



OFFICE OF THE LAUC PRESIDENT

September 18, 2015

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

TO: Dana Peterman, Chair, LAUC Research & Professional Development Committee
FR: Diane Mizrachi, LAUC President
RE: 2015-2016 Charge, LAUC Research & Professional Development Committee

I am pleased to appoint you 2015-16 Chair of the LAUC Research & Professional Development Committee for a term commencing October 1, 2015 and ending September 30, 2016.

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 the 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 2015-2016, the Committee is charged with fulfilling its standing charge, Article VIII. Section 1.e2 (approved by UCOP March 23, 2009):

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 2015-16

1. Use the new Presentation Grant Scoring Sheet devised by last year's committee and evaluate its effectiveness. Recommend any modifications to the President and Executive Board as relevant.
2. Implement and evaluate funding recommendations for grants: Research grants capped at \$5000, mini-research grants capped at \$500, and presentation grants capped at \$600. The rationale for these recommended funding caps was to help ensure a more equitable distribution of the limited funds among all qualifying applicants. If there are any amounts left over, they should be distributed equally as relevant so that no funds are left over at the end of the fiscal year.
3. Implement new application policy which ensures that all grant awardees do not owe an End of Funding report (EOF) for any previous LAUC Research and Professional Development grant.

Timeline

The Committee Call and Calendar govern the award process. The Committee will need to present a Report to the LAUC membership at the 2015-2016 LAUC Assembly. The report will include information on the 2014 and 2015 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 12, 2015.

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. 2015-2016)] 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

Please plan to hold only one in-person meeting. Other committee business will need to be conducted conference call(s), or using other technologies, such as email 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

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