

LAUC-I Annual Reports 2004-2005
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1. Office/Committee Name:

Library Review Committee (LRC)

2. Membership and Terms:

Jackie Dooley (2004-2005)

Julia Gelfand (2003-2006)

Colby Riggs, Chair (2002-2005)

Heather Tunender (2004-2007)

3. Standing Charge:

The Library Review Committees shall advise the University Librarian on the appointments, merit increases, promotions, career status and termination action for members in the Librarian Series. The quality of the Librarian Series at UC Irvine is maintained primarily through objective and thorough review by peers and administrators for each candidate for appointment, merit increase, promotion, and career status. Responsibility for the peer review process falls largely upon the Library Review Committee (Academic Personal Procedures for Librarians (APP-L, III, 1.)

4. Supplemental Charges/Tasks for 2003/04Year:

None

5. Key Accomplishments (coordinate with charges above):

- The LAUC-I Library Review Committee reviewed 6 files and 13 appointment files during 2004/05.
- The Chair of LRC met regularly with the LAUC-I Executive Board.

6. Recommendations for the Coming Year:

The following are issues the LRC thought would be of interest to the LAUC-I membership:

Appointments:

- The LRC noted in reviewing the many appointment files there were very few comments from library staff. We want to remind everyone who participates in the recruitment process to submit comments via the Library Human Resources comment form on their website.

- The timely comments are also most helpful since in February 2004 a new process was implemented. The library administration asked the search committees and the LRC make a recommendation once on a search in order to speed the recruitment process, and keep interviewees waiting as short a time as possible for a decision. So the LRC makes an assessment of all the interviewees in one recommendation.

Professional Competence and Quality of Service within the Library:

- As the LRC reviewed files it was challenging at times to determine the quality of service in the review documentation since we review a wide variety of contributions. The LRC bases its recommendations solely on the documentation included in the review file. We want to remind all involved that the information should be written from the point of view that no one knows the librarian's contributions.

7. Documents Archived on LAUC-I T drive (agendas, minutes, other):

None