[Library Review Committee]
LAUC-I Standing Committee
2012-2013 Report

Submitted to General Membership: August 6, 2013

Submitted by: Ying Zhang

Members (End Term): Ying Zhang (Chair, 2013); Carole McEwan (2013); Danielle Kane (2014); Colby Riggs (2015)

Charge:

1. Advises the University Librarian on personnel actions, as applied to the Librarian series, including but not limited to matters concerning appointment, merit increase, and promotion.
2. Reviews non-confidential matters regarding librarian review processes and advises the LAUC-I Executive Board and general membership on these.
3. Shall submit an annual written report to the LAUC-I membership by the end of the fall quarter in the following year; the report shall include a statistical analysis of the review actions.

Supplemental Charges:

Draft procedures for the LRC.

Summary of Activities:

The LRC was active this year in reviewing both academic review files and appointment files at an increased number. The LRC also revised the internal procedures/guidelines working with the Special Ad Hoc: Committee on Procedures (2012-2013). In addition, several enhancement were made to improve the working condition of the LRC room.
Specifically, in 2012-2013 the LRC:

A. Reviewed all academic review files and submitted the committee’s comprehensive reports and recommendations for action a timely manner. Fourteen reviews were completed, including one off-cycle review and thirteen reviews at regular interval.
B. Reviewed all librarian appointment files and submitted the committee’s recommendation letters in a timely fashion. Seven recommendations were completed as of August 6, 2013\(^1\).
C. Revised the LRC internal procedures/guidelines and documented it on both T drive and LAUC-I Wiki.
D. Rearranged the LRC room setting and added a second monitor for better group editing (note with thanks to Colby Riggs who made it happen).

Recommendations for the Future:

A. Pursue the possibility of making electronic versions of review files available for LRC.
B. Continue to encourage librarians and their supervisors to regularly evaluate their performance throughout the review cycle, in accordance with annual plans.
C. Encourage the Law School Library to follow the APP-L guidelines more closely for their librarian academic reviews.
D. Work with LHR on archiving diverse letter templates for various academic review actions and librarian ranks.

\(^1\) One or two more appointment files are on the way to LRC before the end of this term