

LAUC-I Annual Reports 2008-2009

1. Office/Committee Name: Library Review Committee (LRC)

2. Membership and Terms (in order of seniority on the LRC):

Daniel C. Tsang, (term expires 2010), Collection Development Dept., 2008-09 Chair
John L. Novak (2011), Langson Reference Dept.
John Sission (2011), Science Reference Dept.
Abraham Yu (2009), Cataloging Dept.

Just prior to the start of the new term of LRC, Jackie Dooley, announced she would leave the UCI Libraries. Dan Tsang became the 2008-09 LRC chair on September 1, 2008. The 2008-09 LAUC-I Executive Board appointed Abraham Yu on September 12, 2008 to serve the rest of Jackie's term, which lasts through August 31, 2009. [Last year's annual report was incorrect in projecting that Jackie would remain on the LRC board until October 28, 2008]

On June 25, 2009, Keith Powell (Acquisitions Dept.) was elected to the the LRC, effective September 1, 2009, filling the seat left vacant by the departure from LRC of Abraham Yu.

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 2008-2009 Year:

Investigate with LHR the possibility of making electronic versions of review files available for LRC use.

5. Key Accomplishments (coordinate with charges above):

- The LRC reviewed 14 files for academic review, 5 permanent appointment packages, and 3 temporary appointment packages. Each appointment package may contain more than one candidate file or result in more than one appointment.
- Many academic review files were received prior to the deadline for LHR to submit to LRC. All academic review recommendations to the University Librarian were submitted by the deadlines. All appointment letters were submitted by the short deadlines (usually 48-hour turnarounds) to the University Librarian and the Law School Dean (where applicable).
- For appointment files, LRC adheres to the APP, Section II:7, charge to advise the

University Librarian on the present qualifications of an appointment candidate as well as the candidate's potential for excelling as members of the Librarian Series. We thus do not rank order appointment candidates.

- A historic first: With the establishment of a UCI School of Law, appointment files for Law School librarians also are reviewed by the LRC. We reviewed our first such file in July 2009.
- LRC joined LAUC-I members at a demo of MyData software from Digital Measures, which the library and other relevant campus units will consider adopting.
- Each year, the LRC meets with the UL and AUL for Administrative Services at the start the LRC term as well at the end of the LRC term for the year. The LRC met September 9 2008 and also August 5, 2009 with the University Librarian, Gerry Munoff, and the AUL Deb Sunday.

6. Recommendations for the coming year

- Recommend as a Supplemental charge for 2009/2010 that the LRC continue working with LHR to investigate the use of the My Data software as a means of making electronic versions of academic review files available for LRC use.
- Recommend also that Review Initiators submit the completed dossiers to LHR as early as possible (prior to any deadline) so that LRC can review the files promptly.
- Recommend working with LHR to revise procedures to include Law Dean in the process for appointments and academic reviews.

Submitted by Daniel C. Tsang , 26 August 2009