

**[Library Review Committee]
LAUC-I Standing Committee
2012-2013 Report**

Submitted to General Membership: August 6, 2013

Submitted by: Ying Zhang

Members (End Term): Ying Zhang (Chair, 2013); Carole McEwan (2013); Danielle Kane (2014); Colby Riggs (2015)

Charge:

1. 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.
2. Reviews non-confidential matters regarding librarian review processes and advises the LAUC-I Executive Board and general membership on these.
3. 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.

Supplemental Charges:

Draft procedures for the LRC.

Summary of Activities:

The LRC was active this year in reviewing both academic review files and appointment files at an increased number. The LRC also revised the internal procedures/guidelines working with the Special Ad Hoc: Committee on Procedures (2012-2013). In addition, several enhancements were made to improve the working condition of the LRC room.

Specifically, in 2012-2013 the LRC:

- A. Reviewed all academic review files and submitted the committee's comprehensive reports and recommendations for action a timely manner. Fourteen reviews were completed, including one off-cycle review and thirteen reviews at regular interval.
- B. Reviewed all librarian appointment files and submitted the committee's recommendation letters in a timely fashion. Seven recommendations were completed as of August 6, 2013¹.
- C. Revised the LRC internal procedures/guidelines and documented it on both T drive and LAUC-I Wiki.
- D. Rearranged the LRC room setting and added a second monitor for better group editing (note with thanks to Colby Riggs who made it happen).

Recommendations for the Future:

- A. Pursue the possibility of making electronic versions of review files available for LRC.
- B. Continue to encourage librarians and their supervisors to regularly evaluate their performance throughout the review cycle, in accordance with annual plans.
- C. Encourage the Law School Library to follow the APP-L guidelines more closely for their librarian academic reviews.
- D. Work with LHR on archiving diverse letter templates for various academic review actions and librarian ranks.

¹ One or two more appointment files are on the way to LRC before the end of this term