



Standards for the Award of Special Increases

Prepared by: Librarians-in-Committee, Sub-Committee on Library Standards for the Award of Special Increases

Endorsed by Librarians-in-Committee: August 10, 2011

Revisions Endorsed by Librarians-in-Committee: March 12, 2012

Revisions Endorsed by Librarians-in-Committee: April 7, 2013

Updated language to align with 2015 Standards for Promotion and Tenure: July 2015

Revisions Endorsed by Librarians-in-Committee: November 21, 2018

Revisions Endorsed by Librarians-in-Committee: February 6, 2020

Table of Contents

TABLE OF CONTENTS.....	1
1. INTRODUCTION.....	2
2. GUIDING PRINCIPLES FOR THE AWARD OF SPECIAL INCREASES.....	2
3. CATEGORIES FOR THE AWARD OF SPECIAL INCREASES	3
Merit Rationale Form.....	4

1. Introduction

This document contains standards defining the expectations of performance for the award of special increases at the University Library, University of Saskatchewan.

Article 17.2 of the *USFA Collective Agreement* specifies that standards for the award of special increases shall be established by each Department and College and provides details of the ten categories for which special increases may be awarded. The Library proposes its own standards for the award of special increases which are consistent with the intent of Article 17.2 of the *Collective Agreement*. They reflect the “unique aspects or expectations” (Article 17.2) for the discipline and practice of academic librarianship and the Library’s status as a non-departmentalized college.

The Standards outline a set of principles to guide the Salary Review Committee in their awarding of special increases, the categories of performance under consideration and a Table showing the examples or evidence of excellent performance. Accompanying these Standards are Procedural Guidelines for the establishment of a Salary Review Committee for the Library, the reporting of recommendations, rankings and voting.

The basis for the award of special increases is specified in Article 17.2 which states that a special increase may be awarded to an employee who has demonstrated excellence in one or more of the ten categories described in Article 17.2.

The Standards apply to all librarian ranks. The Salary Review Committee will take into account the rank of each librarian when evaluating cases for special increases.

These Standards should be read in conjunction with the *Procedural Guidelines for the Award of Special Increases*, the *University of Saskatchewan Library Standards for Promotion and Tenure 2015* and the Librarians’ Assignments of Duties as posted on the library’s Intranet.

2. Guiding Principles for the Award of Special Increases

The following principles will guide the deliberations, procedures and decisions of the Library Salary Review Committee.

- 2.1 Members of the Salary Review Committee will endeavour to make their decisions based on the principles of fairness and consistency.
- 2.2 The award of a special increase is to recognize excellence as specified in the Collective Agreement: 17.1.3 in one or more of the categories described in article 17.2, and 17.2.9 performance of the full range of duties demonstrated through the combination of two or more categories listed in article 17.2
- 2.3 Librarians are required to maintain the expected level of performance for their rank in each of the categories of assigned duties. Consideration will also be given to performance of work outside of one’s assigned duties.
- 2.4 Expectations in terms of performance and quality within areas will increase, in keeping with the Library’s Standards for Promotion and Tenure, as individual librarians progress through the academic ranks.

- 2.5 Excellence pertains to quality as well as quantity of the librarian's contributions in (a) particular area(s) as indicated in Article 17.2 of the *Collective Agreement*.
- 2.6 The award of a special increase requires that evidence be presented to substantiate the librarian's meritorious performance. Establishing excellence requires clear evidence of the performance of assigned duties at a level beyond the standard expected in one or more categories for a librarian given his/her rank.
- 2.7 Multi-year case submissions should describe work that cumulates to demonstrate meritorious performance. Applicants submitting multi-year case files should provide context for why they chose this option.

3. Categories for the Award of Special Increases

The Merit Rationale Form is intended to provide information on which to base decisions for the award of special increases. The following expectations by rank apply:

- Assistant Librarian: applying theoretical and general library knowledge, and establishing expertise in professional practice and by defining a program of research
- Associate Librarian: demonstrating professional competence and continued development of professional practice, making significant contributions to the library and to scholarship, and showing evidence of leadership in the profession
- Full Librarian: possesses a record of sustained accomplishment in professional practice and scholarship, established expertise in librarianship in an academic setting, and demonstrated leadership in the establishment and the profession

Merit Rationale Form

Name: [Click here to enter name.](#)

Rank: [Click here to enter rank.](#)

Years under consideration: Previous academic year or

Multiple years: [Click here to enter date range.](#)

Please **only** fill in those categories that you wish to be considered as part of a recommendation for merit. You may delete sections you do not need. Provide context and supporting document(s) as relevant. It is **not** necessary to have indicators of excellence in all categories. "Good citizen" merit **may** be awarded when excellence in performance of assigned duties has been demonstrated through the combination of **two or more** categories listed below. Please limit your submission to 1500 words or fewer.

For each category chosen, describe the activity you wish the Salary Review Committee to consider and indicate why you feel your accomplishments are meritorious (e.g., impactful, high quality, innovative, etc.).

2. Teaching

A Special Increase may be awarded to an employee for excellence in teaching.

[Click here to enter text.](#)

5.1 Professional Practice

A Special Increase may be awarded to an employee for excellence in the practice of professional skills, in any of the following categories: a) Collections, b) Training and instruction, c) Information services, d) Systems and Information technology, e) Leadership and/or management, or f) Outreach and engagement.

[Click here to enter text.](#)

5.2 Scholarly Work

A Special Increase may be awarded to an employee for excellence in the following types of research and scholarly work: i) Publication. Publication, or receipt of a letter accepting a finished manuscript for publication, ii) Unpublished Work. Unpublished research or scholarly work are grounds for recommending an employee for a Special Increase if it is established that the work has academic merit and that there is no appropriate publication outlet for a particular subject matter, or that the work is of a kind that may not normally lead to peer-reviewed publication, such as engineering design, software, patentable inventions or certain types of impactful community engaged and culturally sensitive research and scholarly work, iii) Artistic Work. Artistic creations and performances, where this is appropriate to a discipline.

[Click or tap here to enter text.](#)

6(a) Library and/or University Administrative Service

A Special Increase may be awarded to an employee with administrative duties, other than duties associated with a Department Head or Assistant Dean. Assignment-related administration should be considered in 5.1(e).

Click or tap here to enter text.

7. Public Service & Contributions to Academic and Professional Bodies

A Special Increase may be awarded to an employee for excellence in outreach and engagement, clinical service, committee work, or public service if the work is outside of the assigned duties of the employee.

Click or tap here to enter text.

Improvement in Academic Qualifications

A Special Increase may be awarded to an employee who has improved their academic qualifications by completing a degree, course of study, or similar program.

Click or tap here to enter text.

Improvement and Development

A Special Increase may be awarded to an employee demonstrating significant improvement or development in the categories listed above.

Click or tap here to enter text.

Work Outside Assigned Duties

A Special Increase may be awarded to an employee for excellence in outreach and engagement, clinical service, committee work, or public service if the work is outside of the assigned duties of the employee.

Click or tap here to enter text.

Multi-Year Submissions

If you are submitting a multi-year case, please tell us why you chose this option.

Click or tap here to enter text.

Please DO NOT Consider – Work in Progress

If you have work in progress that you would like the committee to disregard so that you may submit that work in a future year, please list it below.

Click or tap here to enter text.

Additional Information

Briefly provide any additional information that you would like to be considered.

Click or tap here to enter text.