

Committee on Advancement and Promotion (CAP) Annual Report, 2012-2013

Members

- Linda Broderick
- Richard Caldwell
- Lorna Lueck
- Eunice Schroeder (Chair)

Review cycle

Three ad hoc review committees were formed to review 10 packets (1 Assistant, 5 Associates, 4 Librarians). This was the last year that we followed the long-standing local procedure of having all candidates reviewed by ad hoc review committees (also called a peer-review committees), but not by the full CAP committee (see below).

Review timetable

CAP's first action this year was to review the timetable for the review cycle and make recommendations for revisions, primarily to allow the UL more time to read the packets and write letters to the candidates. CAP proposed, and the Executive Committee approved, to recommend to the AUL ODE that the UL receive the completed packets by April 19 and send letters to the candidates by May 31. This was approved by the administration. However, several packets were delayed in the review process and did not reach the UL by the Apr. 19 deadline. Candidates did not receive their final review letters until late June.

In summer 2013 CAP reviewed the timetable for the 2013-14 cycle, proposed revisions, and discussed these with the Executive Committee. Approval by admin is pending. The purpose of this further revision is to provide a longer period of time for CAP to review all packets (see below). The proposed revision allows CAP 5 weeks, whereas previously the peer-review committees had 3 weeks.

Revision of procedures

APM 360-80-i and MOU 4-c-17 both state that a personnel committee (i.e., CAP) reviews all candidate packets, including reports from ad hoc review committees, if any. Also, the APM states that LAUC, through individual LAUC division procedures, is responsible for selection of members of a personnel committee (CAP). This provision provides for transparency in the peer review process: since CAP reviews all packets, and CAP membership is not confidential, it is

essential that the process for selection of members of the committee be transparent and legitimized, and therefore agreed-on by vote of the full membership.

On the basis of these requirements in the APM and MOU and the need for a transparent and agreed-on process for selection of CAP members, it was determined that our division was not in compliance with the governing documents for the review procedure, since it had been our longstanding practice that the packets were reviewed not by the full CAP committee, but by ad hoc (peer-review) committees. Also, we have not had a formal procedure for selection of members of CAP. Therefore, CAP was charged by the Chair to survey the other UC campuses to learn about their local procedures for selection of CAP members for review of candidates. CAP performed the survey, analyzed the information gathered, deliberated intensively, and developed revised procedures for UCSB. These were approved by the executive committee and then approved by membership vote on April 29. CAP is currently drafting revisions of our local procedures to reflect the changes, and in 2013-14 will draft revisions to the bylaws to include the new procedures in these documents. As a result of this process, CAP will now review all packets (thus the need for a longer period in the timetable). CAP members will now serve 2-year staggered terms, and each year (beginning this year, 2013) the membership will elect a vice-chair/chair-elect and one member-at-large. Two candidates for vice-chair/chair-elect will be nominated by CAP, and two for member-at-large by the Executive Committee. The revisions state that "It is a professional responsibility of each member of the Librarian Series to serve on CAP"; thus nominations should be declined only under exceptional circumstances. Since 2013-14 will be a transitional year to the new system, the executive committee asked the 2012-13 CAP chair and one committee member to serve one more year, and both agreed to do so.

Nyholm Prize

CAP issued the call for nominations for the 2012 Nyholm Prize on Oct. 3, 2012. Nominations were reviewed and a recommendation was sent to the UL. CAP also worked with the UL's office to plan the ceremony; we provided information on catering options and pricing, looked at available dates and venues, and sent announcements to LAUC-SB. The ceremony was held in the Cheadle Room on March 20 and the prize was awarded to Janet Martorana.