

## **Committee on Advancement and Promotion (CAP) Annual Report 1994-2005**

### ***Committee on Advancement and Promotion (CAP) Annual Report 2004-2005***

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#### **Updating peer review documentation**

- The Committee on Advancement and Promotion first reviewed and edited the *Procedures for Appointment and Review* for correctness and currency. This was done upon request by the System-wide Committee for Professional Governance. The *Procedures*, renamed the *Procedures for Review and Advancement in the Librarian Series for Represented Librarians*, were evaluated by CAP three years ago but were never finalized or approved. Consequently, the 1999 procedures were never superseded. This year's CAP reviewed the Oct. 2002 draft, made our own changes and submitted the draft along with a list of questions to the AUL-Human Resources on April 27, 2005. Major changes involved removing the section on appointments, citing the Memorandum of Understanding (MOU) rather than the Academic Personnel Manual (APM), and reflecting the addition of Librarian steps VI and VII.
- The Committee for Professional Governance also noted that our *Helpful Tips on the Review Process* needed to be updated. CAP re-wrote the *Tips*, citing both the MOU and the APM so the document could be used by both represented and non-represented librarians. The *Tips* were sent to the AUL-Human Resources on May 10, 2005.
- CAP next updated the *Instructions for Performance Evaluation* and submitted them to the AUL-Human Resources on Sept. 1, 2005.

Once the AUL-Human Resources examines these draft documents, the LAUC membership needs to review and accept them. Draft documents are currently at L:\lauc\cap:

peer review-CAP draft 4-20-05.doc

Helpful Tips.doc

Instructions05 Untracked Draft 9-1-05.doc; or Instructions05 Draft 9-1-05.doc (the tracked version)

#### **Nyholm Award**

The Nyholm Award ceremony was held November 20, 2004 at the Faculty Club. The recipient of the award was Lucia Snowhill. Arrangements for the award were made by the previous CAP committee. A call for nominations for the 2005 award was issued August 8, 2005.

#### **Reviews**

Fourteen people were reviewed this year. CAP compiled a list of names of librarians who might serve on the peer review committees and submitted the names to the AUL-Human Resources. The Ad Hoc Confidential Review Committees met their deadline in completing their review of the packets.

Grace Thomas, Chair

Andrea Duda

Sal Guerena  
Sally Willson Weimer

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## **Committee on Advancement and Promotion (CAP) Annual Report 2002-2003**

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CAP Committee for 2002-03:

Sherry DeDecker, Chair; Andrea Duda, Carol Gibbens, Linda Broderick, Grace Thomas, Sally Willson Weimer

### **Reviews**

This year twelve librarians were scheduled for review; all were completed on time.

Recommendations were forwarded by the committee to Sarah Pritchard, University Librarian, via Detrice Bankhead, AUL Human Resources.

### **Nyholm Award**

In November 2002, a call for nominations for this award went to LAUC-SB, with a deadline of December 6. Recommendations were forwarded to Sarah Pritchard on December 17. The award was presented at a breakfast at the Faculty Club on February 5. I emailed an invitation to Lauc-SB, as well as to the Library academic appointees. We obtained names and addresses of retirees from Human Resources. Bethany Pearson prepared the invitation; our Information Services secretary sent them out. David Tambo was recipient of this award; we arranged for a notice to be included in 93106.

[Note: this was the 2002 Nyholm award. A call was sent out in September 2003 for the 2003 award.]

### **Pending Business**

Last year's CAP committee was charged to update the existing tips and suggestions to reflect appropriate references to the (MOU) Memo of Understanding as well as the APM (Academic Personnel Manual), that are referred to on the LAUC CAP pages. This charge is still unfinished. A summary of activity on the charge by the ad hoc committee (comprised of Susan Moon, Lucia Snowhill, Patrick Dawson and Andrea Duda) is as follows:

An *ad hoc committee* composed of the above individuals met to revise the document, THE PROCEDURES FOR APPOINTMENT AND REVIEW, LIBRARIAN SERIES, UNIVERSITY OF CALIFORNIA, SANTA BARBARA. (<http://www.library.ucsb.edu/lauc/procedur.html>) This group revised this document adding, deleting, or clarifying instructions as seemed appropriate to incorporate the MOU. In the later portion of 2001 the revised document was submitted to the AUL, Human Resources for her purview. She submitted a new document to this group which the again went through for conformity and clarification according to the MOU. The revised document was re-submitted to the AUL, Human Resources in February 2002. In October, Susan Moon and Detrice Bankhead reviewed the suggested

changes in the second document. The *ad hoc committee* now needs to review the AUL's changes. (CAP annual report, October 2002.)

Submitted by Sherry DeDecker, Chair  
September 23, 2003

## **Committee on Advancement and Promotion (CAP) Annual Report 2001-2002**

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CAP Committee for 2001-02:

Susan Moon, Chair; Eric Forte, Lorna Lueck, Lucia Snowhill

This year thirteen librarians were scheduled for review and thirteen were completed. Most reviews were received, reviewed and commented upon in a timely manner. There were, however, a few which did not follow the stated timetable. This hampers everyone who participates in the peer review process. We recommend that all librarians be encouraged to "respect the process." Extenuating circumstances notwithstanding, everyone has an obligation to their colleagues to conform to set deadlines.

This year's CAP committee made the following recommendations:

- Update the existing tips and suggestions to reflect appropriate references to the (MOU) Memo of Understanding as well as the APM (Academic Personnel Manual), that are referred to on the LAUC CAP pages.
- Clarify how questions which arise in the review process are to be dealt with: immediate review committee, CAP committee, AUL, Human Resources.
- Standardize instructions and supporting documentation for the review committees. Up to this point, it was up to the CAP committee to suggest or recommend appropriate sections of the APM, MOU, and local instructions for peer review evaluation.
- List all the most pertinent documents be listed, along with their urls, for ease of consultation.

CAP 2000-01

*Ad Hoc CAP Committee activity*

Last year's CAP committee's was asked to

1. clarify criteria for confidential vs. nonconfidential letters in review packets (completed)
2. "... to address any local academic review procedures stemming from the new Memorandum of Understanding (MOU)"

Members:

Patrick Dawson, Andrea Duda, Mary Larsgaard, Susan Moon and Lucia Snowhill

An *ad hoc committee* composed of the above individuals met to revise the document, THEPROCEDURES FOR APPOINTMENT AND REVIEW, LIBRARIAN SERIES, UNIVERSITY OF CALIFORNIA, SANTA BARBARA.

(<http://www.library.ucsb.edu/lauc/procedur.html>). This group revised this document adding, deleting, or clarifying instructions as seemed appropriate to incorporate the

MOU. In the later portion of 2001 the revised document was submitted to the AUL, Human Resources for her purview. She submitted a new document to this group which the again went through for conformity and clarification according to the MOU. The revised document was re-submitted to the AUL, Human Resources in February 2002. In October, Susan Moon and Detrice Bankhead reviewed the suggested changes in the second document. The *ad hoc committee* now needs to review the AUL's changes.

Respectfully submitted, Susan Moon, Chair.

## **Committee on Advancement and Promotion (CAP) Annual Report 1997-1998**

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Carol Gibbens, Chair  
Andrea Duda, Lyn Korenic, Mark Stengel

CAP received the following charge from the LAUC-SB Executive Committee: To review the evaluation and promotion series as it applies to LAUC members, including the written procedures as they are, as they are followed, and if they are appropriate.

Background: The Library Review Committee, Final Report (June 27, 1997) contained comments on the staff evaluation and promotion series and stated that the committee felt they believed these need to be reviewed due to expressions of concern. (p. 6)

CAP canvassed the members of LAUC-SB in order to identify the specific nature of the concern(s) in regard to the review and promotion of librarians. LAUC members commented on topics such as the lateness of some reviews and the management line structure including the point of final review for certain actions such as promotion and career status reviews. CAP determined that the concerns expressed were not of a procedural nature. The current procedures are appropriate and were followed as written.

In addition, CAP participated in the review cycle as detailed in the LAUC-SB bylaws. In September, Stella Bentley, the AUL for Information Services and Collections resigned and in November, Joseph Boisse, University Librarian, announced that he would be on an extended medical leave. This caused major changes and uncertainty in the reporting structure for many of the librarians under review.

CAP monitored and advised both the management team and the librarians in a variety of situations to keep the review process on track as well as resolve problems. Twelve librarians were eligible for review. Ten reviews were completed by the May deadline. (One librarian subsequently resigned before submitting a review and one review is pending.)

At the conclusion of the review year, the Chair of CAP met with both the Library Personnel Officer and the Deputy University Librarian to discuss concerns in the current review process. It has been clarified that there will be a single, identified review initiator for each member of the librarian series.

### Recommendations:

1. In light of a number of new appointments, CAP recommends that each new librarian (regular or temporary) have an initial statement of responsibilities developed in consultation with the review initiator within the first month of appointment.
2. CAP should investigate Mentor programs to assure successful development of new librarians.

Last modified: December 15, 1998

**Committee on Advancement and Promotion (CAP)**  
**Annual Report 1996-1997**

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Three ad hoc peer review committees were created to review ten packets. Nine of the packets were completed by the deadline. The tenth packet reached committee in early August and has been sent forward.

Four names were submitted to CAP from LAUC-SB members and were forwarded to the University Librarian for consideration. The winner of the 1997 Nyholm Award will be announced later this month.

Respectfully submitted,  
Sharon Bullard  
CAP Chair, 1996/97

Last modified: September 1997

**Committee on Advancement and Promotion (CAP)**  
**Annual Report 1995-1996**

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The committee members for 1995/96 were Catherine Nelson, Chair, Sharon Bullard, Sylvia Curtis, Carol Gibbens, Mary Larsgaard.

Peer Review:

Four ad-hoc peer review committees were formed to review eighteen packets. All packets that were given to the Committee on time were reviewed and turned in to the LPO on or before the April 19th deadline.

Nyholm Award:

The Committee received and forwarded to the University Librarian the names of 2 candidates for the Nyholm award.

September 5, 1996

Catherine Nelson, Chair

## **Committee on Advancement and Promotion (CAP) Annual Report 1994-1995**

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Members: Cathy Chi'u, Sylvelin Edgerton, Sal Guerena (Chair), Catherine Nelson, Sally Weimer

The committee accomplished a number of objectives this past year. Its first project was to revise and finalize the Procedures for Appointment and Review, Librarian Series and Instructions for Performance Evaluation. Work on both documents was completed and both documents subsequently were submitted for membership approval and they were adopted.

The committee also was charged with reviewing the Interim Procedures for Non-Senate Academic Grievances within the context of APM 140 (outlines policies for non-Senate academics to present grievances to the university) and the MOU for UC and the UFL-AFT. CAP and CAAR carried out a joint review and submitted recommendations to the LAUC-SB chair.

Four ad hoc peer review committees were formed to review thirteen packets. Work on all the packets was completed within the deadline. In general, the review process went smoothly this year. Members felt that the chairs of future review (LPO) committees will find that an early-on orientation session with the Library Personnel Officer will help facilitate an effective process for reviewing packets. CAP recommends that this step be part of the process each year. CAP made a series of recommendations to the LPO to help ensure a smooth review process by all parties.

The CAP committee created, adopted, and made use of Helpful Tips on the Review Process (file name is revtips.doc on L drive).

With respect to the Nyholm Award, CAP received nominations submitted by LAUC-SB members and it prepared and submitted to the University Librarian its report on two nominees.

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