



SIMON FRASER UNIVERSITY
Policies and Procedures

Date
June 29, 2017

Number
A 13.09

Revision Date

Revision No.

Subject: Terms of Appointment and Remuneration for University Archivist and Coordinator of Information and Privacy

1.0 PURPOSE

- 1.1 The purpose of this policy is to establish:
- a) The process to appoint the University Archivist and Coordinator of Information and Privacy (University Archivist);
 - b) The term of appointment;
 - c) Remuneration; and
 - d) The probation and performance review process.

2.0 SCOPE

- 2.1 This policy applies to the appointment of the University Archivist in the Simon Fraser University Archives and Records Management Department.

3.0 DEFINITIONS

- 3.1 **Librarian and Archivist Faculty**
mean Librarians and Archivists 1-4 and Division Heads.

POLICY

4.0 APPOINTMENTS

- 4.1 The University Archivist is appointed to undertake delegated responsibilities of the University Secretary for coordinating the management of the institution's systems of record keeping and record keeping systems, coordinating compliance with British Columbia's *Freedom of Information and Protection of Privacy Act* and preserving the University's archives. The University Archivist holds a senior administrative appointment outside of the SFU Faculty Association bargaining unit.
- 4.2 Candidates must be able to meet the responsibilities of a professional Archivist.

5.0 TERM OF APPOINTMENT AND REMUNERATION

- 5.1 The appointment will be without term.
- 5.2 Initial appointments will commence with a probationary appointment of 12 months.
- 5.3 The University Archivist will receive a faculty salary at the rank of Division Head and an administrative stipend equivalent to that received by an Associate Dean as set out in Policy A 13.04. The stipend will be reviewed periodically and is subject to general wage increases.

- 5.4 The University Archivist's faculty salary will be increased 1.25 steps each year during the term of the appointment, unless the University Archivist's faculty salary is at the ceiling or their most recent annual performance review was unsatisfactory,

6.0 REVIEW OF PROBATIONARY APPOINTMENTS

- 6.1 Upon the successful completion of the probationary period, the University Archivist will have an administrative appointment without term, with annual performance reviews conducted by the University Secretary.
- 6.2 When the probationary appointment of an internal faculty candidate for University Archivist is not successful, the incumbent will revert to the rank held prior to the probationary appointment and to the salary they would have earned had there been no interruption in normal progress through the ranks.
- 6.3 When the probationary appointment of an external candidate for University Archivist is not successful, the incumbent is not entitled to a bargaining unit appointment.

ROLES AND RESPONSIBILITIES

7.0 APPOINTMENTS

- 7.1 The University Secretary will decide the appropriate search procedures.
- 7.2 The University Secretary will administratively conclude the appointment of the University Archivist.
- 7.3 The University Secretary will chair the search committee. The Chair is a voting member of the committee.
- 7.4 The composition of the search committee will be:
- a. The Dean of Libraries or designate,
 - b. The head of a public or private sector archival institution,
 - c. One Archivist from categories 2, 3 or 4, selected by their peers who is a member of the SFU Faculty Association, and
 - d. Up to two additional people who will work closely with the appointee or who have relevant expertise. The latter may be added to the committee on the selection of the University Secretary.

8.0 REVIEW OF PROBATIONARY APPOINTMENTS

- 8.1 The University Secretary will review the University Archivist's performance during the probationary appointment, by the end of six and nine months, to ensure she or he is meeting the requirements and responsibilities of the position.
- 8.2 At the first unsatisfactory review, the University Archivist will be informed in writing of the unsatisfactory aspects of their performance and the steps by which she or he can attain a satisfactory assessment.
- 8.3 If this occurs at the nine-month review, another review will be scheduled in three months and the probationary period will be extended by three months.
- 8.4 At a second unsatisfactory review, the University Secretary will forward a recommendation to the President, with a copy to the University Archivist, that they be given three months' notice of the termination of their appointment.
- 8.5 The University Archivist may appeal this recommendation to the President within 14 days. The decision of the President is final.
- 8.6 If the University Secretary concludes that there is not an adequate record to assess a probationary appointment, they will recommend to the President that the probationary

9.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

- 9.1 The legal and other University policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:
- a. The *University Act*.

10.0 POLICY REVIEW

- 10.1 This policy will reviewed at least once every five years.

11.0 AUTHORITY

- 11.1 This policy is administered under the authority of the University Secretary.

12.0 INTERPRETATION

- 12.1 Questions of interpretation and application of this policy shall be referred to the President, whose decision will be final.