

## UCI LIBRARIES

### Guidelines for Librarians' Annual Plans

*Annual Plans are planning and communication documents designed to enhance librarians' work performance and professional development in support of the academic and service goals of the UCI Libraries.*

An Annual Plan is a document that:

- is part of a continuing dialogue that should take place between the librarian and the review initiator;
- is not a formal part of the academic review process, but may implement suggestions for future directions that were stated in a formal academic review of the librarian;
- represents a forward-looking plan of action for an individual librarian for the coming year;
- identifies several areas on which an individual librarian will focus during the coming year;
- should normally be brief and should not be a comprehensive work list or a restatement of the librarian's position profile;
- is normally the product of a collaborative discussion between the librarian and review initiator resulting in consensus;
- is an opportunity for a librarian and her/his review initiator to meet formally at least once per year to discuss both the previous and coming year's Annual Plan;
- is a dynamic document that, following further discussion between the librarian and review initiator, may change during the year based on the needs of the librarian, the department, or the UCI Libraries.

Specifics:

- Normally brief, 1-2 pages long.
- Examples of areas of focus for an Annual Plan include selected primary job responsibilities, a new project, a temporary assignment, or specific criteria 2-4 activities for which management support for the librarian is appropriate and critical.
- Annual Plans cover a July through June cycle.
- Ideally, Annual Plans will be reviewed quarterly by the librarian and the review initiator and adjusted as needed to reflect intervening factors, new responsibilities, etc.
- When completed (by July 30th each year) or when updated, the Annual Plan should be initialed for FYI purposes by the librarian, review initiator, secondary supervisor, department head, the divisional AUL, and the AUL for Administrative Services and filed in the librarian's personnel file in the Library Human Resources office.

FAQ's:

*1. What happens when a librarian and review initiator cannot reach consensus regarding an item on an Annual Plan?*

The intent and spirit of Annual Plans is collaborative and collegial, serving primarily as a planning and communication document for the librarian and the review initiator. Since the

assignment of work is a supervisory responsibility, the review initiator has ultimate responsibility for the Annual Plan.

*2. What happens when a librarian has a secondary supervisor?*

All three parties should be involved in at least one annual in-person meeting to discuss the librarian's Annual Plan for the previous year and shape the librarian's Annual Plan for the coming year.

*3. What is the official status of an Annual Plan document?*

It is an informational planning document that is maintained as part of a librarian's personnel file in the Library Human Resources office. It is the responsibility of the AUL for Administrative Services or a designee to file a copy of each librarian's Annual Plan.

*4. How does the Annual Plan relate to the file assembled for an individual librarian's review?*

The Annual Plan is not an officially required part of a librarian's review file, and the review process is not about the fulfillment of Annual Plans; the Annual Plan is one of several sources of information from which a review initiator may develop a recommendation. The Annual Plan may be introduced into the review file as supporting documentation, if relevant, by either the librarian under review or the review initiator. If the Annual Plan is referred to in the review documents prepared by the librarian under review or the review initiator but not included as part of the review file, the University Librarian may add it to the review file in response to a request from the Library Review Committee.

*5. What happens if my Annual Plan changes in mid-year?*

Updates to an Annual Plan may be made as needed. Updated plans should be initialed and filed in the same manner as the original Annual Plan.

*6. What happens if the librarian doesn't wish to participate in the creation of an Annual Plan?*

The review initiator, who has ultimate responsibility for the Annual Plan, will write an Annual Plan arrived at without the cooperation of the librarian, and will state so in the plan. The review initiator will give a copy of the Annual Plan to the librarian and send it forward through the supervisory chain to be added to the librarian's personnel file by the AUL for Administrative Services or a designee.

*7. Is the entire process for Annual Plans, including the guidelines, set in stone?*

No. Preparation of Annual Plans is meant to facilitate better communication between individual UCI librarians and their review initiators. As such, both the process and guidelines should be regularly reviewed and updated by LAUC-I. For the first few years of implementation, the LAUC-I Academic Librarianship Committee will be charged with reviewing the process and guidelines annually, recommending any needed changes to the Administration and the LAUC-I Executive Board, and reporting on the review and recommendations to the LAUC-I general membership.

*8. How are criteria 2-4 activities included in the Annual Plan?*

A librarian's performance should be viewed as an integration of all the criteria. Each criterion interacts with the others. Annual Plans generally address criteria 2-4 activities for which management support for the librarian is appropriate and critical and/or where these activities have direct impact on criterion 1, primary job responsibilities.

*9. What happens if a librarian and review initiator agree on an Annual Plan, send it on its way, and there is disagreement with it at the AUL or University Librarian level?*

The review initiator has ultimate responsibility for the Annual Plan. An AUL or the University Librarian does not have the authority to change an Annual Plan or to "order" a change in an Annual Plan. If an AUL disagrees with an Annual Plan after it has been agreed to by the librarian and the review initiator, this should be dealt with as a supervisory issue between the AUL and the review initiator. Each review initiator and AUL normally works out how they will most effectively communicate with each other and individual reviewee's performance outside of the formal review process in order to minimize such disagreements. Similarly, the AULs and University Librarian need to work this out between themselves.

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