

## **I. INTRODUCTION**

The authority for the procedures outlined herein is the University of California Academic Personnel Manual, Sections 210 and 360.

In accordance with Sections 360-6 and 360-24, the Chancellor is delegated responsibility for providing for the review of qualification of candidates for appointment, merit increase, and promotion. The Chancellor has delegated to the University Librarian authority to approve (1) appointment of temporary and potential career personnel in the Librarian Series (Assistant Librarian, Associate Librarian, Librarian), or visiting Librarian Series, (2) merit increases for personnel in the same series, (3) promotions to career status, and (4) movement to career status.

The Executive Vice-Chancellor has assigned to the University Librarian the responsibility of receiving and transmitting all confidential recommendations concerning termination actions that are retained by the Executive Vice-Chancellor.

The University Librarian is advised on general personnel matters by the LAUC-SB Committee on Appointments, Assignments, and Reassignments (CAAR), Committee on Advancement and Promotion (CAP), and other agencies, as appropriate. These committees make recommendations to the University Librarian on membership of all ad hoc review and appointment committees and advise on policy and procedures of personnel matters in the Librarian Series. The Assistant/Associate University Librarian (AUL) for Organizational Development and Effectiveness (ODE) coordinates the appointment and review processes for the University Librarian and advises the University Librarian on all aspects of recruiting, appointing and reviewing professional staff.

## **II. APPOINTMENT PROCEDURES**

### **A. Definitions**

1. An appointment is defined in Section 360-8b as occurring when an individual is employed in one of the three ranks of the Librarian Series and when the individual's immediately previous status was:

- a. not in the employ of the University, or
- b. in the employ of the University, but not with a title in this series, or
- c. in the employ of the University in the Librarian Series on another campus (Intercampus transfer 360-8e)

2. An initial appointment to any rank in the Librarian Series may be a potential career appointment, or a temporary appointment, or a special temporary appointment.

- a. A potential career appointment has no definite date of termination and the appointee is one who may qualify, after a suitable trial period and careful review, for a continuing career appointment (360-17a). Substantive career status or notice of termination for those in potential career status must be completed by the end of the (1) fifth year for Assistant Librarians, (2) third year for Associate

Librarian, and (3) 2-3 years for Librarian. A new appointee with an effective date of appointment in the period before January 1 of the review year receives one year of service credit.

b. A Temporary Appointment or a Special Temporary appointment

- (1) shall have a specified date of termination,
- (2) shall ordinarily be for a period of one year or less, and shall not be for a period of more than two years;
- (3) may be converted into or followed by a potential career appointment, following appropriate review;
- (4) is automatically self-terminating, and notice of intention not to reappoint is not required;
- (5) is subject to the conditions relating to notice of termination in Sections 360- 20a and 360-20d.
- (6) There is a limitation of how long a temporary librarian may serve at the University of California and each such appointee should be clearly advised of this.

**B. These appointment procedures apply** to positions in the Librarian Series vacated for any reason. The procedures also apply to temporary positions and to newly created positions.

**C. Criteria for appointment to the Librarian Series** are set forth in Sections 360-10a and 210-4e.

**D. Preliminary Procedures for Appointment**

1. Exit Interview

- a. Upon the resignation of a librarian, the AUL-ODE calls for an exit interview with the exiting employee and the supervisor's supervisor of the exiting employee (line AUL) to solicit suggestions, which will aid in evaluating the position being vacated.
- b. Documentation to support recommendation on continuation, revision, or termination of the position may be provided by the exiting employee and review initiator(s).

2. Workforce Planning

- a. The Department Head determines if consideration for filling a vacancy or creating a new position is warranted. The Department Head may—but is not required to—consult with the department, peers, line AUL, AUL-ODE, or CAAR as needed.
- b. The Department Head prepares the necessary documentation for a Request To Fill Vacancy, a written statement justifying programmatic needs. This document includes the following components: basic data about position and duration of assignment; background for position that provides context of position in the department and any significant details deemed relevant for decision making; summary of duties and responsibilities; description of long-term impact and value position will bring to the University and to Library-users and how the position description was [re]written to face challenges or to make the most of an opportunity; how the work will be reassigned or prioritized—if this recruitment is not approved; and an indication if this position would be retained should there be a

significant reduction to program's allocation base and, if so, how the position will continue to be funded. The Department Head completes and revises the Statement of Duties & Responsibilities for the position and appends to the Request To Fill.

c. The Department Head submits the Request To Fill Vacancy to UL via line AUL, AUL-ODE, and CAAR; each reviewer may recommend, not recommend or send back for further consideration.

d. If Request to Fill Vacancy is approved by the UL, then the Department Head in consultation with Library HR and CAAR drafts draft position announcement including statement of qualifications.

e. The AUL-ODE distributes a final draft of the position announcement to appropriate line officers and to the CAAR representatives before it is announced or advertised.

### **E. Recruitment Policy**

All advertising and recruitment is done by the AUL- ODE in accordance with University Policy including affirmative action, equal opportunity statements and specifications.

### **F. Formation of ad hoc Appointment Advisory Committees (AACs)**

1. The purpose of the ad hoc Appointment Advisory Committee (hereinafter referred to as the AAC) is to review the qualifications of the applicants and to help assure that the best qualified librarians available are recommended for the position.

2. The AUL- ODE requests CAAR to submit names for the AAC. CAAR nominates a slate of five LAUC-SB members from which the University Librarian appoints three librarians to serve on the AAC. The UL appoints one staff member to serve in a voting capacity on each AAC. One member of the AAC will serve as the Cultural Diversity Committee member, and the entire AAC will receive training to review UC/OEO policy on conducting fair and equitable searches. Members of the AAC will not normally have a supervisory or line structure relationship to the position. Three members of the AAC constitute a quorum.

3. In the case of an appointment to the Librarian Series in which subject expertise is involved or in which the appointee will be working closely with an academic department, the University Librarian may invite a member of the Academic Senate or another agency to serve on the committee in an advisory capacity. Notification of such an appointment is made by the University Librarian on behalf of the Executive Vice-Chancellor.

4. AUL-ODE will schedule a meeting with the AAC, direct supervisor, and line AUL to present a timeline of the recruitment process to discuss scheduling conflicts (i.e., upcoming vacations, conferences, etc.). The AAC, direct supervisor, and line AUL will have a final look at the job announcement. Finally, the AAC, direct supervisor and line AUL will identify appropriate venues in which position announcement should be posted.

### **G. Recruitment, Selection and Interview Procedures**

The AUL- ODE sends out the position announcement to appropriate agencies, receives, and processes all applications received for the position. The AUL- ODE makes all applications and cover letters available to the AAC, the direct supervisor of the librarian position being filled. The direct supervisor will meet with the AAC to review the job description and specific qualifications required for the position.

## 1. Preliminary Review of Applicants

- a. After reviewing the applications separately in a timely manner, the AAC and the direct supervisor will determine which candidates to interview for remote, first interviews.
- b. The preliminary review of applicants normally is concluded within ten working days of the closing date for applications.
- c. If the AAC determines the pool is inadequate, they will recommend an extension of the search by sending a notice to the AUL-ODE and CAAR.

## 2. Applicants Selected for Further Consideration

- a. Initial remote interviews will be conducted by the AAC and direct supervisor.
- b. After remote interviews, the AAC Chair and direct supervisor (may include other members of the AAC if scheduling permits) will conduct reference calls.
- c. The AAC, in coordination with the direct supervisor, submits the list of finalists for in person interviews to Library HR.
- d. The AAC and direct supervisor will determine a presentation topic and the interview schedule, including the interview groups and their composition.
- (e) The AAC collects, collates, and summarizes all written comments received by the end of the first business day after the last interview from all individuals who participated in the interview process including those who attended the public presentation and especially those who met with the candidates individually or as a group. The AAC considers all relevant materials and makes a recommendation for hire. A recommendation for initial rank is also made by the LAUC-SB members of the AAC. The AAC will then forward the recommendation and comment summary along with non-confidential supporting documentation to the line AUL by the end of the third business day. The AAC will also send a copy to the direct supervisor at that time.
- f. The direct supervisor provides evaluative comments on the candidates by the end of the next business day after the last interview to the line AUL.
- g. The line AUL will write a recommendation for hire and forwards all supporting documentation to the University Librarian.
- h. The University Librarian reviews all recommendations and makes the final decision. The University Librarian makes offers of appointment in writing.
- i. When the offer of appointment has been accepted in writing, the AUL- ODE informs the chairperson of the AAC and discharges the AAC.
- j. If the finalists of the search are not recommended for the position or the position is not accepted, the AAC will recommend reopening the search by sending a notice to the AUL-ODE and CAAR.

k. Upon discharge of the AAC, the AAC chairperson collects from the committee members all documentation associated with the recruitment; the chairperson submits confidential documentation to the HR Analyst for disposition and submits non-confidential documents [e.g. interview questions, reference questions, presentation topic, interview schedule] to the CAAR chairperson for the CAAR files.

#### **H. Procedures for Temporary Appointments**

1. When the staff planning conference recommends a temporary academic appointment of 50%, or more FTE for more than one year, all requirements as for full- time positions must be met.
2. In the case of a temporary appointment for less than one year or less than 50% FTE:
  - a. Normally a pool of locally available candidates is chosen.
  - b. Advertising will be sufficiently widespread to insure reaching available group applicants;
  - c. All other regular recruitment and appointment procedures apply.
3. The staff planning conference may decide to recommend dispensing with the regular procedures for recruitment and appointment to the Librarian's Series in order to act with greater speed. Such emergency appointments, made by the University Librarian, may not be extended beyond six months.
4. At the time of appointment, the University Librarian notifies personnel hired as temporary employees that University policy limits the amount of time they can spend in temporary status.

#### **I. Special Temporary Appointments to the Librarian Series**

1. The University Librarian consults with LAUC-SB, via CAAR, when a special temporary appointment to the Librarian Series is being considered. The chair of CAAR is included in discussions which relate to consideration of a possible special temporary appointment. The ad hoc AAC to review applicants to the position includes a CAAR member, selected by CAAR.