

<p style="text-align: center;">Library Review Committee LAUC-I Standing Committee 2016-2017 Report</p>

Submitted to General Membership: August 15, 2017

Submitted by: Audra Eagle Yun

Members (End Term): Audra Eagle Yun (Chair, 2017); Annette Buckley (2018); Shu Liu (2019); Ellen Augustiniak (2019)

Charge: The Library Review Committee reviews and 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 matters. The committee shall submit an annual report to the LAUC-I membership and the report shall include a statistical analysis of the review actions.

Supplemental Charges (if applicable):

N/A

Summary of Activities:

- Transition meeting with Library Administration
- Booked weekly meetings during librarian review process
- Continued to use WebFiles for review files
- Completed 16 librarian review files. Requested additional information for two files
- Completed 4 permanent librarian appointments, 1 temporary librarian appointment
- Chair (Yun) and incoming Chair (Buckley) met with LAUC-I Chair (Riggs) and incoming Chair (Kane) to discuss LRC workshop idea and other issues raised during review process regarding greater than standard performances and eligibility for promotion
- Meeting with Library Administration to discuss greater than standard performances and eligibility for promotion
- Meeting with Library Administration to discuss APP-L revisions
- Reviewed and approved APP-L revisions which will be presented to LAUC-I for review in August 2017
- End of year meeting with Library Administration

Recommendations for the Future:

- Continue review of APP-L language for consistency and clarity in interpretation of eligibility for specific review actions
- Continue review of review file cover sheet for clarity in review actions selected by Review Initiators/AULs
- Support formation of a factual resume review volunteer group within LAUC-I comprised of former chairs/members of LRC
- Suggestions brought to Library Administration during end of year meeting
 - Support for LHR's in training Review Initiators to understand their role and responsibilities in review process: meeting deadlines, helping librarians build their files, importance of comprehensive evaluative letters, and a "mid-stream" check-in from LHR
 - Library Administration/LHR should meet with entire LRC to discuss issues with files, not specific members
 - LRC will receive copies of librarian notification letters at beginning of review cycle so everyone is aware of review action eligibility
 - PDF files should be OCR-scanned for text searchability