

LIBRARIANS ASSOCIATION OF THE UNIVERSITY OF CALIFORNIA _____

July 28, 1988

Please route to the
librarians in your
department.

TO: Nancy Koller
LAUC President

FR: Julia Gelfand
Elaine Graham *EG*

RE: Assignment to Review Position Papers 1 - 5

At the LAUC Executive Board meeting of May 12, 1988, we were assigned to review the existing LAUC position papers and make recommendations on the extent to which each needs to be revised. The five papers (copies attached) are:

1. Criteria for Appointment and Promotion to the Ranks of Associate Librarian and Librarian and Advancement to Librarian, Step V (January 1978).
2. Development of Effective Communication Between Statewide LAUC and Library Council (December 30, 1975)
3. Documentation Guidelines for the Review of Librarians (October 1976)
4. Review Procedures for Librarians Outside the Normal Campus Peer Review Process (August 1977)
5. The Academic Librarian in the University of California (January 1983)

Comments are presented for each position paper; in addition, we are suggesting some changes in the "Definition and Guidelines for LAUC Position Papers" (Fall 1982). A copy of that document is attached.

Our initial recommendation is that all of the position papers should be reissued in a consistent format for distribution.

Definition and Guidelines for LAUC Position Papers

II.C. Approval. The last line should be extended to read: "The Executive Board gives final approval to all position papers and approves amendment or repeal of position papers."

III.B. Change to read: "The report of this committee is subject to the approval of the Executive Board and is acted upon by the President as outlined above in sections II.A-D."

Position Paper 1

We recommend that this position paper be retained, but that it be referred to an ad hoc committee to review the full content of the paper and to make revisions reflecting the current APM language and numbering.

The ad hoc committee's attention should be directed especially to paragraph 9, where a reference is made to establishing "uniform interpretation of the criteria for promotion...." as well as to the LAUC Executive Board minutes of May 12, 1988, item number 10, which raise the issue of consistent policies and practices versus local options.

Position Paper 2

We recommend that the LAUC President (or an individual appointed by the President) update the tense structure, since the paper now reflects what is current practice.

We also recommend consideration of expanding the position paper to recognize the increasing role of LAUC in communications with the Office of the President. If so, the title of the paper might be changed, for instance, to "LAUC and Its Relationship with Other UC Administrative Bodies."

Position Paper 3

We recommend that the Model Call adopted by the LAUC Spring Assembly on May 13, 1988, be incorporated as a replacement for part I.

The document which comprises part II (Supplement for Librarians to the Biography for Academic Personnel) should be examined by an ad hoc committee. The committee needs to determine the extent to which the document is used on campuses and whether it is relevant to the current review process. We suggest that it might be repetitive of other documents used on each campus. If it is determined that this document is now superseded, it may be deleted from the position paper. LAUC may then want to rename the position paper to reflect the content of the Model Call.

Position Paper 4

We recommend that the title be changed to better reflect the nontraditional situations described. We suggest: "Review Procedures for Librarian Series Appointees Working at Off-Campus or Remote Locations."

DEFINITION AND GUIDELINES FOR
LAUC POSITION PAPERS

- I. Definition. A LAUC position paper provides an established statement of the Association's position on crucial, broad, recurrent, and lasting issues of common concern among campuses. These statements are transmitted to the membership, Library Council, and systemwide administration to provide guidance and direction. Position papers remain in effect until they are amended or modified. Provision for review or modification of position papers recognizes the evolution of both the status and position of librarians in the University of California and of their opinions on core issues.
- II. Formulation and implementation. The decision to prepare a position paper is the culmination of broad discussions and consultation among the membership concerning a topic. Normally, a position paper begins with the appointment of an ad hoc committee to study a given topic. It is not known at the time the committee is appointed whether a position paper will ultimately result from the work of the committee. The report of the committee on its given subject is discussed and voted upon by the Divisions and at the Assembly before the guidelines for the formulation and implementation of a position paper are invoked.
 - A. Initiation. The President, with the approval of the Executive Board and based on the findings and recommendations of a LAUC statewide ad hoc committee, determines when a position paper is needed. This decision is based on the topic, the common concern, the enduring nature of the issue, and the depth of support shown by the membership for the committee reports on the subject. The substance of the position paper is based upon the reports of LAUC committees. Such committee reports should have received the acceptance of a significant majority of the Assembly, a plurality that assures the broad and continued support of the membership.
 - B. Writing of the paper. The President writes position papers with the assistance of the Executive Board. The President relies upon the committee reports accepted by the Assembly for guidance in developing the statements.
 - C. Approval. Before the paper is finalized, it is forwarded to the divisional chairs who may consult as they deem necessary. Major objections are rectified by the President and the Executive Board. The Executive Board gives final approval to all position papers.
 - D. Dissemination. Approved position papers are distributed by the President to the membership, Library Council, and systemwide administration to provide guidance and direction in acting upon the issues addressed in the documents.
- III. Amending or repealing of position papers.
 - A. When a paper is in need of amendment or rescinding, the President, with the approval of the Executive Board, will appoint a committee to study the matter.
 - B. The report of this committee is subject to the approval of the Assembly and is acted upon by the President as outlined above in sections II.A-D.

There is a concern that librarians working in the University but not appointed in the librarian series do not participate in the librarian peer review process; this issue is not addressed by the position paper and the Executive Board may want to pursue how it should be addressed.

Position Paper 5

This paper still articulates the role of the academic librarian in the UC. We recommend that the LAUC Executive Board approve one change in paragraph 4, sentence 1, so that it reads:

Librarians at the University of California have a collective responsibility through the Librarians Association of the University of California (LAUC), to advise University officials on matters of concern to librarians employed by the University regarding library operations, services, and collections, as well as rights, privileges, and obligations of University of California librarians.⁴

In Footnote 4, "Section 1" should be omitted, since the entire Article II (from the revised 1987 bylaws) should be referenced.

LIBRARIANS ASSOCIATION
OF THE
UNIVERSITY OF CALIFORNIA

POSITION PAPER NO. 1

CRITERIA FOR APPOINTMENT OR PROMOTION TO THE RANKS OF ASSOCIATE LIBRARIAN
AND LIBRARIAN AND ADVANCEMENT TO LIBRARIAN STEP V.

1. The criteria for promotion within or appointment to the ranks of the Librarian Series are established in the Academic Personnel Manual in Section 51-4e(2)-(3) and 82-10b-c. These criteria fully define on what basis a librarian can be appointed or promoted. Expansion of these criteria into detailed lists of expected accomplishments serves no useful purpose because of the adaptable nature of the criteria and the individuality of each career.
2. The Assistant Librarian rank is the basic entry level for professional librarians. An appointee may remain in this rank for a maximum of six years, a period which is considered sufficient for an appointee to demonstrate professional competence and a potential for further professional growth.
3. Section 82-10b states: "A candidate for merit increase or promotion in this series shall be judged on the basis of the first of the following criteria, and to the extent they are relevant, on one or more of the last three." The first criterion is professional competence and quality of service within the library. Outstanding service within the library is the primary and absolutely essential consideration in any merit or promotion review. However, for a librarian to be considered for promotion or appointment above the Assistant level, recognition should also be accorded to performance in other areas as well; e.g., professional activity outside the library, university and public service, research and other activity. Furthermore, as is stated in Section 82-10b: "In consideration of individual candidates reasonable flexibility should be exercised in weighing the comparative relevance of these criteria."
4. The promotion from Assistant to Associate Librarian is a major and critical step for librarians of the University of California. It is that review which normally awards career status and documents that the librarian has the potential for continued growth, which is the prerequisite for promotion to the rank of Librarian. The promotion from Associate to Librarian differs in that it documents that the librarian has realized this potential through demonstrated superior professional ability and attainment. The Librarian rank, Step V is reserved for those librarians whose careers and continuing achievements can be regarded as distinguished.

5. While the Academic Personnel Manual states that "there is no obligation on the part of the University to promote an Associate Librarian to the rank of Librarian solely on the basis of years of service," (82-17a(3)), the potential for advancement to the rank of Librarian is open to all members of the Librarian series. Although it is improbable that every librarian appointed to the series will achieve promotion to the rank of Librarian, there is nothing to preclude this possibility in the Academic Personnel Manual itself. It is the merit of the individual librarian which will determine whether a promotion is deserved. There should be no quotas, either with regard to the number of librarians in the Librarian rank, or to the amount of money in the budget, for a promotion recommendation should be made solely on the individual merits of the librarian under review. The same considerations apply to advancement to the top step of the Librarian rank.
6. Section 51-4e(2) states: "Advancement in rank is possible in any special field of librarianship. However, an appointee will be eligible for promotion to the rank of Librarian only if there is demonstrated outstanding ability. For some, promotion may involve a position change, for others, promotion may not necessarily involve position change but will depend on increased responsibility as well as growing competence and contribution in the same position." This statement is interpreted to mean that promotion is an opportunity open equally to librarians with or without administrative responsibilities.
7. A review for promotion or appointment to the rank of Librarian should give full consideration to the total career of the candidate. This is interpreted to be the spirit of Section 82-10c, which states: "Promotion should be justified not only by excellence of service and attainment but also by demonstrated professional growth and accomplishment and/or the assumption of greater responsibility."
8. Advancement from Step IV to Step V of the Librarian rank should be predicated upon a career history of outstanding service, capped by significant achievement in the period since attaining Step IV.
9. The peer review systems in practice at each campus are evolving a concept of excellence, and while this concept is not precisely defined, efforts toward a common understanding continue. Uniform interpretation of the criteria for promotion is essential in order for equity to be achieved for all librarians in the University, and LAUC should continue to work toward this goal. Procedural matters, i.e., the kind of review structures utilized for promotion and appointment, are properly left to each division. It is the criteria and the documentation that must be standardized, not the peer review structure.

LIBRARIANS ASSOCIATION
OF THE
UNIVERSITY OF CALIFORNIA

POSITION PAPER NO. 2

DEVELOPMENT OF EFFECTIVE COMMUNICATION BETWEEN STATEWIDE LAUC AND
LIBRARY COUNCIL

Effective communication between statewide LAUC and Library Council is essential, and should be developed through a variety of channels. The President of LAUC should be appointed as an ex officio member of Library Council with full voting privileges, and provision should be made for inclusion of LAUC representatives on Library Council committees. In addition, regular sharing with Library Council of recommendations and findings of statewide LAUC committees is seen as offering a useful means of communication. Moreover, Library Council should be able on occasion to refer problems to LAUC with a request for recommendation. It should also be possible for a matter of concern to a local division of LAUC which may have statewide significance to be brought to the attention of Library Council by that campus's University Librarian, if that local division can convince him/her that the problem is of sufficient importance to be introduced as a Council agenda item. It is believed that by the utilization of all of the above approaches LAUC will have the best opportunity to advise the library administration at the Universitywide level on matters of concern to librarians relating to the operation of the libraries of the University of California.

The following implementing recommendations are endorsed:

I. LAUC Representation on Library Council

- A. The LAUC President should be appointed to serve as an ex officio member of Library Council with full voting privileges. The President of LAUC should be expected to regard Library Council membership as a most serious personal obligation, faithfully attending Council meetings and devoting attention to Council business. In the event of an emergency which makes it impossible for the President to carry out his/her regular Council duties, permission should be requested from the Chairman of Library Council for the LAUC Vice President/President Elect to act temporarily in the LAUC President's stead.
- B. The President of LAUC should be able to introduce agenda items for Council meetings when either of the following guidelines governing his/her actions in this area are met:
 1. Agenda item is approved by a majority vote of the LAUC Assembly. (Such agenda items may originate with the Assembly, or be referred to the Assembly by any member of LAUC.)
 2. Agenda item receives affirmative review by the statewide LAUC Executive Board. (Such agenda items may originate with the Executive Board, or be brought to the attention of the Board by the chairman of a local division with the approval of his/her Executive Committee.)

LIBRARIANS ASSOCIATION OF THE UNIVERSITY OF CALIFORNIA

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

OFFICE OF THE PRESIDENT, LAUC

19 April 1978

TO: Members of Library Council

I am pleased to distribute the enclosed revision of LAUC Position Paper No. 1. With this revision LAUC's considered opinion on criteria for appointment or advancement in all ranks of the Librarian series is codified in one document.

Discussion of this revision revealed general recognition and acceptance of promotion points as critical occasions for assessment of total professional contribution. There is acknowledgment of the growing importance of activities beyond the specific assignment to this assessment. Research that advances librarianship or a subject discipline, service to the University, profession or community, or other activities demonstrate commitment that goes beyond routine performance.

Rigorous peer review of increases within a rank is a matter of strong concern to many librarians, particularly those who have served on reviewing bodies. It is not yet well established, however, and represents a challenge to mutual effort by LAUC and the University Librarians.

This position paper appears at a time of unprecedented support for the academic role of the University's librarians. Administrative measures to support their teaching roles and to establish additional opportunities for research are in the final stages of development. At the same time, librarians retain considerable latitude in determining how they can best contribute beyond their daily assignments. With opportunity, inevitably and properly, comes responsibility. Librarians entrusted with the development and productive use of the University's library resources will welcome both.

A handwritten signature in cursive script that reads 'Katherine F. Mawdsley'.

Katherine F. Mawdsley
President
Librarians Association of the
University of California

KFM/rps

cc: Richard Cooper, Berkeley
LAUC Executive Board
Vice President Archie Kleingartner
Assistant Vice President Edward Blakely
Assistant Vice President Stephen Salmon

II. LAUC Representation on Library Council Committees

- A. The LAUC President should have the privilege of recommending one or more LAUC representatives to each Library Council committee which is of particular interest to LAUC. Decision as to the final composition of any Library Council committee remains the prerogative of the Chairman of Library Council. The LAUC representative (or representatives) to a Library Council committee shall, however, be a nominee (or nominees) of the LAUC President.
- B. The process for selection of LAUC representatives to Library Council committees should be as follows:
 1. Chairmen of local divisions will, with the approval of their respective Executive Committees, supply nominations to the statewide LAUC Committee on Committees, Rules and Jurisdiction, which will maintain a roster of nominees for each committee of Library Council. The nominees, whenever possible, ought to have experience or expertise relevant to their projected assignments, e.g. service on campus, LAUC or library committees that have worked on similar problems. Service on similar workgroups, however, should only be used as a guideline, since other experience or simply expertise could qualify a librarian for nomination, as could a strong interest in the area of concern.
 2. Rosters of nominees will be renewed annually at the time that new LAUC officers take office.
 3. As the need arises to draw up a roster for a new Library Council committee, the Chairman of the Committee on Committees, Rules and Jurisdiction will request nominations from chairmen of local divisions.
 4. The LAUC President will select potential LAUC representatives from the appropriate roster, submitting choices to the Executive Board for review. With the approval of the Board, the LAUC President may present recommendations to the Chairman of Library Council.
- C. LAUC representatives should be expected to continue to serve on a Library Council committee for the duration of the committee's term, unless special circumstances require the representative to request release and replacement.

III. LAUC Committees and Library Council

- A. Reports of statewide LAUC's standing and ad hoc committees should be routinely shared with Library Council to facilitate problem solving and communication.
- B. Library Council, in lieu of creating a committee of its own, may wish to utilize an existing or specially created statewide LAUC committee to explore questions of mutual concern for recommendations and possible solutions. Resulting reports of either existing or special LAUC committees would be available to the membership of LAUC as well as to Library Council.

December 30, 1975

University Research Library
Los Angeles, California
December 30, 1975

TO: William Whitson - Berkeley
Sharon Baker - Davis
Beverly Toy - Irvine
Elizabeth Herman - Los Angeles
Lynn Smith - Riverside
Nicola Daval - San Diego
James Mackie - San Francisco
Keith Blean - Santa Barbara
Jerry James - Santa Cruz
Allan Dyson - Vice President
William Maina - Secretary

RE: POSITION PAPER ON DEVELOPMENT OF EFFECTIVE COMMUNICATION BETWEEN
STATEWIDE LAUC AND LIBRARY COUNCIL

Here I am, with only a few hours to go until New Year's Eve, sending you our Position Paper No. 2, based on the report of our Committee on Committees, Rules and Jurisdiction, which Nelson Piper has chaired. I hope that you all, and Nelson and his committee members, will bear with the way I have somewhat reformatted their thought, and forgive me for adding II.C on my own initiative, since it seemed, when I had arrived at that point, that some such provision was needed. I think we should all feel on surer ground to have this statement on record, for in fact it in fact extends, in a direction we have chosen, the official definition of LAUC's identity. I sincerely hope that LAUC will be continuing to formulate and to distribute position papers, now that our series is started, as I think they are an excellent device for circumscribing polders which we wish to claim as firm territory.

The happiest New Year to you all!



Norah E. Jones
President
Librarians Association of the
University of California

NEJ:me

cc: Committee on Committees,
Rules and Jurisdiction

University Research Library
Los Angeles, California
December 30, 1975

TO: MEMBERS OF LIBRARY COUNCIL

It is a special satisfaction to me that LAUC's second position paper, "Development of Effective Communication Between State-wide LAUC and Library Council", has been completed in time for me to send it to you before the end of my own term in office. This statement, based on a report from our Committee on Committees, Rules and Jurisdiction, chaired by Nelson Piper of Davis, represents close to a year's inter-divisional negotiation, the topic having been assigned an early priority following LAUC's recognition. It is a measure of the great good will with which Library Council has met LAUC's aspirations that what is written here is essentially a straightforward description of the relationship which has by this time developed between us. It is nonetheless useful, we believe, to have a statement of this thorough and thoughtful nature to refer to, and we owe Mr. Piper and his committee sincere thanks for their good efforts.

A very Happy New Year to you all!

Norah E. Jones
President
Librarians Association of the
University of California

NEJ:me

cc: LAUC Division Chairmen
LAUC Executive Board
Committee on Committees,
Rules and Jurisdiction

LIBRARIANS ASSOCIATION
OF THE
UNIVERSITY OF CALIFORNIA

POSITION PAPER NO. 3

DOCUMENTATION GUIDELINES FOR THE REVIEW OF LIBRARIANS

These guidelines offer a model of documentation which may be used for the review of academic staff in the Librarian Series at the University of California. They also group together different types of professional activities and suggest where they fit best in relation to the criteria of Section 51-4 of the Academic Personnel Manual. They are not intended to supersede the procedures which are already established on each campus; however, they do provide general statewide standards which may be adapted and/or followed by any campus which so chooses.

The guidelines consist of two parts: the first is a general statement of the kinds of material to be included, and the second is a biographical supplement that provides the format for librarians to use in summarizing their work. It should be noted that the information, not the format, is the significant element; if it can be supplied more conveniently in some other form, it should be done so. For example, the inclusion of a position description might supply much of the information outlined in section IA of the supplement.

It is recommended that this format be considered whenever it becomes necessary to revise the type of documentation used in the review of librarians on any campus of the U.C. system.

October, 1976.

PART I

DOCUMENTATION TO BE INCLUDED IN THE REVIEW OF LIBRARIANS

The following documents are normally submitted by the reviewee to initiate the review process:

1. An updated UC Biography for Academic Personnel Form
2. Supplement for librarians to the Biography for Academic Personnel (see attached), summarizing activities, contributions and future plans.
3. Any other statement or material deemed relevant for review. Normally, copies of manuals, publications, etc. are not included, unless specifically requested during the peer review process.
4. (Optional) A list of individuals from whom the reviewee would like letters solicited for the review. This would be particularly important for a promotion review.

PART II

SUPPLEMENT FOR LIBRARIANS TO THE "BIOGRAPHY FOR ACADEMIC PERSONNEL"

Date _____

Name _____

Academic title (rank & salary) _____

Functional title(s) _____

Summarize contributions to the library and librarianship according to the criteria established in Section 51-4 of the Academic Personnel Manual, and additional categories as appropriate.

I. Professional Competence and Quality of Service Within the Library.

- A. General statement of duties and responsibilities. (Include function, areas of service, nature and extent of resources and staff supervised. Mention new or enlarged areas of responsibility assumed since the previous report.)
- B. Contributions in the five major areas of librarianship.
 1. Selection and development of resources. (Describe areas of responsibility in terms of subject, languages, clientele served and discuss contributions in the selection and/or development of resources.)
 2. Bibliographical control of collections and their organization for use. (Describe types of cataloging performed, consultive work, procedures developed for the organization and bibliographic control of materials, and new procedures or technical innovations developed.)
 3. Reference and advisory service. (Describe areas of responsibility, clientele served, special subject areas covered, and range of services offered, such as manual and machine searching, preparation of bibliographic and current awareness tools, development and maintenance of unique reference files, library orientation and instruction, the preparation of exhibits, etc.)
 4. Development and application of specialized information systems. (Describe projects or activities carried out, consultive service rendered, reports, manuals, etc., developed and other systems contributions.)
 5. Library administration and management. (Describe administrative responsibilities including fiscal management and personnel administration; summarize planning activities.)

Part II

Supplement for Librarians to the "Biography for Academic Personnel"

page 2

- C. Describe committee and task force activity within the library
- D. Describe any special projects or contributions not mentioned above.

II. Professional Activity Outside the Library

- A. Describe membership and activity in professional and scholarly organizations, including participation in library and other professional meetings and conferences.
- B. Describe awards, fellowships and/or grants received.
- C. Teaching and lecturing activity.
- D. Editorial activity.

III. University and Public Service.

- A. Participation in the Librarians Association of the University of California.
- B. University participation, such as an academic senate committee, or a special campus committee.
- C. University-wide participation.
- D. Professional librarian services to community, state, nation.
(Contributions based upon professional and scholarly expertise.)

IV. Research and other Creative Activity.

- A. Publications. (Articles, books, bibliographies, reviews, etc.)
- B. Papers presented at professional and scholarly meetings.
- C. Other creative and/or research activity.

V. Continuing Professional Education.

- A. Formal course work completed. (Mention any degree objectives or degrees completed.)
- B. Workshops, institutes and conferences attended.

VI. Future Plans and Objectives.

LIBRARIANS ASSOCIATION OF THE UNIVERSITY OF CALIFORNIA

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

22 October 1976

OFFICE OF THE PRESIDENT, LAUC
302 Moffitt Library
Berkeley

TO: MEMBERS OF LIBRARY COUNCIL

It is with particular satisfaction that I am distributing LAUC Position Paper 3. Under discussion for nearly two years, it represents LAUC's best thinking at this time regarding review documentation for those in the Librarian Series. It should be stressed that this is not a mandatory model, but rather will be used by those campuses which feel it would improve their procedures, and as a guide for those revising their documentation formats in the future. Experience in using the model may well provide the basis for expansion or revision of this Position Paper at a later time.

A handwritten signature in cursive script, reading 'Allan J. Dyson'.

Allan J. Dyson
President
Librarians Association of the
University of California

ajd:aw

cc: Dora Biblarz, Chair
Committee on Privileges, Salaries and Conditions of Employment
LAUC Divisional Chairs
LAUC Executive Board
Vice President Archie Kleingartner
Assistant Vice President Gloria Copeland

22 October 1976

To: Geri Scalzo, Berkeley
Kate Garosi, Davis
Marion Buzzard, Irvine
Alvis Price, Los Angeles
Sarah Michalak, Riverside
Jackie Coolman, San Diego

Ken Weeks, San Francisco
Susan Sonnet, Santa Barbara
George Keller, Santa Cruz
Beverly Toy, Vice-President
Michael Homan, Secretary

Re: Position paper on documentation guidelines for the review of librarians.

I'm happy to be able to send you LAUC Position Paper 3, based on two-year's work by the Committee on Privileges, Salaries, and Conditions of Employment. Thanks are due to John Tanno, last year's chair, and to Dora Biblarz, chair this year, and to the other committee members from both years.

I made a few final editorial changes, based on comments from Divisions and others. The most obvious is the removal of any reference to the Supplement as an annual document. This seemed appropriate in view of the biennial and triennial intervals between reviews at the upper steps. Of course, this change does not prevent any Division from encouraging annual use of the Supplement if it wishes.

I hope Position Paper 3 will be of use to you in this and future review cycles. If such use suggests improvements or possible expansion of the Paper, please take the time to make your suggestions known to statewide officers so that a revised edition can be issued.

Sincerely yours,



Allan J. Dyson
President
Librarians Association of the
University of California

ajd:aw

cc: Dora Biblarz
John Tanno

LIBRARIANS ASSOCIATION
OF THE
UNIVERSITY OF CALIFORNIA

Position Paper No. 5

THE ACADEMIC LIBRARIAN IN THE UNIVERSITY OF CALIFORNIA

Librarians at the University of California are academic employees who perform one or more of the basic functions outlined in the University's Academic Personnel Manual¹ at a professional level. They utilize the theoretical framework and practical methodology learned in graduate professional and academic study to further the instructional, research, and public service goals of the University. Librarians analyze curricula, research programs, and public service projects on their campuses and acquire and organize library materials to support them. They teach the bibliographic structure of fields of knowledge and the means of access to information for all levels of users. Librarians are the active links between individuals and the information resources, including published materials, they need to fulfill their goals at the University. Librarians contribute their expertise to the development of systems and networks designed both to increase the efficiency of local library operations and to facilitate resource sharing on regional and national bases. Through responsible management of library resources and facilities as well as programmatic planning and problem analysis, they strive to ensure the effectiveness of the University's libraries in the complex changing environment of higher education.

Individually, librarians have assignments in functional areas of library operations that require a theoretical and broad-based understanding of the role of the library in supporting University programs. However, they are not limited to performing a specific set of tasks in a restricted area. Librarians assume a leadership role within the University's libraries by defining goals and objectives and by participating in the development of plans for their implementation. They play a major role in shaping library services, policies, and procedures through program planning and evaluation.

The role of librarians within the University of California system is defined both by the professional elements of librarianship and by the status of librarians as academic employees of the University. Librarianship as a profession is characterized by those attributes identified in accepted and tested definitions of a professional.² As academic employees of the University, librarians are responsible for participating in professional activ-

¹ University of California. Academic Personnel Manual. Section 360-4 ✓

² U.S. Labor Management Relations Act (29 USC 152 (12) (a) 1976); also incorporated into the California Higher Education Employer-Employee Relations Act (CAL. GOV'T CODE 3562 (o) (1) (West 1980)

10/2/77
August 31, 1977

POSITION PAPER NO. 4

REVIEW PROCEDURES FOR LIBRARIANS OUTSIDE THE NORMAL
CAMPUS PEER REVIEW PROCESS

1. Each appointee shall be reviewed in accordance with the established review procedures of the campus nearest which the regular duties are performed. The supervisor (or, under appropriate circumstances, the candidate, but not in the case of initial appointment) shall initiate the review. The supervisor shall be responsible for compiling the dossier.

In the case of a librarian having a systemwide appointment, at least one member of the committee appointed to review that librarian shall be from a campus other than that where the review is taking place.

2. An appointee working at a location remote from any campus shall be reviewed in accordance with the procedures of the campus to which he or she reports administratively.
3. An appointee working on one campus but reporting administratively to another campus shall be reviewed in accordance with the procedures of the campus where the work is actually done. The supervisor on the administering campus (or, under appropriate circumstances, the candidate, but not in the case of initial appointment) shall initiate the review. The supervisor shall be responsible for compiling the dossier and forwarding it to the reviewing campus.
4. All supervisors of appointees in the librarian series, including supervisors who themselves do not hold appointments in the librarian series, shall keep themselves informed of the appropriate procedures and schedules of librarian reviews.
5. The recommendation of a peer review committee shall be submitted to the administering/funding campus with the understanding that it be subject to the same budgetary restrictions and considerations in effect on that campus with respect to all members of the librarian series.

UNIVERSITY OF CALIFORNIA LIBRARIANS ASSOCIATION

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

OFFICE OF THE PRESIDENT, LAUC

5 January 1983

TO: MEMBERS OF LIBRARY COUNCIL

FROM: JANE A. KIMBALL *JK*
LAUC PRESIDENT

I am pleased to distribute the final version of LAUC Position Paper No. 5, The Academic Librarian in the University of California, which is attached. This paper is the result of the work of the LAUC Ad Hoc Committee on the Definition of a Librarian, chaired by Eric MacDonald and represents the considered opinion of LAUC on this important issue.

cc: LAUC Executive Board
Vice President Archie Kleingartner
Assistant Vice President Edward Blakely

ities outside the library, for University and public service, and for research and other creative activity.³ At both the campus and the System-wide levels, librarians participate in committees, task forces, and other groups designed to maintain University standards of excellence. They are expected to contribute to the advancement of their profession and to sustain professional involvements outside their immediate working environments. Knowledge initially gained through professional education is expanded through participation in the activities of local, regional, state, national and international professional associations, through additional academic course work, and through reading professional literature. Professional growth and development is a requirement for retention and advancement in the Librarian series in the University of California.

Librarians at the University of California have a collective responsibility through the Librarians Association of the University of California (LAUC), to advise University officials on matters of concern to librarians employed by the University regarding library operations, services, collections, and personnel matters.⁴ This organization, which is officially recognized by the University, is active both on the statewide and campus levels. One of its most important functions is to provide a peer review system to maintain high standards of performance for all University of California librarians.

For appointment to the Librarian series in the University of California, individuals are required to have the specialized education represented by the Masters degree in librarianship (or its equivalent); many also have earned advance degrees in other academic fields.

³ University of California. Academic Personnel Manual, Sections 360-10 (b) and 210-4 (a-d)

⁴ Librarians Association of the University of California. By-Laws, Article II, Section 1

May 12, 1988

TO: Nancy Koller, LAUC President
FROM: Professional Governance Committee
RE: Model Call

The Professional Governance Committee was charged to "create a model call which includes the minimum elements needed by all campuses and includes suggestions for other discretionary items..." The intent is that all appointees to the Librarian Series at the University of California have the same information and knowledge about the review process. We are cognizant that those who will be appointed in the future will not have the background that so many current appointees possess. A model call will provide a framework which will facilitate communication and promote equity of practice on all campuses.

The Call for Recommendations for Academic Merit Increases, Promotions, and Career Status Actions announces the onset of the personnel review process for librarians. It includes a Calendar of Due Dates for the Appraisal and Review Process (APM 360-80-2c).

The Call is to be distinguished from the letter notifying each librarian of her/his eligibility for review (APM 360-80-2d).

- I. The Call should include or make reference to:
 - A. Procedures which clearly define the responsibilities of the candidate, review initiator(s), administrative officer(s), and personnel committees.
 - B. List of documents required for the academic review record:
 1. Biography Form UC 1501 or its equivalent
 2. Candidate's Activities (e.g., Data Summary/Statement of Professional Achievements, Factual Resume, Performance Review, Supplement to the Biography, etc.)
 3. Statement of Responsibilities/Position
 4. Recommendation for Personnel Action (the review initiator's letter of recommendation)
 5. Confidential letters (if applicable to the personnel action under consideration)

May 12, 1988
Model Call
Page 2

6. [Sample request for letters assessing performance]
 7. List of names suggested by candidate for letters of evaluation
 8. List of names of persons candidate wishes to exclude from the evaluation process, because of their potential lack of objectivity. The candidate must set forth reasons in a statement which will be included in the academic review record (APM 360-80-f).
 9. Candidate's Certification Statement (a statement signed by the candidate certifying that the prescribed procedures have been followed (APM 360-80-h)).
 10. Documentation Checklist (a listing of the contents of the review record, to be signed by the candidate (APM 360-80-h)).
- C. Campus guidelines for explication of criteria (if extant).
- D. Normal period at steps within the librarian series (APM 360-80-a(1)).
- II. The following items might be included in the Call, but are not considered absolutely essential:
- A. University of California Academic Personnel Manual (APM), Sections 210-4 and 360.
 - B. University of California Salary Scales for the librarian series.
 - C. Outline of categories for the Candidate's Activities document.