

Complete Policy Title: **Principles Governing Contractually Limited Appointments (CLAs) for Librarians at McMaster University**

Policy Number (if applicable): **n/a**

Approved by: **Board of Governors**

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Position Responsible for Developing and Maintaining the Policy: **[Provost and Vice-President \(Academic\)](#)**

Contact Department **[University Secretariat](#)**

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Principles Governing Contractually Limited Appointments (CLAs) for Librarians at McMaster University

1. The decision to make a Librarian Contractually Limited Appointment (CLA) shall be made by the University Librarian or the Director of Health Sciences Library, as appropriate.
2. Librarians appointed to a CLA will be administered as Roll 1, and will be entitled to the appropriate University Benefits and salary increases.
3. Contractually limited appointments will normally be made for a period of at least four months and any renewal or extension of an initial contract shall normally be for a minimum of two months.
4. The total consecutive period a member may serve on contractually limited appointments shall not normally exceed thirty months.
5. Procedures outlined in the Librarian Appointment policy will apply when a new or vacant CLA becomes available. The Levels and Promotions Committee will assign a final salary level to the position, taking into account the position description and the Librarian's record of professional accomplishment.
6. The letters of appointment for all contractually limited appointments shall include an indication of the basis upon which merit shall be awarded beyond the first year of the contract (position responsibilities and professional activities). This applies even to contracts of a year or less duration as they may be renewed or continued in the future.
7. CLAs shall be subject to the normal review process for Librarians.
8. Merit shall be awarded following cumulative service beyond twelve months for all CLA contracts.
9. Decisions regarding renewal or extension of CLAs shall be made by the University Librarian or the Director of Health Sciences Library (as appropriate) as early as possible.
10. MUFA will be informed annually in October of all contractually limited appointments of librarians (since the last report) of less than four months and the reasons for the appointments.