

LAUC-I Annual Reports 2006-2007
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1. Office/Committee Name: Library Review Committee (LRC)
2. Membership and Terms: Jackie Dooley (2009), Dan Tsang (special one year term 2007), Christina Woo (2008) and Wanda Jazayeri, Chair (2008)
3. Standing Charge (from LAUC-I Bylaws): The Library Review Committee (LRC) 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. Each year's LRC shall submit an annual written report to the LAUC-I membership by the end of the fall quarter in the following year; the report shall include a statistical analysis of the review actions.
4. Supplemental Charges/Tasks for 2006-2007 Year:
 - Report to Executive Board at or before its January 10, 2005 meeting recommendations regarding the specific statistics to be collected each year for the LRC report mandated by the newly approved LAUC-I Bylaws amendments (see last sentence in charge above).
 - Report to Executive Board as necessary on non-confidential issues that should be brought before the LAUC-I membership.
5. Key Accomplishments (coordinate with charges above):
 - The LRC reviewed 14 cases for academic review, 13 files for permanent appointments, and two files for temporary assignments. Although one file involved an extension, all other recommendations were submitted by the deadlines. This year for the first time, the appointment files were made available to the LRC in confidential electronic files. Accordingly, LRC members were able to review appointment files, draft and edit recommendations in their own offices. This tremendous improvement was due to a suggestion by Christina Woo and the cooperation and effort of the Human Resources staff.
 - In addition to the normal LRC workload, the LRC spent considerable time working with Judy Kaufman on the revisions to the LRC procedures contained in the *Academic Personnel Procedures for Librarians (APP-L)*. As a member of the Executive Board, the LRC chair also shared the draft of this non-confidential material with the LAUCI Executive Board to solicit their feedback prior to Judy's presentation to the general membership.
6. Recommendations for the Coming Year:
 - As stated in both the 2004/2005 and 2005-2006 LRC Annual Reports, the LRC would like to encourage more staff to not only attend interview sessions, but to also take the time to submit comments on the applicants. Staff comments are valuable and are appreciated.

- The LRC would like to work with Library HR to document the mundane procedures that were not appropriate for inclusion in the APM documents. The chair would work with the LAUCI Executive Board to determine where this documentation should reside.
- Investigate with Library Human Resources the possibility of making electronic versions of review files available for LRC use.

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

Submitted by: _____ Wanda Jazayeri _____

Date: 10/4/07