

**LETTER OF UNDERSTANDING**

**BETWEEN**

**THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO**

**- AND -**

**UNIVERSITY OF TORONTO FACULTY ASSOCIATION**

**REGARDING SECONDMENTS**

*This Letter of Understanding shall take effect for a five year period, from January 01, 2024 to December 31, 2028, at which time it will end unless mutually agreed by the University and UTFA in writing.*

The University of Toronto Library System (UTL) recognizes the desirability of professional and academic growth among permanent status librarians. This desire must also be balanced by the budgetary requirements and operational needs of UTL, which shall take priority. To that end, when operationally feasible, UTL shall seek to provide opportunities for secondments.

Secondments shall only take place with the agreement of the affected librarian(s), and approval of the University Chief Librarian, and, if applicable, the appropriate academic administrative head, and are at the discretion of relevant unit head(s).

A secondment is an appointment to another librarian position for a limited term normally not to exceed 18 months, at the conclusion of which the librarian will normally return to their previous position which, by mutual agreement of the unit heads and with the approval of the University Chief Librarian and the appropriate academic administrative head if applicable, will have been kept vacant or filled on a term or temporary basis.

Arrangements for duration and times shall be subject to consultation and agreement among the potential secondee librarian(s), the supervisor(s), the unit head(s), and with the approval of the University Chief Librarian and the appropriate academic administrative head if applicable.

Secondments may be used to develop or contribute particular expertise for projects or to temporarily replace a librarian while, at the same time, providing an opportunity for career development. CLTA vacancies may also provide opportunities for secondments. Such opportunities shall be circulated to all UTL librarians.

Two librarians with permanent status may also propose a "job exchange" subject to approval of the unit heads, the University Chief Librarian, and the appropriate academic administrative head, if applicable.

FOR THE UNIVERSITY

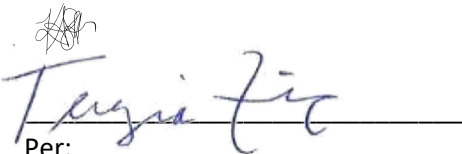


Per: \_\_\_\_\_

November 3, 2023

Date

FOR THE ASSOCIATION



Per: \_\_\_\_\_

November 7, 2023

Date