

Helpful Tips for Review Committees

The following information may be helpful to appointees serving on confidential peer review committees as part of their preparation to carry out their work assessing review packets.

- A. Calendar. Follow the calendar distributed by the AUL-Human Resources in the "Call for Recommendations for Academic Merit Increases, Promotions, Reviews, and Career Status Actions" sent to all librarians in November. To assure fair treatment to all, there must be strict adherence to each deadline in this schedule.
- B. Confidentiality - committee composition, deliberations, and recommendations are confidential (please destroy any committee notes after committee assignment concludes).
- C. Aim - to insure a fair and equitable evaluation and make a recommendation, e.g., for merit increase, regular review, promotion, and/or career status, etc.
- D. Background reading for all review committee members:
 - 1. The Academic Personnel Manual (APM) sections 360-10, 360-17 and 210-4 (<http://www.ucop.edu/acadadv/acadpers/apm/>)
 - 2. Memorandum of Understanding (MOU) Article 4 and “[New Article - Criteria for Appointment, Merit Increase, Promotion, Career Status Actions](#)” and “[New Article - Definition, Criteria and Terms of Service for Appointment and Promotion](#)” (http://atyourservice.ucop.edu/employees/policies/labor_relations/bargaining_updates/lib/agreement.html)
 - 3. Librarians Association of the University of California (LAUC) Position Paper No. 1, Criteria for Appointment, Promotion and Advancement in the Librarian Series (<http://www.ucop.edu/lauc/about/paper01.html>).
 - 4. "Procedures for Review and Advancement in the Librarian Series for Represented Librarians" (L:\lauc\CAP\Appt&Review CurrentDocs\procedures for peer review.doc).
- E. Specific criteria
 - 1. Represented librarians
 - a. Criteria for merit increase and regular review: MOU [New Article - Criteria for Appointment, Merit Increase, Promotion, Career Status Actions](#).B and MOU

[New Article - Definition, Criteria and Terms of Service for Appointment and Promotion.B.2.](#)

- b. Criteria for career status: MOU [New Article - Criteria for Appointment, Merit Increase, Promotion, Career Status Actions.B](#), [New Article - Definition, Criteria and Terms of Service for Appointment and Promotion.B.2](#) and Appendix E IV.C.1-5.
 - c. Criteria for promotion: MOU [New Article - Criteria for Appointment, Merit Increase, Promotion, Career Status Actions.B](#) and [New Article - Definition, Criteria and Terms of Service for Appointment and Promotion.B.2-3](#).
 - d. Criteria for accelerated merit review or promotion: MOU [New Article - Criteria for Appointment, Merit Increase, Promotion, Career Status Actions.B.1](#).
 - e. Criteria for movement to Librarian VI: Consult LAUC Position Paper Number 1, Criteria for Appointment, Promotion and Advancement in the Librarian Series.
 - f. Criteria for other actions can be found in the documents listed in section D above.
2. Non-represented librarians
- a. Criteria for merit increase and regular review: APM 210-4.e.(2)-(3) and 360-10.b.
 - b. Criteria for career status: APM 210-4.e.(2)-(3), APM 360-17.a-b and 360-10.b.
 - c. Criteria for promotion: APM 210-4.e.(2)-(3) and APM 360-10.b-c.
 - d. Criteria for accelerated merit review or promotion: 210-4.d.(2) and 210-4e.(2).
 - e. Criteria for movement to Librarian VI: Consult LAUC Position Paper Number 1, Criteria for Appointment, Promotion and Advancement in the Librarian Series.
 - f. Criteria for other actions can be found in the documents listed in section D above.
- F. Confer with CAP Chair or AUL-Human Resources to answer questions about specific procedures as needed.
- G. Procedures for Review committees
1. Request packet(s) from the Library Human Resources Office. Each committee will be given a code name for their assigned packets. Committee members will request the packets by that code name.
 2. Review the Certification Statement-Academic Appointees in the Library to ensure that all steps are completed.
 3. Read each candidate's packet completely.

4. Meet as a committee to discuss, assess all evidence in packet, make written recommendation related to criteria with reference to the supporting material, and sign.
 - a. If packet seems incomplete or needs further information, request additional information or documentation from the supervisor or candidate, via the AUL-Human Resources; be as specific as possible.
 - b. If committee cannot reach unanimous consensus, a minority opinion (or recommendation) is permissible (see APM 210-4.f.(2) and Procedures D.6.E).
 - c. In keeping with MOU 4.C.17 and APM 210-4.f.(1), the committee's report provides an assessment of all significant evidence, favorable and unfavorable; is specific and analytical; is adequately documented by references to supporting material; sets forth the committee's evaluation of the candidate with respect to the qualifications specified; and includes a recommendation to the University Librarian for a specific personnel action.
 5. Note that reviewees are entitled to request and receive redacted copies or summaries of confidential comments made by confidential review committees.
 6. Reminder: destroy any committee notes after committee assignment concludes.
- H. CAP meets at the conclusion of the review cycle, discusses issues that may have arisen concerning review procedures and presents observations or recommendations as part of the CAP annual report.

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