

**Acting Library Director, FIMS Graduate Library
Faculty of Information and Media Studies
Western University, London, Ontario, Canada**

The Faculty of Information and Media Studies (FIMS) at Western University invites letters of interest from members of the UWOFA-LA Bargaining Unit for the position of Acting Director of the FIMS Graduate Library (FGL). The appointment will be for one year.

The FGL is a teaching library for students in our Master of Library and Information Science (MLIS) program, a full-service library for our graduate programs in Journalism and Communication, Media Studies, Health Information and the LIS Doctoral program, and a community space for gathering, making, public engagement, and student advocacy. The Library is committed to information and media as democratic resources; to accessibility, open scholarship, and user privacy; and to equity, diversity, inclusion and decolonization in our collections, instruction and events. It is also a critical resource at FIMS whose Director plays an important role in the Faculty's academic development and research mission. The FGL works in close collaboration with colleagues in the Western Libraries system, though is independent.

As liaison to Faculty and programs, the Acting Library Director will sustain connections and relationships among faculty, staff, graduate students and Library programs and identifies opportunities for collaboration and integration. The Acting Director may also contribute to the field of Library and Information Science through participation in regional and national professional associations and networks.

Reporting to the Dean, the Acting Director is responsible for the following key practices and processes in support of FIMS graduate programs:

- Providing vision and oversight of Library collections, facilities & services, reference, and instruction through planning and assessment
- In collaboration with the Director of Operations, managing Human Resources processes including hiring, training, and supervising the team including Library Assistants and Student Assistants
- Managing the Grad Library budget, purchasing, and payroll
- Guiding and mentoring Assistants through collaborative Library projects
- Teaching workshops and providing instruction and mentorship on library research across FIMS grad programs
- As a voting member of FIMS Faculty Council, contributing to Faculty priorities through graduate program committees
- Contributing to graduate program accreditation and review, including the Institutional Quality Assurance Process and ALA accreditation
- Serving as liaison between Western Libraries and the FIMS graduate community, including as a member of the Western Libraries Management Committee and in collaboration with the Collections and Content Strategies team, among other units

- Through FGL programs, advancing equity, diversity, inclusion and decolonization in FIMS, at Western and in the London community

The Director will have a demonstrated, sustained record of achievement in professional practice and academic activity and a satisfactory record of service to meet the standards for Continuing Appointment as set out in the UWOFA-LA collective agreement.

Qualifications and Experience:

- Master's degree in Library and Information Science from a program accredited by the American Library Association (ALA), or equivalent degree, or a PhD degree in library and information science, or equivalent degree
- Relevant experience with teaching, and/or curricular design
- Relevant library administrative and supervisory experience or potential, including HR processes and mentorship
- Demonstrated, excellent analytic and problem-solving skills
- Demonstrated, excellent interpersonal, oral and written communication
- Demonstrated, excellent organizational ability to set and balance priorities, manage competing deadlines, and take on multiple projects and responsibilities simultaneously

The Environment:

The Faculty of Information and Media Studies is a vibrant, interdisciplinary Faculty. In addition to our graduate programs listed above, we offer undergraduate programs in Media, Information and Technoculture (MIT), Media and the Public Interest (MPI) and Creative Arts and Production (jointly offered with the Faculty of Arts & Humanities and the Don Wright Faculty of Music). Across programs we study the role of media and information in democratic process and the social and cultural determinants of power and agency. We aim to foster two key capacities in our students: the ability to think critically about the world in which we live, and the skill and depth to make interventions in our communities, professions, public institutions and lifeworlds. Information about the Faculty can be found at <https://www.fims.uwo.ca/>.

We invite applications Letters of Interest from all qualified members of the UWOFA-LA Bargaining Unit. The University is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Lilianne Dang, FIMS Faculty Affairs Coordinator (ldang4@uwo.ca).

Librarians at Western are Members of the Librarians and Archivists Bargaining Unit represented by The University of Western Ontario Faculty Association. Terms and conditions of employment, including salary and benefits, are governed by the Librarians

and Archivists Collective Agreement. Rank and salary will be commensurate with qualifications and experience.

Application and Interview Procedure:

The anticipated start date is 15 May 2024. To apply, please complete the application form available at <http://www.uwo.ca/facultyrelations/faculty/Application-FullTime-Faculty-Position-Form.pdf> and submit the following:

1. a cover letter outlining your interest in the Acting appointment
2. your curriculum vitae
3. an academic or administrative writing sample (10 pages max)
4. names and contact information for three professional references
5. a brief statement of teaching/instructional philosophy (250-500 words)

Electronic applications are preferred and should be submitted in one PDF file (in the sequence above) YOURLASTNAME_UWO_FGL2024 to Dean Lisa Henderson

Lisa Henderson, Professor and Dean
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Review of applications will begin 6 May 2024 and continue until the position is filled.

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