



OFFICE OF THE LAUC PRESIDENT

October 15, 2020

LAUC Research & Professional Development Committee
Librarians Association of the University of California

TO: Rachel Green, Chair, LAUC Research & Professional Development Committee
FR: Martin J. Brennan, LAUC President
RE: 2020-2021 Charge, LAUC Research & Professional Development Committee

By nature of your position as Vice President / President-Elect of LAUC, you are hereby appointed to serve as the 2020-2021 Chair of the LAUC Research & Professional Development Committee for a term commencing October 1, 2020 and ending September 30, 2021.

Administrative Structure

Please note that LAUC Committees fall under LAUC Executive Board purview. The LAUC President sets overall priorities for committee work by means of the committee's charge. The primary duty of each LAUC committee is to fulfill the charge given to it by the LAUC President. Once a committee's charge has been fulfilled, the committee may address other issues, with the approval of the LAUC President.

Committee Background and Significance

Research and professional development are key elements not only for continuing the growth and education of the individuals directly involved in the activity, but also for sharing our good work with others. The members of this Committee have important responsibilities. The Committee members working with the Divisional research committees encourage and support LAUC members in designing and developing research proposals. Once proposals have been submitted from the Divisional committees, the Committee members will review the proposals carefully and make recommendations for funding.

General Charge

For 2020-2021, the Committee is charged with fulfilling its standing charge, Article VIII. Section 1.e.2:

1. Solicit and review research proposals submitted to the Universitywide Research Grants for Librarians Program by LAUC members and recommending funding of proposals to the Office of the President.
2. Develop, monitor, and revise, as needed, procedures for carrying out the review of research proposals.
3. Develop guidelines for application to the Universitywide Research Grants for Librarians Program and recommend revisions as needed.
4. Advise the President and the Executive Board on issues related to research and professional development for librarians and address other subjects at the request of the President.

Specific Charges for 2020-2021

1. Given the changing nature of professional development opportunities in the midst of the COVID crisis, R&PD is charged with modifying the criteria for 2020-21 LAUC grants as their first task, and submitting them for Executive Board approval.
2. Host at least one statewide R&PD event for all of the campuses, on a topic such as the research process or grant process or both;
3. Update grant forms as needed, including possible creation of a mini-grant form;
4. Revise and update the R&PD webpages as needed.

Timeline

As Chair of a standing committee, you will be expected to attend the monthly conference calls of the Board. If there is a conflict, just let me know, and we can work around it.

The Committee Call and Calendar govern the award process. The Committee will need to present a mid-year report to the LAUC membership at the 2021 LAUC Spring Assembly. The report will include information on the 2020-2021 grant awardees, as well as the current activity of the Committee. The Committee will also need to submit a final committee report to the President by September 1, 2021.

Reports should be submitted using the following format:

Reporting Guidelines

SUBJECT LINE: [Committee Name] Report

BODY OF MESSAGE:

TO: LAUC President

FR: [Committee Name]

RE: [year (e.g., 2020-2021)]Report Name (e.g., Final Report)]

Committee Charge:

Summary of Action Items:

Body of Report with Discussion and Recommendations [formatted as motions, in keeping with Sturgis]

Names of Committee Members

Attachments (if any)

Committee Work and Meetings

Committee business should be conducted via email or through the use of other technologies, such as conference call(s) or chat.

Committee Expenses

The current LAUC Travel and Reimbursement Policy and Procedures document is linked to the LAUC homepage. Different Divisions may handle transactions differently and Committee members should check with their local accounting officers to find out how their Division handles charges to the LAUC account.

Thank you for your service to the LAUC membership. We all very much appreciate your efforts on our behalf. Please feel free to contact me if you have questions or concerns about the Charge.

Committee on Research & Professional Development Roster

Chair

Rachel Green, UCLA

Representatives

Berkeley	Celia Emmelhainz	emmelhainz@berkeley.edu
Davis	Kevin Miller	kcmiller@ucdavis.edu
Irvine	Sarah Wallbank	wallbank@uci.edu
Los Angeles	Dana Peterman	dpeterma@library.ucla.edu
Merced	Joe Ameen	sameen@ucmerced.edu
Riverside	Katherine Koziar (02/25-Present) Christina R Cicchetti (09/01-02/24)	katherine.koziar@ucr.edu christina.cicchetti@ucr.edu
San Diego	Mary Linn Bergstrom	mlbergstrom@ucsd.edu
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