

**Committee on Appointment, Promotion, and Advancement (CAPA)
LAUC-I Standing Committee
2023-2024 Report**

Submitted to General Membership: August 19th, 2024

Submitted by: Nicole Arnold

Members (End Term): Nicole Arnold (Chair, 2024); Wasila Dahdul (2025); Ellen Augustiniak (2026), Elvia Arroyo Ramirez (2026)

Charge: The Committee on Appointment, Promotion, and Advancement (“CAPA”, formerly LRC) 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, including a statistical analysis of the review actions.

Supplemental Charges (if applicable):

Summary of Activities: CAPA reviewed the review files of 11 current librarians up for merit increases and promotions. CAPA also reviewed and wrote letters for 5 new librarians who have recently joined or will be joining UCI Libraries soon.

Recommendations for the Future: The CAPA team is happy that SharePoint is the primary method of sharing documents, especially since we do not need to use Duo to access it. Since it’s a new apparatus for this type of work, we look forward to a more streamlined way of sharing and storing items. We hope that in the future, all documents are key word searchable. This year, some documents were, and some were not.

