Procedures shall be appointed by the Board of Governors from a panel drawn up as follows: Prior to the 1st day of April each year, the President of the McGill Association of University Teachers or the President's designate and the Principal or the Principal's designate shall submit to the Senate Nominating Committee a jointly approved slate of names of full-time staff members. This slate shall include at least one and a half times as many names as there are vacancies on the Committee on Staff Grievances and Disciplinary Procedures to be filled that year. From this slate, the Senate Nominating Committee shall strike a panel of nominees equal to the number of vacancies to be filled and shall also designate the chair and vice-chair of the Committee on Staff Grievances and Disciplinary Procedures." As members of the academic staff, all librarians are eligible to serve on this committee. Librarians who may wish to serve on this committee should communicate their interest to MAUT.

5h. Committee on Student Discipline

The *Code of Student Conduct and Disciplinary Procedures* states that "the members of the Committee on Student Discipline shall be appointed by Senate for renewable three-year staggered terms [...and shall include] a Chair, selected from the academic staff; a Vice-Chair, selected from the academic staff; [and] six other members of the academic staff." As members of the academic staff, all librarians are eligible to serve on this committee. Nominations to the academic seats on this committee are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on this committee should communicate their interest to the Senate Nominating Committee.

5i. Committee on Student Grievances

The *Code of Student Grievance Procedures* states that "the Senate Committee on Student Grievances (hereafter the Committee) shall consist of nine voting members, being four academic staff and four students (two graduate and two undergraduate), plus a Chair, none of whom need be members of Senate. [...] As far as possible the members shall be drawn from different faculties." As members of the academic staff, all librarians are eligible to serve on this committee. Nominations to the academic seats on this committee are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on this committee should communicate their interest to the Senate Nominating Committee.

5j. University Tenure Committee for Recruitment

The membership of this committee includes one member and one alternate member from each of the faculties, plus one member and one alternate member from the Libraries. All tenured librarians are eligible to serve on this committee. Nominations to the committee are made by the Senate Nominating Committee and are approved by Senate. Librarians who may wish to serve on this committee should communicate their interest to the Senate Nominating Committee.

5k. University Appeals Committee

The *Regulations Regarding the Employment of Academic Staff* state that "The Appeals Committee, consisting of six members with a term of office of three years, commencing on the 1st April, shall be appointed by the Board of Governors from a panel constituted as provided in Section 8.2. Prior to the 1st of March in each year, the President of the McGill Association of University Teachers, or his or her designate, and the Principal shall jointly submit to the Senate Nominating Committee a slate of names of full-time academic staff of a number at least one and a half times the number of vacancies on the Appeals Committee to be filled that year. The Senate Nominating Committee shall then strike a panel of nominees by reducing the slate to the number of vacancies to be filled. The panel thus struck shall be submitted to Senate for approval prior to its submission to the Board of Governors." As members of the academic staff, all librarians are eligible to serve on this committee. Librarians who may wish to serve on this committee should communicate their interest to MAUT.

Section III: **Committees Not Related To Governance (examples)**

This section only gives a few examples of committees which are filled within the Library but which are not related to governance. More committees are listed on the U: drive at this location: U:\Common\Committees\University wide committees.

At the Library Council meeting of June 8, 2012, Dean Cook described the composition and selection process for internal library committees in the following terms:

Extract from the minutes of the Library Council minutes of June 8, 2012:
"Since most of our committees are work-related, membership is based on expertise or on work duty requirements. Generally, volunteers are solicited first, and additional members are appointed as needed. Several times a year, a library representative is asked serve on university-wide committees – in these cases, applicants are solicited, and are appointed based on interest, and the need for experience and service in categories II and III to benefit to the individual."

Examples of Internal Library Committees Filled Within the Library

- EndNote Committee
- Strategic Plan Working Group On Information Literacy

Examples of McGill Non-Library Committees Having Library Appointments

- Faculty of Arts Curriculum Committee
- Macdonald Campus Committee on Information Technologies

Examples of Committees Outside McGill Having Library Appointments

- CREPUQ Sous-Comité des bibliothèques
- CREPUQ Groupe de travail sur la formation documentaire