

**LAUC-Irvine (LAUC-I)  
2003-2004 Report  
August 20, 2004**

LAUC-I had a busy and productive year; highlights of 2003-2004 included:

**Organizational Reorganization and Communications:**

1. Expanded Executive Board to include all LAUC-I Committee Chairs.
2. Instituted transition meetings between Chair and Vice-Chair and each LAUC-I Committees to review charges and implementation tasks and to plan for coming year.
3. Enhanced responsibilities of the two Members-at-Large to include 1) Membership Liaison; 2) Liaison to LAUC-I Representations to UCI Academic Senate Committees; and 3) Tracking pending action items for Executive Board and Membership.
4. Completed comprehensive redesign/organization of LAUC-I web site and of electronic files to serve as ongoing LAUC-I archive.
5. Established listservs for both LAUC-I Membership and Executive Board, archived on the web.
6. Revised LAUC-I Bylaws to provide for #s 1 and 2 above and to strengthen communications between the Library Review Committee and the LAUC-I Executive Board and Membership. All proposed revisions approved by Membership vote in June 2004.
7. Reorganized the LAUC-I meeting schedule:
  - Changed Membership Meetings from monthly to 4-5 per year (quarterly plus as needed).
  - Instituted a series of monthly Lunches with LAUC-I, discussion forums on various professional/library issues.
8. Developed template for LAUC-I Annual Reports from Committee Chairs and Officers.

**Career Recruitment and Outreach Program (CROP?):**

Approved and began implementation of Career Recruitment and Outreach Strategic Plan developed to increase awareness of and interest in careers in libraries and archives among UCI students and staff. <http://lauci.lib.uci.edu/0304/career/>

1. Our Academic Librarianship Committee developed a roster of some 20+ UCI "Resource Librarians," who serve as consultants to discuss library school and career considerations and options.  
<http://lauci.lib.uci.edu/0304/career/resource.htm>
2. We have established strong contacts with the UCI Career Center, including collaborative panels and workshops, promotion of careers in libraries and archives, and referrals of interested students to the Resource Librarians.
3. Presented a library program on "Opportunities in Librarianship: Careers in Libraries and Archives" on March 3<sup>rd</sup> that drew approximately 50 library staff and student assistants.

4. Developing a Career Recruitment and Outreach web site to be available fall 2004.

### **Professional Development:**

1. **Mentoring:** Our Professional Development Committee developed *Recommendations to Foster an Environment of Mentoring in the UC Irvine Libraries*, which encourages and defines mentoring relationships, articulates general expectations of mentors and mentees, outlines program goals and the role of LAUC-I. <http://lauci.lib.uci.edu/0304/mentoring.pdf>
2. **Programming:** Developed a proposal for the use of Professional Development funds remaining at the end of each fiscal year. Library Administration approved our proposal for Rollover Professional Development Funds to support “a significant program or workshop(s) that is of potential interest to all UCI librarians and that is generally beyond the scope of regular LAUC-I funding.” <http://lauci.lib.uci.edu/0304/RolloverFunds.pdf>  
Our first annual Timely Topics program was presented in May by Melanie Hawks from ARL under the title *Getting the Most Out of Your Job: Issues Facing Academic Librarians*. It included a presentation on Collaboration in Organizational Culture and a workshop on work/life balance. In addition to many LAUC-I members, the program was attended by a number of librarians from other libraries in the Southern California region.  
<http://lauci.lib.uci.edu/springprogram2004/>

### **Professional Personnel Issues:**

1. Completed final review and adoption of *Guidelines for Interpretation of Criteria for Librarian Personnel Actions within the UCI Libraries*.  
<http://lauci.lib.uci.edu/0304/Criteria1203.pdf>
2. Encouraged the development of policies and procedures for *Emeritus Status for Librarians*. Document developed by library administration and approved by LAUC-I Executive Board in June 2004.
3. Completed extensive review of *Academic Personnel Procedures for Librarians (APP-L)*. Many of the revisions were routine/editorial changes. The most substantive change that LAUC-I proposed and was ultimately approved was the restriction of the role/participation of the UL to the final review of the file. (Thanks to LAUC Professional Governance Committee for data, which helped support this change.)  
<http://hr.lib.uci.edu/performanceevaluations/performanceLibrarians.php>

### **Pending Issues Include:**

1. Review of University Librarian.  
On July 2, 2004 the Associate Vice Chancellor sent all librarians a brief email message indicating that the Office of Academic Affairs would soon be undertaking a review of the UL’s “five years of service to the campus.” The

LAUC-I Executive Board responded with an offer of any and all assistance that LAUC-I might provide, but we have heard nothing since.

2. Ongoing concerns about the lack of articulated policies/procedures regarding termination of librarians.
3. Enhanced understanding/articulation of the meaning of Career Status at UCI and what it means to “plateau” at a particular rank/step.
4. Telecommuting

Joan Ariel, Chair  
LAUC-Irvine  
2003-2004