



TO: Heather Briston, Chair, LAUC Research & Professional Development Committee
FROM: Jennifer K. Nelson, LAUC President
DATE: September 24, 2024
RE: 2024-2025 Charge, LAUC Research & Professional Development Committee

Dear Heather,

By nature of your position as Vice President / President-Elect of LAUC, you are hereby appointed to serve as the 2024-2025 Chair of the LAUC Research & Professional Development Committee (R&PD) for a term commencing October 1, 2024 and ending September 30, 2025.

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 valuable research 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 2024-2025, 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 2024-2025

1. In collaboration with the Web Team, ensure that the web pages related to the Statewide Research Grants for Librarians Program are accurately ported over to the new website (hosted by Wild Apricot). As part of this, either alone or in collaboration with the entire R&PD Committee, review all the related web pages to see if there is need for de-duplication or other streamlining.
2. In consultation with the President, Past President, and the Executive Board, develop a rule for how many extensions a grant recipient can have, and under what circumstances an extension can be automatically or require written justification.
3. Develop instructions for the LAUC Grant webpage for eScholarship deposits, and a workflow for eScholarship deposits from grant winners.

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 2024 LAUC Spring Assembly. The report will include information on the 2024-2025 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, 2025.

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., 2024-2025)] 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, 2024-2025

Chair

Heather Briston, UCSD

Representatives

Berkeley	Melissa Stoner (1st year, 2024-26)	melissa.s.stoner@berkeley.edu
Davis	Cory Craig (2nd year, 2023-25)	cjcraig@ucdavis.edu
Irvine	Melissa Beuoy (1st year, 2024-26)	melissa.beuoy@uci.edu
Los Angeles	Michelle Brasseur (1st year, 2024-26)	mbrasseur@library.ucla.edu
Merced	Elizabeth McMunn-Tetangco (1st year, 2024-26)	emcmunn@ucmerced.edu
Riverside	Sandy Enriquez (1st year, 2024-26)	sandy.enriquez@ucr.edu
San Diego	Farshad Sonboldel (1st year, 2024-26)	fsonboldel@ucsd.edu
San Francisco	Anneliese Taylor (1st year, 2024-25)	anneliese.taylor@ucsf.edu
Santa Barbara	David Seubert (1st year, 2024-26)	seubert@ucsb.edu
Santa Cruz	Sheila García Mazari (2 nd year, 2023-25)	shargarc@ucsc.edu