



TO: Jennifer Nelson, Chair, LAUC Research & Professional Development Committee
FROM: Danielle Kane, LAUC President
DATE: September 27, 2023
RE: 2023-2024 Charge, LAUC Research & Professional Development Committee

Dear Jennifer,

By nature of your position as Vice President / President-Elect of LAUC, you are hereby appointed to serve as the 2023-2024 Chair of the LAUC Research & Professional Development Committee (R&PD) for a term commencing October 1, 2023 and ending September 30, 2024.

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 2023-2024, the Committee is charged with fulfilling its standing charge under Article VIII, Section 1(f)(2):

1. Solicit and review research proposals submitted to the Statewide Research Grants for Librarians Program by LAUC members and recommend 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 Statewide 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 2023-2024

1. In consultation with the LAUC Secretary and Web Manager, determine and document the best practices for updating and maintaining the Grant Recipients Table.
2. Host at least one statewide R&PD event for all campuses, on a topic such as the research process or grant process. This event may take place in conjunction with the Spring Assembly. A proposed topic for this year is the IRB process.
3. Explore ways to facilitate and highlight research, for those who are interested in pursuing it, including identifying and disseminating resources for writing successful grant applications and exploring ways to workshop in-progress research on a statewide basis. Work with web managers to add an optional "research interests" area to the Meet our Members profiles.

Timeline

As Chair of a standing committee, you are expected to attend the Board's monthly conference calls. If there is a conflict, please let me know in advance.

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 2023 LAUC Spring Assembly. The report will include information on the 2023-2024 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, 2024.

Reports should be submitted using the following format:

Reporting Guidelines

SUBJECT LINE: [Committee Name] Report

BODY OF MESSAGE:

TO: LAUC President

FROM: [Committee Name]

RE: [year (e.g., 2023-2024)]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 other technologies, such as conference call(s) or chat. The LAUC Box account should be used for saving Committee reports and working documents.

Committee Expenses

The current LAUC Travel and Reimbursement Policy and Procedures document is linked from the LAUC website. 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, 2023-2024

Chair

Jennifer Nelson, UCB

Representatives

Berkeley	Ann Glusker (2 nd year, 2022-2024)	glusker@berkeley.edu
Davis	Cory Craig (2 nd year, 2022-2024)	cjcraig@ucdavis.edu
Irvine	Jenna Dufour (1 st year, 2023-2025)	dufourj@uci.edu
Los Angeles	Diane Mizrahi (2 nd year, 2022-2024)	mizrahi@library.ucla.edu
Merced	Joe Ameen (2 nd year, 2022-2024)	sameen@ucmerced.edu
Riverside	Katherine Koziar (2 nd year, 2022-2024)	katherine.koziar@ucr.edu
San Diego	Heather Briston (1 st year, 2 023-2025)	hbriston@ucsd.edu
San Francisco	Josephine Tan (2 nd year, 2022- 2024)	josephine.tan@ucsf.edu
Santa Barbara	Jane Faulkner (2 nd year, 2022-2024)	jfaulkner@ucsb.edu
Santa Cruz	Sheila García Mazari (1 st year, 2023- 2025)	shargarc@ucsc.edu