

[Library Review Committee (LRC)]
LAUC-I Standing Committee
2015-2016 Report

Submitted to General Membership: August 5, 2016

Submitted by: Becky Imamoto

Members (End Term): Becky Imamoto (Chair, 2016); Jackie Woodside (2016); Audra Eagle Yun (2017), Annette Buckley (2018)

Charge:

The Library Review Committee 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. The LRC 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):

N/A

Summary of Activities:

- The LRC reviewed 5 files for permanent appointment and 1 file for temporary appointment
- The LRC reviewed 15 cases for academic review. The LRC requested additional information for one file.
- We were the first LRC to use WebFiles for academic review files. This was particular useful for our Law Librarian colleague who no longer had to walk over to Langson to view files.
- We were also the first LRC to use Skype for some of our initial conversations. While we experienced some technical difficulties, we were able to get it working and it proved to be a useful tool.

Recommendations for the Future:

(These suggestions go to Lorelei Tanji and Kevin Ruminson at our August 10th Wrap Up Meeting.)

- There are some areas of the APP-L that need to be updated to reflect the 2013-2018 contract and salary point system.
- We have suggestions on how RI letters should be structure and what information is vital
- We also have recommendations concerning supplemental letters
- Finally we ask the turnaround time for appointment letters be 48 hours and that review files be given to us on the date listed in the Academic Review Calendar