

**COMMITTEE ON ADVANCEMENT AND PROMOTION (CAP)  
ANNUAL REPORT FOR LAUC-SB  
AUGUST 7, 2015**

**Members, 2014-15**

Elaine McCracken, Chair

Meryle Gaston, Vice Chair / Chair Elect

Socrates Silva, Senior Member-at-Large

Andrea Duda, Junior Member-at-Large

**1. Librarian review outcomes, 2014-15 review cycle**

Most, but not all twelve reviews were completed by the deadline of June 3rd. Each candidate received his/her letter from the UL stating the personnel action and reasons for the final decision. Each letter from the UL was accompanied by an addendum from the AUL-ODE outlining exactly what the new salary would be effective July 1, 2015. Also, each candidate received a redacted copy of the review committee report. This year, review letters were sent out by campus mail, unsealed. The LAUC-SB Executive Board discussed this practice (unique this year) and unanimously agreed that the UL letter with redacted copy of review committee report should always be hand-delivered by HR in a sealed envelope.

**2. Reflections on the review process**

This was the second year that CAP has followed the new review procedures implemented by last year's CAP committee, which were revised to bring our process in line with the new MOU. In last year's report to the general LAUC-SB membership, CAP noted the importance of the review process, and the intensive time commitment CAP members gave while serving on this committee. We had discussed the possibility of a 1-day retreat. However, given everyone's busy and conflicting schedules, the CAP Chair set up two to three meetings a week in a library conference room so members could devote time specifically for reading review files, discuss any concerns, and prepare to write our summary reports.

CAP had a busy eight weeks from mid-February to April 10<sup>th</sup> reading, evaluating, and writing the summary reports for the twelve files of librarians up for review. These CAP reports were forwarded to the UL via the AUL-ODE. The next action was for the UL to issue letters to all candidates by June 3<sup>rd</sup>. As noted under Section 1, not all candidates received their letters by the June 3<sup>rd</sup> deadline.

The new flexibility regarding calendar deadlines was designed to make the entire process more manageable for all parties. However, this year, neither the CAP Committee, nor Librarians under review, were notified that the UL letters would be going out after the agreed upon June

3<sup>rd</sup> deadline, contributing to a level of confusion and anxiety that could have been forestalled had affected librarians and CAP been contacted in advance.

**3. Calendar for review cycle 2015-16**

CAP's proposed review calendar for the 2015-16 cycle was approved by the Executive Committee and by the AUL-ODE. One week was added to the calendar to allow for HR processing time (redacting items in candidate files, writing the salary addendum) after the UL has completed writing the review letter.

**4. Nyholm Award**

CAP had a stellar slate of nominations for this year's 2014 Nyholm Prize, receiving a total of eight nominations for the 2014 Amy and Jens Nyholm Prize. The Nyholm Prize Reception was held Tuesday, February 10<sup>th</sup>, 2015 from 9 – 10 in the Mary Cheadle Room. Congratulations again to the 2014 Nyholm Award winner, Eunice Schroeder.

*--submitted by Elaine McCracken, Chair, CAP 2014–2015*