

Action Dates 2015-2019 Librarians and Archivists Collective Agreement				Source: OFR 2016/11
When	CA Dates	Action	Article	Clause(s)
January	January 5	No later than January 5, the Member's immediate supervisor shall prepare a one (1) page agenda, listing topics, questions or concerns to be discussed at the Annual Review Meeting and shall send the agenda to the Member.	ARR	9
January	within 10 working days of receipt of the agenda	July 1 to December 31 period of that calendar year.	ARR	9.1
January	by January 15	By January 15, a Member, holding a Continuing Appointment or the Chief Librarian or Dean may request, in writing, to attend the Annual Review Meeting with the Member and his or her immediate supervisor. The response/request shall include proposed dates and indicate whether the Chief Librarian or Dean will be represented by a designate. The parties shall respond, in writing, to the request within 10 days of receipt of the request.	ARR	9.2, 9.2.1
February	by March 1	A Member at Associate Rank may request consideration for Promotion in the next Academic year by sending his or her request to the Chief Librarian or Dean by March 1.	Promotion and Continuing Appointment	7.2
March	within 4 weeks of receipt of Member's request	Chief Librarian or Dean to acknowledge receipt of request and accompanying items for consideration for Promotion and/or Continuing Appointment.	Promotion and Continuing Appointment	7.2, 8.1
February/ March	Between February 1 and March 31	Members submits receipts for Professional and Travel expense reimbursement to the Chief Librarian or Dean.	Professional Expense Reimbursement	6
March	by March 15	An Annual Review Meeting shall be held between the Member and his or her immediate supervisor by March 15. The Chief Librarian or Dean shall participate in an Annual Review Meeting with a Member with a Probationary Appointment and his or her immediate supervisor.	ARR	8,9.2.2
March	within 5 working days of the Annual Review Meeting and by March 30	A Member must notify his or her immediate supervisor within 5 working days of the Annual Review Meeting if he or she plans to submit a revised Annual Report. The Member shall submit the revised Annual Report to the Chief Librarian or Dean, with copy to his or her immediate supervisor by March 30.	ARR	9.5
April	by April 30	The Member's immediate supervisor shall prepare a written Supervisor's Assessment of the Member's performance and submit the Assessment to the Chief Librarian or Dean by April 30.	ARR	10
May	by May 15	In discussion with his or her immediate supervisor, each Member shall describe his or her planned activities and contributions, as well as the distribution of Responsibilities within his or her Normal Workload for the coming academic year, in a Planned Activities and Contributions document. This document shall be sent by the Member to his or her immediate supervisor and to the Chief Librarian or Dean by May 15. A copy will be added to the Member's Official File.	Workload	3
May	by May 31	Chief Librarian or Dean provides the final written Annual Review Report and a copy of the Supervisor's Assessment to Member, with copy to his or her immediate supervisor. The Employer will place a copy in the Member's Official File.	ARR	11.2
May/June	by June 1	Member with Academic Activity may apply for Academic Activity Support Fund grants by June 1	LU - Academic Activity Fund	
May/June	by June 1 and July 1	Criteria and supporting evidence used in the assessment of the performance of Members may be reviewed at the request of either the Association or the Employer, with a request by June 1. If a review is requested, an Annual Review Committee must be established by July 1.	ARR	5
June	by July 1	Probationary and Continuing Appointment Members must provide application documents to the Chief Librarian or Dean by July 1, if applying to take Study Leave in the following calendar year.	Professional Leave	11.1a
June	by July 1	Members will elect an annual Promotion and Continuing Appointment Committee.	Promotion & Continuing Appointment	4
June	by July 1	Members will elect an annual Nominating Committee	LU - Nominations and Elections Process	1
July	by July 1	Members will elect an annual Appointments Committee.	Appointments	6
July	July 1	Annual increases to Full-Time salaries for Probationary, Term and Continuing Appointment librarians and archivists.	Compensation and Benefits	1
August	by September 1	The Chief Librarian or Dean, as appropriate, will communicate to all Members the results of the Academic Activity Support Fund allocations.	LU - Academic Activity Fund	
August/September	by September 1	By September 1, the Annual Review Committee shall review the criteria and supporting evidence and identify any proposed revisions.	ARR	5.2
September	within 2 weeks of identifying revisions	Within two weeks of identifying revisions to criteria and supporting evidence, the Annual Review Committee shall submit it to Members for ratification.	ARR	5.3

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October/November	by November 1	Following ratification of the proposed revisions or the determination of what revisions, if any, are made, copies of the revised criteria and supporting evidence by the Chief Librarian and Deans shall be made available to all Members and a copy sent to the Association by November 1.	ARR	5.5
November		If the ARC is unable to reach agreement or the revisions are not ratified by the Members, the Chief Librarian and Deans of Units in which there are Members shall determine what revisions, if any are to be made.	ARR	5.4
November	by November 15	Each Member shall submit an Annual Report to the Chief Librarian or Dean, with a copy to his or her immediate supervisor, unless in their final year of service. The Employer will place a copy of the Annual Report in the Member's Official File.	ARR	4, 4.2.1
November	by November 15	Member files Paid Activities Report as part of Member's Annual Report on Paid Professional Activities outside his or her Member Responsibilities that total in excess of \$2,000.	ARR and Conflict of Interest and Conflict of Commitment	ARR 4; Conflict 14, 14.1
November	November 30	Assignment of Flexible Benefit Credits to PER, HCSA or WSA.	Compensation and Benefits	24.3.1
December	by January 1	Probationary and Continuing Appointment Members must provide application documents to the Chief Librarian or Dean by July 1, if applying to take Study Leave in that calendar year, and will be considered subject to availability, after consideration of requests under clause 11.1a. The Member shall submit these documents to the Chief Librarian or Dean or designate by January 1 of each year for a Professional Leave to commence in the July 1 to December 31 period of that calendar year. Such applications shall be subject to availability following consideration of applications made under (a) above, as well as the restrictions of Clauses 12.3 and 12.4 below.	Professional Leave	11.1b
at any time	within the first month of the last year of a Member's probationary period	The Chief Librarian or Dean, shall initiate consideration for Promotion and/or Continuing Appointment for Members at Assistant Rank or above, within the first month of the last year of the Member's probationary period.	Promotion and Continuing Appointment	7.1