

**ACADEMIC REVIEW TIPS**  
**Notes From the 2004 & 2007 CAP/WOM Brown Bag**

**ORGANIZING YOUR DOCUMENTATION:**

- Keep it simple.
- Don't go on and on about a point.
- Other than ALA, spell out the acronym.
- Using the "factual resume of activities..." (Section IV) as an outline, keep track of your accomplishments, projects, and committee work, adding to it throughout the 2 or 3 year review period.
- Some aids to recalling your accomplishments are: annual reports, Oracle calendar, and email, and correspondence. **KEEP TRACK OF WHAT YOU DO!!!!**
- It's o.k. to re-use your former narrative review and add new details. Don't feel that you have to start from scratch with each progressive review.
- If you've had more than one job description within your review period, make sure to include all of them in your packet. When your job changes, whether adding or losing responsibilities, it's a good idea to compose the new job description at that time.
- For a career appointment, you need to include all of your job descriptions
- Ask a colleague to read over your draft and give you feedback.

**LETTERS:**

- For a merit increase, get letters from inside the library.
- For a career step (promotion), it's recommended that you get letters from colleagues outside of the library, whether on campus or from other institutions
- Letters from within the library are open, others are confidential, but redacted copies can be received upon request.

**UNIVERSITY LIBRARIAN (UL) POINTERS:**

- The UL generally relies on the evaluation and recommendations of supervisors, AUL's, and the peer review committee.
- Don't write a laundry list of activities. Synthesize and summarize your job effectiveness. Include any special projects or challenges. What did you deal with this review period that was wonderful or difficult?
- The UL looks to see if the different evaluations are consistent. If they are not, she will read more carefully through the entire packet.
- The UL looks for constructive remarks. The review is an opportunity for the reviewer(s) to mention a weakness or area of difficulty that the reviewee needs to work on and improve.
- Expectations shift as a librarian becomes more advanced. What has become the librarian's primary area of interest?
- The most important issue is that you are doing a good job in your main job responsibilities.

- What sets this person apart? For a promotion to distinguished, documentation of continued progress and distinction is necessary.

#### AUL POINTERS:

- It is important for the librarian to get credit for contributions made to the UC libraries, the community, and the profession.
- The AUL looks at why certain job activities and various contributions are so important.
- Avoid mere listing of activities on one's narrative review, be descriptive, but brief
- Letters are most valuable when a person has actually worked with you and knows what you do!
- It helps to know a bit about the professional organization(s) you are involved with. What was the committee's charge, and what did it accomplish, and what was your role?
- If you received an award, is this a high honor? Give a sense of the scope (local, state, national) and complexity.
- If you wrote an article, point out how much time you spent doing research and writing. What did you learn writing the article?
- It's not necessary to add your article/book to the review packet.
- Use a reverse chronology of your accomplishments.

Happy review writing. Remember, you can ask colleagues for help or feedback.