

LAUC-I members:

Your Oracle calendar reflects a Lunch with LAUC-I program on Monday, April 10, 2006 to focus on the recruitment process. I would like you to consider it more than just a Lunch with LAUC-I but more like a regular LAUC-I meeting. The agenda, is somewhat different. The LAUC-I Executive Board asked to work with the Executive Council to develop a session on the upcoming search committees and the procedures and changes which have been made in the past year or so. We scheduled it so that all of the UCI Libraries Executive Council will be there. We hope you can come and participate. Judy Kaufman will present answers to the questions we posed and as time allows you can ask others that you might have.

Below are some of the questions which the LAUC-I Executive Board posed:

- To know that there is a frequently or regularly updated recruitment manual to guide the process
- Is a librarian on a search committee expected to play a role in selling the position and UCI? The Library? Whose role is it?
- How do we help a candidate know about the area to which they might move? When is this staged?
- What are the expectations and role of a search committee?
  - How does a search committee function?
  - What does “confidentiality” mean to search committee members and other participants in the process?
  - What criteria are used to develop balance in forming the search committee?
  - Who crafts the job description?
  - What is the weight of the search committee’s recommendation in various parts of the process?
  - After the search committee has made its recommendation, what are the next steps in the process leading to appointment?
  - How valuable is the feedback that library staff submit to the process?
  - Other related questions or issues?
- We also want to better inform LAUC-I members of the responsibilities and role of the LRC in the appointment process. How has that changed?

Please join us for this important discussion.

Kay

--

Kay Collins  
U. S. Government Information Librarian  
and Interim History Research Librarian  
University of California, Irvine  
Langson Library  
P.O. Box 19557  
Irvine, CA 92623-9557  
[kcollins@uci.edu](mailto:kcollins@uci.edu)  
(949) 824-7290