



Canadian Association of University Teachers  
Association canadienne des professeures et professeurs d'université

## How to Complete the Librarian Salary Survey Questionnaire

Please note that we are requesting data for the last three years in Sheet Nos. 1 through 6. Even if your data remain unchanged from one year to the next, please complete all of the sheets. Sheet No. 7 collects current year (2020) information regarding rank descriptions for librarians at your institution.

### **Sheets Nos. 1 through 3 – Counts and salary structure, by year**

Record the total number of full-time and less than 100% full-time equivalent permanent librarians and full-time and part-time contract librarians at each rank (if applicable and as known), along with the salary floor and ceiling for each rank at your institution.

Please note if administrative librarians are included in any of the ranks. Administrative librarians typically include Associate Directors, Assistant Directors, Heads of Branches, Heads of Divisions, and Heads of Departments. Please also record the total number of librarians in each rank, whether or not individual record data is available for all of them.

Finally, please indicate with an asterisk if the rank includes staff with administrative duties and associated stipend.

### **Sheet Nos. 4 through 6 – Salary by gender, age and years of experience**

Administrative data about individual academic librarian salaries is captured using Sheet Nos. 4 through 6. Confidentiality is preserved using similar principles to those used by Statistics Canada in its analysis and reporting of similar data (e.g. random rounding wherever the presentation of data results in a residual disclosure risk). Access to the directory containing the password-protected database is restricted to two CAUT staff (the Research Analyst and Administrative Assistant).

Personal salary information is requested by sex, rank, salary, age and work experience. The latter characteristic is operationalized using four variables: (1) years since award of first librarian degree, (2) years of employment as an academic librarian, (3) years of employment as an academic librarian at your institution and (4) years since appointed to current rank. Please extract this information (or the closest proxies for specific variables) from the relevant monthly membership reports typically received by associations through the institution's HRIS.

### **Sheet No. 7 – Rank descriptions**

Sheet No. 7 collects current year (2020) information regarding rank descriptions for librarians at your institution. Record (1) whether or not rank descriptions exist at your institution (most typically as set out in the collective agreement), (2) whether or not there have been any changes to rank structure (i.e. number of ranks) and/or to rank descriptions since the previous (2017) survey, and, where the answer is Yes, (3) please provide descriptions for each rank.

If you have any questions please contact John Hollingsworth, CAUT Research Analyst, at [hollingsworth@caut.ca](mailto:hollingsworth@caut.ca) or (613) 820-2270 x.190.