# Committee on Appointment, Promotion, and Advancement (CAPA)

# LAUC-I Standing Committee

# 2024-2025 Report

**Submitted to General Membership:** August 20, 2025

**Submitted by:** Wasila Dahdul

**Members (End Term):** Wasila Dahdul (Chair, 2025); Ellen Augustiniak (2026); Elvia Arroyo Ramirez (2026), Nicole Carpenter (2027)

**Charge:** The Library Committee on Appointment, Promotion, and Advancement (CAPA) reviews and 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. CAPA reviews non-confidential matters regarding librarian review processes and advises the LAUC-I Executive Board and general membership on these matters. The committee shall submit an annual report to the LAUC-I membership and the report shall include a statistical analysis of the review actions.

**Supplemental Charges (if applicable):** NA

**Summary of Activities:** CAPA reviewed the academic review files of 18 current librarians up for merit increases and promotions. CAPA also reviewed the files and wrote letters for 3 recruitments.

The academic review outcomes for the recent 3-year period (2022-2023 through 2024-2025) were:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **3-year total** | **%** |  |  |  |  |
| Standard actions (merit, promotion, non-prejudicial no action) | 26 | 67% |  |  |  |  |
| Greater than standard actions | 13 | 33% |  |  |  |  |
| Total Reviews | 39 |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total Promotions | 9 |  |  |  |  |  |
| Total Conferrals of Career Status | 8 |  |  |  |  |  |

**Recommendations for the Future:** CAPA appreciated the advanced notices provided by Library Human Resources informing the team on expected timelines for review and recruitment files. We also appreciated the efforts to deliver files ahead of schedule when possible. We have two recommendations for the future. First, a summary list of librarian names and their corresponding proposed review actions would be useful to allow CAPA to plan and prioritize our work. Second, make available a bookmarked version of the APP-L for easier navigation during the review process.