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| <b>LAUC-I Annual Reports<br/>2010-2011</b> |
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1. Office/Committee Name: Library Review Committee (LRC)

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

John Sisson (term expires 2011), Science Reference Dept.: 2010-2011 Chair

John Novak (term expires 2011), Collection Development Dept

Keith Powell (term expires 2012), Acquisitions Dept.

Ying Zhang (term expires 2013), Collection Development Dept.

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.

4. Supplemental Charges/Tasks for 2010-2011 Year:

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.

Work with Review Initiators submit the completed dossiers to LHR as early as possible (prior to any deadline) so that LRC can review the files promptly.

Work with LHR to revise procedures to include Law Dean in the process for appointments and academic reviews.

In coordination with the Web Manager, determine what committee documents and information should live on the new web site, wiki and T: drive.

5. Key Accomplishments (coordinate with charges above):

-- Reviewed all review files in timely manner and submitted them to Acting University Librarian

-- Participated in HR discussion of review process for Reviewees and Review Initiators

-- Participated in October 7 UCI discussion of the Distinguished Librarian Status

6. Recommendations for the Coming Year:

-- pursue the possibility of making electronic versions of review files available for LRC.

--Examine Council of University Librarians Librarian Distinguished Step Working Group final report dated December 20, 2010 for possible changes in our procedures and/or language.

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

-- Some letter templates are transitioned to the new LRC folder in the T:drive.

-- At the end of the LRC session, old files, letters, calendars, and notes are deleted from the previous LRC folder in the T:drive.

Submitted by: \_\_\_\_\_John Sisson\_\_\_\_\_

Date: \_\_\_\_\_8/5/11\_\_\_\_\_