



OFFICE OF THE LAUC PRESIDENT

September 29, 2016

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

TO: Carla Arbagey, Chair, LAUC Research & Professional Development Committee
FR: Dana Peterman, LAUC President
RE: 2016-17 Charge, LAUC Research & Professional Development Committee

I am pleased to appoint you 2016-17 Chair of the LAUC Research & Professional Development Committee for a term commencing October 1, 2016 and ending September 30, 2017.

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 vetted proposals have been submitted from the Divisional committees, the Committee members will review the proposals carefully and make recommendations for funding.

General Charge

For 2016-2017, 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 University-wide Research Grants for Librarians Program by LAUC members and recommend funding of proposals to the Office of the President.
2. Develop, monitor, and revise procedures for carrying out the review of research proposals as needed.

3. Develop guidelines for application to the University-wide 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 2016-17

1. Highlight not more than 10 or fewer than 3 of the best research projects funded by LAUC over the past 25 to 50 years based on criteria to be determined by the committee. Submit articles 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.
2. Revise and shorten the guidelines on the LAUC webpage to improve their utility. Obtain feedback from some of the previous awardees and the LAUC Executive Board before implementation.

Timeline

The Committee Call and Calendar govern the award process. The Committee will present a summary report of business to date to the membership at the 2016-17 LAUC Assembly. Information about the best research funded by LAUC should be posted at least one week prior to the LAUC Assembly and should be included as an attachment to the year-end report. Reports will include information on the 2015 and 2016 grant awardees, as well as the current activity of the Committee. The Committee will need to submit its final report to the President by September 12, 2017 and comply with UCOP deadlines for information about the awards.

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 Research & Professional Development Roster

Carla Arbagey (2017) – Chair

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