



October 4, 2016 (revision of Sept. 29, 2016 with corrections and additional members)

LAUC Committee on Diversity
Librarians Association of the University of California

TO: Corliss Lee, Chair, Committee on Diversity
FR: Dana Peterman, LAUC President
RE: 2016-17 Charge, LAUC Committee on Diversity

I am pleased to appoint you 2016-17 Chair of the LAUC Committee on Diversity for a term beginning immediately and ending September 30, 2017. The next Chair for the Committee (2017-18) will be from UC San Francisco.

Administrative Structure

LAUC Committees fall under the purview of the LAUC Executive Board. The LAUC President sets priorities for committee work through the committee's charge. The primary duty of each LAUC committee is to fulfill its charge. The committee may communicate any issues of concern to the President at any time throughout the year.

Committee Background and Significance

Since its inception, the LAUC Committee on Diversity has focused on highlighting, celebrating, and expanding diversity within the UC Libraries. In 2009, LAUC expanded the language of its bylaws to incorporate the words "recruitment" and "retention" in recognition of the University's commitment to attracting a diversified group of applicants for positions and to supporting the retention of a diversified group of librarians. The Committee on Diversity has a unique role in educating and advising the University on the need to not only recruit and retain the best and the brightest future librarian but to also consider the value of diversity.

General Charge

For 2016-17, the Committee is charged with fulfilling its standing charge as stated in Article VIII, Section 1.e.3 of the LAUC Bylaws (as approved by UCOP March 23, 2009):

- a. Advise the President and the Executive Board, and serve as a resource for other committees and LAUC divisions on issues and initiatives concerning diversity, recruitment, and retention in University libraries.

- b. Consider and develop recommendations and implementation strategies on matters and initiatives of diversity, recruitment, and retention in University libraries.
- c. Address other subjects at the request of the President on matters and initiatives of diversity, recruitment, and retention in University libraries.

Specific Charges for 2016-17

1. Document highlights of the LAUC's Diversity Committee and its impacts on divisions throughout its inception. Be responsible for writing 2 to 5 engaging papers of at least 250 words in length concerning programs, works, and initiatives that have affected diversity and awareness of diversity and submit them to the 50 Year Anniversary Publication Task Force in time to be edited and placed on the LAUC website before Assembly. Use the assistance of the 50 Year Anniversary Coordinating Group as needed in addition to the services of the Web Manager. Writers may be both current and past LAUC members.
2. Continue the Meet the Members project. Consider criteria for selecting individuals as well as the campuses they represent, information to present on the web, and timeline for posting profiles. Identify the list of campuses, varying between North and South for the coming year.
3. Examine, explore and identify resources pertaining to diversity issues, to determine how best to highlight resources on the LAUC website to benefit all LAUC. Create, plan and strategize procedures and methods to make sure this information stays up to date and relevant in consultation with LAUC social media members.

Timeline

The Committee Chair should report to the President any concerns surrounding meeting the charges.

The Chair of this standing committee will be expected to attend the monthly conference calls of the Board. If there is a time conflict, another member should be assigned to the call and the President or Secretary should be notified.

In addition, the committee should prepare a brief report for presentation at the Assembly in spring 2017.

The committee will submit its final committee report to the President by September 12, 2017.

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., 2016/2017)] [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 *American Institute of Parliamentarians Standard code of Parliamentary Procedure*]

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, and may employ collaboration software as needed.

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 Diversity

Berkeley

Corliss Lee (2017) – **Chair**

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Davis

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Laura Uglean Jackson (2017)

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