



University
of Windsor

Provided by the Office of the Provost and Vice-President, Academic



2025-2026

UCRPPLM

RPP GUIDE
FOR
LIBRARIANS

CONTRACT RENEWAL
PERMANENCE
PROMOTIONS

For: _____
Candidate's Name

Date: _____

Please refer to this package while preparing UCRPPLM material for each candidate while progressing through the contract renewal, permanence and promotion processes. The contents apply to Renewal, Tenure and Promotion. When using it, be sure to apply only those parts that are relevant to the application.

Memo to: Deans and Heads
Re: Contract Renewal, Tenure /Permanence and Promotion Process

Note: Senate Bylaw 20, 22 and 23 ARE in effect.
Also note Articles 5:31, 5:32, 12 and 13 of the Windsor University Faculty Association/ University of Windsor Collective Agreement.

Make a Check mark on the blank lines provided to indicate completion of each step.

Summary of Important Deadlines

Bylaw:

September 1:	22.4.2	Pertinent information brought to attention of faculty members by AAU Head
October 1:	22.4.3 and C.A. 5:32	Performance Reviews completed and communicated in writing to faculty members and Dean by AAU Head
October 15:	22.4.4	AAU Head reviews performance of faculty member with member and indicates recommendations he/she will make re: PTR Initiate process to solicit letters of reference for all candidates applying for tenure/permanence and for promotion to professor
October 31:	22.6.5	Documentation to UCAPT Chair re: Renewals
December 15:	22.6.5	Documentation to UCAPT Chair re: Tenure/Permanence
January 31:	22.6.5	Documentation to UCAPT Chair re: Promotion

RENEWAL, PERMANENCE AND PROMOTION (R.P.P.) GUIDE FOR LIBRARIANS

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Completed:

1. After June 30th and no later than October 1st:

- _____ 1) Each Council shall clearly articulate its procedures, criteria and standards for renewal, tenure and promotion, and the manner by which they are being evaluated in each of the categories of 1) scholarship, 2) teaching, and 3) service. (Bylaw 22.4.1) For Librarian members, the criteria governing the renewal of appointment, promotion and granting of permanence for librarian members shall be as described in clause 13:11 of the Collective Agreement.

Senate Bylaw 22.4.1.1, and CA Article 13:10, states that the AAU-approved criteria and standards shall be forwarded by the AAU to the Faculty (Coordinating) Council for approval and then to the UCRPPLM for approval, to ensure Faculty-wide and University-wide consistency of standards, prior to being applied to an applicant for renewal, tenure and promotion. In the absence of approved AAU criteria and standards, the UCRPPLM shall establish and apply its own criteria for the AAU. UCRPPLM decisions on AAU-criteria shall be based on the guidelines established in Bylaw 23 (Bylaw 22.4.1.1).

Senate Bylaw 22.4.1.2 states that each AAU Council shall review and approve the criteria and standards annually. Any revisions stemming from this review must be approved by the Faculty (Coordinating) Council and the UCRPPLM.

Please note that the bylaw requires UCRPPLM to approve AAU criteria and standards and to apply its own standards in the absence of approved criteria. UCRPPLM will work collaboratively with the Deans to ensure that the provisions of Bylaw 22.4.1 are met.

- _____ 2) Head of AAU shall bring to the attention of the members of her/his AAU Council any pertinent regulations, bylaws and procedures relating to promotions, permanence and renewal of contract by September 1st. Any criteria approved by AAU's shall also be provided. Criteria created under Bylaw 23 may however be used as a guideline. (22.4.1.1) [see attached sample letters A and B]
- _____ 3) The AAU elects members of the RPP committee annually (CA 13:15).
- _____ 4) **Performance Reviews:**
Written performance reviews must be completed by AAU Heads following the first, third and fifth full year of employment of an untenured Librarian member, **preferably by June 30th**, but no later than October 1st. The AAU Head shall complete a Performance Review relating to the criteria for permanence and promotion to Librarian II or III. Performance Reviews shall be in writing and each untenured librarian member shall have the right to make a written response relating to his/her achievement of the criteria. Performance Reviews can be conducted any time after June 1st, and AAU Heads are encouraged to conduct performance reviews as soon as possible after the beginning of June. The performance review and any written response shall be filed with the Dean of the Faculty by October 8th. [See sample template, pages 12 and 13]
- _____ 5) **Each AAU head shall** communicate in writing to each member the findings of the Performance Review required under 22.4.3.1 and 22.4.3.4.
- _____ 6) Take this opportunity to discuss potential Referees for Permanence and Promotion to Librarian IV applications. Determine the relationship between the candidate and suggested referees. Please refer to the section on Letters of Reference – 6.13 of this document.
- _____ 7) All Performance Reviews of the candidate (22.4.3 and C.A. 5:32) and responses must be available to Promotion, Permanence and Renewal (RPP) committee members and are considered part of the UCRPPLM file.

- 2) Ensure RPP committees are properly constituted:

Committee Composition – See C.A. 13:15

In Leddy Library, the Associate University Librarian chairs the RPP committee as a voting member.

In the Law Library, the Law Librarian chairs the RPP committee as a non-voting member.

_____ a) For the **assignment of an EE/PA** (Equity Assessor) contact the Faculty Recruitment Coordinator in the Office of the Provost at ext. 1432. Every effort should be made to ensure that all members can attend the meeting of the RPP.

_____ b) A quorum was present for the meeting.

- Quorum = 1 less than the full voting membership of the committee. (Bylaw 22.6.1)
- Chair can only vote once

Bylaw 22.6.1 states that: A quorum shall be one less than the full voting membership of the AAU Renewal, Promotion and Tenure Committee. All members except the EE/PA and the Executive Dean will have a vote. The vote will be by secret ballot. A decision shall be reached by a majority vote of the voting members present. In the event of a tie vote, a positive recommendation shall be forwarded to UCRPPLM.

The bylaw does not require that a student be present to hold a meeting, though it may be recommended. Provided that the committee is properly constituted (appropriate number of faculty, both genders and a student), then the meeting can be held with one less than the full voting membership (regardless of who is the “one less”).

_____ c) The student members and alternates are to be elected by the student members of the AAU council; however, the student members or the alternate student members on the RPP committee need not be members of the AAU Council. In all instances, there shall be no alternating among and between student representatives during the course of consideration of the renewal, promotion or permanence of an individual applicant.

d) C.A. 13:15 requires that **both genders shall be represented among the non-student voting members on Library RPP committees**. Where necessary, a librarian member from a non-represented gender shall be elected by the University Library Administrative Committee to the committee from a list of eligible librarian members provided by the University.

3) The **Chair** of the RPP committee **has the responsibility of ensuring that the candidate’s application is ready for review by the committee**. The Chair should therefore advise the applicant if the application is incomplete and provide direction as to the requirements to be met. The **RPP committee should not meet until the UCRPPLM file is complete**, and appropriate material is available for its consideration.

_____ 4) The **Chair** of an RPP committee **must be familiar with proper standards and procedures prior to convening the meetings and always seek to ensure that proceedings are fair and equitable**. For example, voting by secret ballot.

_____ 5) AAU Heads are to ensure that all members of the RPP committee have a copy of the pertinent bylaws, and CA articles, and access to all necessary documentation for committee deliberations at least **5 days** prior to the meeting. **Committee members should review all such material prior to meetings**.

_____ 6) Bylaw 22 specifies that the AAU Head chairs all AAU RTP/RPP committee meetings and is responsible for making the logistical arrangements for meetings, preparing documentation,

presenting cases and recommendations at meetings, preparing a draft summary of the proceedings, etc. **The AAU Head has overall responsibility for the preparation of the final summary in all cases and the committee must approve the AAU Head's summary of committee deliberations.**

Bylaw 22.5.1 states that the AAU Head shall initiate all proceedings of the AAU RPP Committee by presenting his or her recommendations, the Performance Review(s) of the librarian member, and any response(s) of the librarian member to the Review(s). Untenured librarian members shall be considered for renewal by the AAU RPP Committee after the third full year of their probationary period. When the review is positive, the AAU RPP Committee shall recommend continuation of the probationary appointment.

- _____ 7) Bylaw 22.5.2 specifies that at least **forty-eight** hours before the meeting or meetings, the Chair of the AAU RPP/RPP Committee shall inform each librarian member in writing of the date and time of the meeting or meetings when his or her case will be considered and of his/her right to make personal representation to the Committee. [see attached sample letter C]
- _____ 8) Bylaws 22.5.2.2 states that **where the AAU Head is recommending non-renewal of contract, denial of tenure/permanence, or not to promote, the librarian member concerned shall have the right to respond immediately after the Head's statement to the Committee on his or her case,** and before any discussion takes place.

4. After RPP Committee Meets

- _____ 1) Bylaw 22.6.3.1 states that prior to submitting the Committee's recommendations to the UCRPPLM, the AAU Head will inform the librarian member concerned whether a positive recommendation is to be made in his or her case regarding renewal of contract, tenure and promotion.
- _____ 2) Bylaw 22.6.3.2 states that in the case of a decision not to recommend, the librarian member shall be informed **in writing** of that fact, the reasons therefore and of his or her right to make written representations to the UCRPPLM. In all cases the librarian member must be informed of the Committee's recommendation or decision not to recommend by the dates specified in 22.6.5.

Bylaw 22.6.4 states that the Dean's recommendation on the file and its rationale, and the right to make written representations to the UCRPPLM, will be provided **in writing** to the faculty member concerned.

Bylaw 22.6.5 states that the recommendations of the AAU RPP Committee on contract renewals, with all the necessary supporting documents as directed by the UCRPPLM, the recommendations from the Dean and any written responses from the faculty member concerned shall be submitted to the Chair of the UCRPPLM on or before October 31. The recommendations of the AAU RPP Committee concerning tenure, with all the necessary supporting documents as directed by the UCRPPLM, and the recommendations from the Dean shall be submitted to the Chair of UCRPPLM by December 15 by the AAU Head. The recommendations of the AAU RPP Committee for promotions, with all the necessary documents as directed by the UCRPPLM, and the recommendations from the Dean shall be submitted to the Chair of the UCRPPLM by January 31.

- _____ 3) The completed application is sent to the Dean's office for their evaluation.

5. Dean's Review

The candidates may see their file when the Dean's office has forwarded the completed application to UCRPPLM. The candidates may view their files within the Dean's office. In cases for permanence and promotion to Librarian IV where external referees are included in the package, it is very important that the identity of the external referees remain confidential. Any information contained in the application that may identify the external referees must be de-attributed from the application.

6. UCRPPLM Documentation Completion:

Candidate Responsibilities

- ___ 1) Applicant has accurately completed the Librarian *c.v.* form prior to the performance review. No other version of the *c.v.* will be accepted.
- ___ 2) Applicant has provided the AAU Head with the electronic version of her/his accurately completed *c.v.* (format referred to above) prior to the performance review for Contract Renewal, Promotion and Permanence applications. Only *c.v.s* appended to applications for mandatory Permanence may be updated for a final time, and no later than one week prior to the AAU RPP committee meeting.
- ___ 3) OPTIONAL: Candidate provided Optional UCRPPLM Candidate Self-Assessment Statement, if any, to the AAU Head prior to the Head preparing for the performance review.
- ___ 4) OPTIONAL: Candidate provided Optional UCRPPLM Teaching Dossier Form and appendices, if any, or other teaching dossier to the AAU Head prior to the Head preparing for the performance review.
- ___ 5) Provide names of potential referees at the request of the AAU Head when considered for Permanence/Promotion to Librarian IV (**preferably in June**). (Refer below to Letters of Reference #13). (List the names in order of preference and as many as you would like).
- ___ 6) All information is **typed**.
- ___ 7) All attachments are on 8½ X 11 inch paper.
- ___ 8) The applicant has provided the following specific information using the terms listed in relation to publications/exhibitions when completing the Research and Scholarly Activity portion of the *e-c.v.*

Required Publication Information:

1. Name(s) of **all** co-authors;
2. Title of article;
3. Name of journal;
4. Volume number of journal;
5. Year of publication;
6. Page numbers.

Terminology for Publications:

1. In Progress: ⇒ Research or creative activity currently being undertaken.
2. Completed: ⇒ Research or creative activity substantially completed but not yet submitted for publication/assessment.
3. Submitted: ⇒ Research or creative activity in the hands of the publisher/assessor, but not yet approved for publication/performance.
***indicate date (month and year) submitted**
4. In Press: ⇒ **Research** or creative activity approved for publication/exhibition.
***attached letter of acceptance must be included**
5. Published: ⇒ In print (electronically or hard copy).
*** indicate date (month and year)**

Department Head's Responsibilities

- 9) Performance reviews have been completed. **After June 30th and no later than October 1st:** **Performance Reviews: written performance reviews** must be completed by AAU Heads and provided to all candidates for renewal, permanence and promotion (**preferably by June 30th**), but no later than October 1st. Performance Reviews can be conducted any time after June 1st, and AAU Heads are encouraged to conduct performance reviews as soon as possible after the beginning of June. [See sample template, pages 15 and 16]
- 10) The AAU Head has checked to ensure that the electronic c.v. is completed and contains all required publication details as identified above in relation to Scholarly/Creative Activities and Research.
- 11) The appropriate cover sheet has been completed (Contract Renewal, Permanence (and Promotion to Librarian II or III), Promotion to Librarian III or Promotion to Librarian IV)).
- 12) Attach copy of UCRPPLM approved AAU Criteria.
- 13) **Letters of Reference:**
In the case of permanence (and promotion to Librarian II or III) and promotion to Librarian IV, Bylaw 22.5.2.3 states that **letters are required from a minimum of three referees** outside the University with established reputations within the candidate's field. At least one referee shall be chosen from a list drawn up by the AAU Renewal, Permanence and Promotion Committee, and at least one (1) is chosen from a list provided by the candidate. One (1) Committee choice, One (1) Candidate choice, and One (1) from either the Committee or Candidate list. All letters from referees must be forwarded to UCRPPLM with the UCRPPLM documentation. The candidate **shall not** communicate with their potential referees.
1. Samples of letters to be used are attached (letters D [Referee Request] and E [Referee Instructions]);
 2. In order to meet the December 15 deadline for submissions to UCRPPLM in **permanence** cases, and the January 31st deadline in **promotion to Librarian IV** cases, **the solicitation of external letters should begin in June and no later than September 1st**;
 3. Letters of reference should come from established senior scholars and/or professionals in, or relevant to the candidate's field, at or above the applicant's desired rank;
 4. External reviewers should be at arms-length and **should not** have been a research collaborator or co-author during the past six (6) years. As well, the reviewer **should not** have any plans to collaborate with the applicant in the immediate future;
 5. The external reviewer **should not** have been a Ph.D. supervisor or external examiner and must not be from the same university as the applicant;
 6. All reviewers must be from established authorities in the field who are not in a conflict of interest (eg, personal, financial etc) with the candidate.
 7. Bylaw 22.5.2.4 states that all communications between all the referees (both potential and actual) and the AAU Head shall be in writing and copies of all such communications shall be submitted by the Chair of the AAU RPP Committee to the UCRPPLM

The University of Windsor adheres to the Canada Research Chair Conflict of Interest Policy which is listed below:

Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations
<http://www.science.gc.ca/default.asp?lang=En&n=90108244-1>

Candidates may supply their materials for review by external referees in digital format, memory stick, or electronically, as well as audio, video and pdf documents.

Please refer to Conflict of Interest and Arm's Length (guidelines for choosing an external referee) FAQ document for further information:

https://www.uwindsor.ca/provost/sites/uwindsor.ca.provost/files/conflict_of_interest_faq_final_may_2025.pdf

What to Include in Package to the Selected Externals

- eCV
- Candidate Self-Assessment Statement (if applicable)
- Documentation of creative activity (where applicable)
- Collective agreement language on Renewal, Permanence and Promotion
- Departmental criteria
- Teaching dossier or equivalent professional portfolio (for Librarian applicants)

What not to Include in Package to the Selected Externals

- Material related to teaching or service should only be included in the package if required by the applicant's RPP criteria.

- ___ 14) Applicant's name and AAU appears on the top left corner of each page and attachment of all documents.
- ___ 15) The AAU Head/RPP committee has completed the Rating and Evaluation Form and has provided all required information.
- ___ 16) The candidate's Student Evaluation of Teaching (SPT) forms (if applicable) have been completed and provided for all years on campus and are included with the UCRPPLM documentation. See details under "Assessment of Teaching", on pages 10 and 11.
- ___ 17) The Chair has provided clear reasons based on identified facts to support his/her recommendation. It is essential that evaluative comments in all sections **articulate a clear statement about the relationship between AAU RPP criteria and the assessment of the candidate's performance.**
- ___ 18) The AAU Head has completed all of the sections of the Rating and Evaluation Form entitled "**To be completed by AAU Head**".
- ___ 19) The **Cover Sheet** has votes recorded for **past** and **present** years, and:
- i) Committee Members' names and representative role and whether present or absent
 - ii) Number of positive votes
 - iii) Number of negative votes
 - iv) Number of abstentions**
 - v) NOTE: For permanence cases, a positive recommendation for permanence automatically results in a positive recommendation for promotion to Librarian II or III
- And has recorded:
- vi) Number of RPP committee members absent and identify the member or members absent
 - vii) Confirmation of attendance and name of EE/PA, where EE/PA could be assigned.

** An abstention is not a vote and does not count in the total number of votes cast. They are the same as a blank or scratched ballot. In Robert's Rules: "To 'abstain' means not to vote at all, and a member who makes no response if "abstentions" are called for abstains just as much as one who responds to that effect." The total number of votes cast are those that voted Yes or No. Simply put, abstentions are essentially a vote for the prevailing side. By not voting they are letting the item be defeated or carried as the case may be.

- ___ 20) Bylaw 22.3.1 states that an EE/PA (Equity Assessor) is a member of the committee (Non-Voting).
- An **EE/PA** will attend **all** meetings without exception of an AAU's RPP committee, when one has been assigned, and s/he will **sign the UCRPPLM cover sheet** above the head's signature after all sections have been completed and prior to the form's submission to the Dean and UCRPPLM. If the EE/PA wishes to make a more extensive statement, it should be appended to the UCRPPLM form.
- ___ 21) **Assessment of Performance in the assigned position and professional practice:**
 In completing the performance in the assigned position and professional practice portion of the form AAUs are encouraged to consider as wide a range as possible of evidence relating to librarianship. Sources of evidence could include but are not limited to librarianship personal statements, equity, diversity, and inclusion statements, teaching dossiers, demonstrated outcomes of projects and services provided, colleague and patron perceptions of and/or feedback on professional practice, external reviewers' comments, contributions to development of professional practice and leadership.
- ___ 22) **Assessment of Contributions to the library, university, and profession through service:**
 Service is divided into contributions to the University and contributions to the profession. Contributions to the activities of learned and professional societies and other community services utilizing professional expertise will be taken into account. Sources of evidence could include, equity, diversity, and inclusion statements, CV, colleague, student, staff evaluations of and/or feedback on service, external reviewer comments, contributions to the unit, institution, field/discipline, and service leadership. Candidates are encouraged to clearly express the unique contributions they made within the service in which they were involved.
- ___ 23) The Head should provide comments on Service to the University and Service and contributions to the academic profession. Contributions to the activities of learned and professional societies and other community services utilizing professional expertise will be taken into account.
- ___ 24) The AAU RPP Committee should rate the candidate's contributions to the University and to the academic profession in areas exclusive of librarianship and research. Contributions to the activities of learned and professional societies and other community services utilizing professional expertise will be taken into account.
- 25) **Summary:**
- ___ i) The overall assessment by the AAU RPP Committee summarized by the Chair should provide **a clear statement about the relationship between the AAU RPP criteria and the assessment of the candidate's performance along with a conclusion.**
 - ___ ii) The overall assessment by the Head or Dean should provide **a clear statement about the relationship between the AAU RPP criteria and the assessment of the candidate's performance along with a conclusion.**
 - ___ iii) In departmentalized faculties, the overall assessment by the Dean should provide **a clear statement about the relationship between the AAU RPP criteria and the assessment of the candidate's performance along with a conclusion.**

7. Conduct of the Meeting

- 1) While the chair has primary responsibility for ensuring equity in relation to the review process and merits of each case and the EE/PA is present to assist, all **AAU RPP committee members are responsible for working to ensure fairness** and equity during the review process at the AAU RPP committee level.

- ___ 2) Given their experience, Deans of departmentalized faculties should take a leadership role in assisting the chair of an AAU committee to ensure fairness and equity.
- ___ 3) The Equity Assessor is asked to assist the chair and to speak whenever necessary in order to seek to ensure fairness and equity. The chair should ensure the equity assessor is familiar with the rights and responsibilities of the applicant.
- ___ 4) Any observations reported by AAU RPP committee members must be documented and all conclusions substantiated.
- ___ 5) The candidate must be made aware of any new information arising at the AAU RPP Committee meeting and must be given the opportunity to provide a response prior to the Committee taking a vote and making its recommendation. No unsubstantiated information may be considered during deliberations.
- ___ 6) **If a case appears to be leading towards a negative result**, while the bylaw does not prescribe it, **the applicant shall be invited to meet with the committee to address its concerns prior to its making a final decision.**

8. Following the Meeting

- 1) In accordance with Senate Bylaw 22.6.2, the AAU Head shall be responsible for the preparation of a summary of the proceedings of all meetings which shall be approved by the Committee and submitted to the UCRPPLM. The summary will include:
 - a) the initial recommendation of the AAU Head and the reasons therefor
 - b) the nature of the discussion, including statements and reasons for renewal of contract, permanence or promotion with reference to the AAU-approved criteria
 - c) and must specifically address any negative written comments by external referees;
 - d) the motions passed;
 - e) the votes cast, including the voting pattern for each year of contract renewal; and the voting pattern for promotion or permanence.

All proceedings shall be kept strictly confidential, and a copy of the summaries of the RPP meeting shall be placed in the member's personnel file. The AAU Head shall prepare an annual report on these data to the Office of Human Rights, Equity and Accessibility. The reporting format to be used is in Bylaw 22, Appendix A.
- ___ 2) Minutes and summary were reviewed and approved by the AAU Committee.
- ___ 3) The candidate was informed of the AAU committee's decision in writing before the application was submitted to UCRPPLM.
- ___ 4) A copy of the completed UCRPPLM documentation is to be placed in the candidate's official personnel file in the Dean's office. Candidates have a right to see these documents, including the AAU Head's and Dean's comments and the comments of external referees. In the last instance the identity of the authors must remain confidential, unless the external referee consents to the release of his/her name.

9. Permanence prior to the end of the probationary period

- 1) Bylaw 22.4.5 states:
Any untenured faculty member at the Assistant level can be considered for tenure after two full years of employment at the University. In such cases, s/he shall initiate the process by making an application to the AAU Head by September 15. If the early tenure application is unsuccessful, the untenured faculty member will continue in his/her probationary appointment according to the normal timelines. Where a faculty member's early tenure application falls in his/her year of renewal, an unsuccessful tenure application will default to a review for renewal of contract. In such cases, a separate submission by the faculty member is not required. The maximum length of employment at the probationary level is six full years of employment.

- 2) C. A. Article 12:18 states, for Librarian members:
 - (a) Probationary or limited term appointments of eighteen (18) months may be deemed equivalent to either one (1) or two (2) year(s) of service for the purposes of permanence consideration at the option of the member.

 - (b) Probationary or limited term appointments of less than eighteen (18) months shall be deemed equivalent to one (1) year of service for the purposes of permanence consideration.

Use for Renewal, Permanence and Promotion cases

File Name: Letter_A.frm

September X, 20XX

University of Windsor

SUBJECT: Contract Renewal, Permanence and Promotion Regulations, Bylaws and Procedures

Dear :

In accordance with Senate Bylaw 22.4.2, I am writing to bring to all AAU Council members' attention the pertinent regulations, bylaws and procedures relating to renewal of contract, permanence and promotion, deliberations in our AAU.

Senate Bylaws 22 and 23 and Articles 5:31, 5.32, 12 and 13 of the Collective Agreement apply to these processes. ([*where applicable*] Please also find the criteria approved in your area.)

Yours sincerely,

AAU Head

c: Dean

enclosure

Recommended for Use With all Performance Reviews

(Please provide a clear statement about the relationship between the AAU RPP criteria, the applicant's job description (where relevant), and the assessment of the applicant's performance along with a conclusion)

File Name: Perform.doc

(Add spaces as required)

Name:

Department:

Faculty:

Date:

Prepared by:

- 1) Performance in the Candidate's Assigned Position(s) and Professional Practice

- 2) Contributions to the University and to the Academic Profession Through Service

- 3) Research, Scholarship, or Creative Activity

- 4) Other (if applicable)

- 5) Summary

(Place the following at the end of each Performance Review:)

Please place a check mark (✓) in one or both of the following boxes.

- I have read, discussed and understand this performance review.
- I have provided a written response dated _____.

(Signature of applicant)

Use for Renewal, Permanence and Promotion cases

File Name: Letter_B.frm

September X, 20XX

University of Windsor

SUBJECT: Performance Review Re Senate Bylaw 22.4.3, 22.4.4 and C.A. 5:32

Dear :

Please find enclosed a copy of your performance review for the period _____ to _____.

The performance review and any written response shall be filed with the Dean of the Faculty by October 8th.
(Senate Bylaw 22.4.3.1, 22.4.3.2, 22.4.3.4 and C.A. 5:32)

I look forward to discussing it with you at a mutually convenient time [or a specific time] prior to October 15th of this year.

Yours sincerely,

AAU Head

cc: Dean

enclosure

Use for Renewal, Permanence and Promotion cases

File Name: Letter_C permanence.frm

September X, 20XX

University of Windsor

SUBJECT: Promotion, Permanence and Renewal (RPP) Committee Meeting

Dear :

In accordance with Senate Bylaw 22.5.2, to consider your application for (Contract Renewal/Permanence/Promotion) please be advised that the Renewal, Permanence and Promotion Committee of the department of (department) will meet on (DATE) at (TIME) in (Room XXX) to consider your application for (Renewal/Permanence/Promotion to Librarian II or III or Promotion to Librarian IV).

Senate Bylaw 22.5.2.1 states that at the AAU RPP Committee meeting at which your file is being reviewed, you shall have the right to respond immediately after the Head has presented his or her recommendation to the Committee on renewal of contract, tenure, or promotion and before any discussion takes place. Please inform me [or Chair as appropriate] whether you wish to do so.

Yours sincerely,

AAU Head

cc: Dean

Use for Referee Request for Permanence/Promotion to LIB IV Cases

Permanence – Referee Request Sample Letter

File Name: Letter_D.frm

September X, 20XX

[Referee Address]

Dear (Name),

I am writing to you with a request to assist in our library's Renewal, Permanence and Promotion process. *[Candidate]* who currently holds the rank of _____, is employed as _____ in the _____ department at the Leddy Library. *[Candidate]* is being considered for *[promotion/permanence]* this year. The University of Windsor Senate By-Laws require that the Renewal, Permanence, and Promotion Committee for University Librarian Members (RPPCULM) obtain "independent external evaluations of the quality of the candidate's professional and related academic activities." Your name has been put forward, by RPPCULM, as a potential assessor who would have relevant experience in providing an impartial evaluation. I am writing to ask if you would agree to act in this capacity.

If you agree to review *[candidate]'s* file, we will send you a package of information and criteria. You would be asked to comment on the significance of the candidate's librarianship; research, scholarship, creative activity; and service to the library/university/profession, as reflected in the package that you receive. Commentary on anything outside the context of the package is not necessary or needed. These review letters are often between 1-4 pages in length. You may find it helpful to compare *[candidate]* to other librarians at the same stage of career development.

These evaluations are used by RPPCULM as part of their assessment of the candidate and are also forwarded to the next level committee, the University Committee on Renewal, Promotion and Permanence for Librarian Members. The criteria for librarians at the University of Windsor are detailed in the Collective Agreement between the University of Windsor and the Faculty Association, as well as in the Leddy Library's Renewal, Permanence, and Promotion Criteria for Librarian Members at the University of Windsor.

Please note that your evaluation will be included in *[candidate]'s* file where the contents may be read by them. Your identity as the author of the evaluation will remain confidential unless you indicate that you waive your right to anonymity via the attached form.

We hope that you will be willing and able to assist with this process. Please respond by filling out the *Referee Acceptance-Regret form* attached to this email. Please email the form to *[email address]*. If you agree to evaluate *[candidate]'s* work, the attached form also indicates whether you would prefer that your evaluation remain anonymous.

Once we receive your acceptance, we will provide you with *[candidate]'s* curriculum vitae plus the accompanying documentation via email. We would ask that your evaluation be submitted by **[date]**, if possible.

We sincerely appreciate you considering this request to provide an assessment for the Renewal, Permanence and Promotion Committee for University Librarian Members.

We ask that you respond to this request by **[date]**, so that we can confirm *[candidate]'s* referees list. If you have any further questions, please feel free to contact me via email or by phone.

Thank you for your consideration.

Sincerely,

AAU Head

Enclosure

I agree

I regret that I am unable

to evaluate the work of _____ for the granting of Permanence
(name of UCRPPLM applicant)

I **do** / **do not** waive my right to anonymity.

Name

Address

Use for Referee Instructions for Permanence/Promotion to LIB IV Cases

Permanence – Referee Instructions Sample Letter

File Name: Letter_E.frm

September X, 20XX

[Referee Address]

Dear (Name),

Thank you very much for agreeing to act as a reference for [candidate]'s application for permanence and promotion (or Promotion to Librarian IV) at the University of Windsor.

You will find all the necessary documentation to complete your review accompanying this email, as listed below:

1. [Candidate's] full permanence/promotion application including:
 - a. Statement of accomplishments written by the candidate and dossier containing examples of some of [candidate's] work.
 - b. Curriculum vitae describing the candidate's activities since [start date].
2. Workload assignment letters from [start date-present].
3. Leddy Library Renewal, Promotion and Permanence Criteria Descriptions
4. Relevant articles from the Windsor University Faculty Collective Agreement, Articles 5:53-5:62, 12:11-12:18, & 13:09-13:21. The criteria to be used in your assessment is provided in Articles 13:11 to 13:14.

Also attached is a descriptive document (Leddy Library Renewal, Promotion, and Permanence Criteria Descriptions) adopted by the Library's Academic Council, which will offer further guidance on the application of the criteria. Please keep in mind that your assessment should highlight evidence found in the candidate's C.V., statement of accomplishments, and dossier. The committee will include the evidence you provide as an important piece of information in its deliberation.

If you have any difficulty with any of the documents, have any questions, or if you require additional information, please feel free to contact me. When you have completed your assessment, please email a copy to _____. Thank you, again, for being willing to assist us with this process. We would ask that you please submit your completed assessment no later than [date].

Thank you for your consideration.

Sincerely,

AAU Head

UNIVERSITY OF WINDSOR
RECOMMENDATION TO UCRPPLM BY LIBRARY COMMITTEE
Renewal of Contract

Please Refer to:
Senate Bylaws 20, 22, 23 and
Collective Agreement Articles 5:31, 5.32, 12 & 13

RPPCULM Committee Membership:
List ALL members (including those absent)

- 1) Voting (Chair):
- 2) Voting Student:
- 3) Voting Library members:
- 4) Non-voting University Librarian (or designate):
- 5) Non-voting EE/PA:

Check List:

- 1) Cover sheet
- 2) UCRPPLM Evaluation Form
- 3) candidate's printed electronic c.v.
- 4) all signed performance reviews and responses
- 5) all signed workload assignment documents
- 6) optional candidate self-assessment statement (recommended)
- 7) optional dossier (recommended)
- 8) RPP criteria
- 9) candidate has reviewed document

RECOMMENDATION

To be completed by AAU Head:

NAME: _____

Law Library: Leddy Library:

The Library Committee Recommends **RENEWAL OF CONTRACT:** **Yes** **No**

Previous Votes on Renewal of Contract:

<u>Date (day/month/year)</u>	<u>Yes</u>	<u>No</u>	<u>Abstention</u>	<u>Non-Voting</u>	<u>Absent</u>
/.../0000	0	0	0	0	0
/.../0000	0	0	0	0	0
/.../0000	0	0	0	0	0
/.../0000	0	0	0	0	0

Current Library Vote: Yes: 0 No: 0 Abstention: 0 Non-Voting 0 Absent: 0

Date: _____

EE/PA Signature: _____

Date: _____

Librarian Signature: _____

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**To be completed by the Office of the Provost and Vice-President, Academic Only:**

1st Appointment Date: \_\_\_\_\_

Rank Hired at: \_\_\_\_\_ Present Rank: \_\_\_\_\_

Date Previously Promoted: \_\_\_\_\_

Normal Permanence Consideration Date: Fall \_\_\_\_\_

Minimum Permanence Consideration Date: Fall \_\_\_\_\_

**UNIVERSITY OF WINDSOR**  
**RECOMMENDATION TO UCRPPLM BY LIBRARY COMMITTEE**  
**Permanence and Promotion to Librarian II or III**

Please Refer to: Senate Bylaws 20, 22, 23 and  
 Collective Agreement Articles 5:31, 5.32, 12 & 13

**RPPCULM Committee Membership:**

List ALL members (including those absent)

- 1) Voting (Chair):
- 2) Voting Student:
- 3) Voting Library members:
- 4) Non-voting University Librarian (or designate):
- 5) Non-voting EE/PA:

**Check List:**

- 1) Cover sheet
- 2) UCRPPLM Evaluation Form
- 3) candidate's printed electronic c.v.
- 4) all signed performance reviews and responses
- 5) all signed workload assignment documents
- 6) optional candidate self-assessment statement (recommended)
- 7) optional dossier (recommended)
- 8) RPP criteria
- 9) candidate has reviewed document

**RECOMMENDATION**

**To be completed by Law Librarian or Associate University Librarian:**

NAME: \_\_\_\_\_

Leddy Library:

Law Library:

The Library Committee Recommends **RENEWAL OF CONTRACT WITH PERMANENCE:**      **Yes**       **No**

**When application for permanence prior to the end of the probationary period is submitted and denied, the candidate will continue in his/her probationary appointment according to the normal timelines. If the permanence application, which the Library Committee is not recommending, coincides with the applicant's renewal year, are you recommending renewal?**

**Yes**       **No**

A successful permanence application will automatically result in promotion to Librarian II or Librarian III, and only one application form is required. (Bylaw 22.4.6)

**Previous Votes on Renewal of Contract:**

| <u>Date (date/month/year)</u> | <u>Yes</u> | <u>No</u> | <u>Abstention</u> | <u>Non-Voting</u> | <u>Absent</u> |
|-------------------------------|------------|-----------|-------------------|-------------------|---------------|
| /.../0000                     | 0          | 0         | 0                 | 0                 | 0             |
| /.../0000                     | 0          | 0         | 0                 | 0                 | 0             |
| /.../0000                     | 0          | 0         | 0                 | 0                 | 0             |
| /.../0000                     | 0          | 0         | 0                 | 0                 | 0             |
| <b>Current Vote:</b>          | Yes: 0     | No: 0     | Abstention: 0     | Non-Voting 0      | Absent: 0     |

**Referees Provided are as follows:**

| <u>Name</u> | <u>Affiliation</u> | <u>Title</u> | <u>Choice: Committee's/Candidate's</u> |
|-------------|--------------------|--------------|----------------------------------------|
| 1)          |                    |              |                                        |
| 2)          |                    |              |                                        |
| 3)          |                    |              |                                        |
| 4)          |                    |              |                                        |

Date: \_\_\_\_\_ EE/PA Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Librarian Signature: \_\_\_\_\_

**To be completed by the Office of the Provost and Vice-President, Academic Only:**

1st Appointment Date: \_\_\_\_\_

Rank Hired at: \_\_\_\_\_ Present Rank: \_\_\_\_\_

Date Previously Promoted: \_\_\_\_\_

Normal Permanence Consideration Date: Fall \_\_\_\_\_

Minimum Permanence Consideration Date: Fall \_\_\_\_\_

**UNIVERSITY OF WINDSOR**  
**RECOMMENDATION TO UCRPPLM BY LIBRARY COMMITTEE**  
**Promotion to Librarian II or III**  
*(use this form when promotion does not include permanence)*

**Please Refer to: Senate Bylaws 20, 22, 23 and  
Collective Agreement Articles 5:31, 5.32, 12 & 13  
RPPCULM Committee Membership:**

**List ALL members (including those absent)**

- 1) Voting (Chair):
- 2) Voting Student:
- 3) Voting Library members:
- 4) Non-voting University Librarian (or designate):
- 5) Non-voting EE/PA:

**Check List:**

- 1) Cover sheet
- 2) UCRPPLM Evaluation Form
- 3) candidate's printed electronic c.v.
- 4) all signed performance reviews and responses
- 5) all signed workload assignment documents
- 6) optional candidate self-assessment statement (recommended)
- 7) optional dossier (recommended)
- 8) RPP criteria
- 9) candidate has reviewed document

**RECOMMENDATION**

**To be completed by Law Librarian or Associate University Librarian:**

NAME: \_\_\_\_\_

Law Library:                       Leddy Library:

The Library Committee Recommends **PROMOTION TO LIBRARIAN II:**                      **Yes**                       **No**

The Library Committee Recommends **PROMOTION TO LIBRARIAN III:**                      **Yes**                       **No**

|                               |            |           |                   |                   |               |
|-------------------------------|------------|-----------|-------------------|-------------------|---------------|
| <u>Date (date/month/year)</u> | <u>Yes</u> | <u>No</u> | <u>Abstention</u> | <u>Non-Voting</u> | <u>Absent</u> |
| <b>Current Vote:</b>          | Yes: 0     | No: 0     | Abstention: 0     | Non-Voting 0      | Absent: 0     |

Date: \_\_\_\_\_ EE/PA Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Librarian Signature: \_\_\_\_\_

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To be completed by the Office of the Provost and Vice-President, Academic Only:

1st Appointment Date: _____

Rank Hired at: _____ Present Rank: _____

Date Previously Promoted: _____

Normal Permanence Consideration Date: Fall _____

Minimum Permanence Consideration Date: Fall _____

Form: UCRPPLM -- Promotion (without permanence) – Fall 2025

UNIVERSITY OF WINDSOR
RECOMMENDATION TO UCRPPLM BY LIBRARY COMMITTEE
Promotion to Librarian IV

Please Refer to: Senate Bylaws 20, 22, 23 and
 Collective Agreement Articles 5:31, 5.32, 12 & 13

RPPCULM Committee Membership:
 List ALL members (including those absent)

- 1) Voting (Chair):
- 2) Voting Student:
- 3) Voting Library members:
- 4) Non-voting University Librarian (or designate):
- 5) Non-voting EE/PA:

Check List:

- 1) Cover sheet
- 2) Rating and Evaluation Form
- 3) candidate's printed electronic c.v.
- 4) all signed performance reviews and responses
- 5) all signed workload assignment documents
- 6) optional candidate self-assessment statement (recommended)
- 7) optional dossier (recommended)
- 8) RPP criteria
- 9) candidate has reviewed document

RECOMMENDATION

To be completed by Law Librarian or Associate University Librarian:

NAME: _____

Law Library: Leddy Library:

The Library Committee Recommends **PROMOTION TO LIBRARIAN IV:** **Yes** **No**

<u>Date (date/month/year)</u>	<u>Yes</u>	<u>No</u>	<u>Abstention</u>	<u>Non-Voting</u>	<u>Absent</u>
Current Vote:	Yes: 0	No: 0	Abstention: 0	Non-Voting 0	Absent: 0

Referees Provided are as follows:

<u>Name</u>	<u>Affiliation</u>	<u>Title</u>	<u>Choice: Committee's/Candidate's</u>
1)			
2)			
3)			
4)			

Date: _____ EE/PA Signature: _____

Date: _____ Librarian Signature: _____

To be completed by the Office of the Provost and Vice-President, Academic Only:

1st Appointment Date: _____

Rank Hired at: _____ Present Rank: _____

Date Previously Promoted: _____

Normal Permanence Consideration Date: Fall _____

Minimum Permanence Consideration Date: Fall _____



For additional copies please call ext. 2010 or e-mail avpasec@uwindsor.ca
or visit www.uwindsor.ca/rtp

Revised: July 2025