

**Committee on Appointment, Promotion and Advancement  
Annual Report 2007-08**

Submitted by Tony Harvell, Chair  
August 31, 2008

Members:

Linda Barnhart and Tony Harvell (2<sup>nd</sup> year), Mary Linn Bergstrom and Alice Perez (1<sup>st</sup> year).

In FY 2007-2008, CAPA reviewed 19 academic review files and 7 appointment files. CAPA also hosted two Review Writing Workshops (December 6 and 10) attracting about 18 librarians, and a new Review Initiator best practices workshop (November 15), attracting 10 librarians.

**Academic Review Files:**

<b>Action</b>	<b>Department Head Recommendation</b>	<b>CAPA recommendation</b>	<b>UL Decision</b>
No Change	0	3	2
Merit Increase	8	8	8
Merit Increase with Career Status	1	1	1
Accelerated Advancement <sup>1</sup>	3	1	2
Accelerated Advancement with Career Status	0	0	0
Promotion	1	1	1
Promotion with Career Status	2	2	2
Promotion with Accelerated Advancement	1	0	0
Accelerated promotion with career status	1	1	1
Career status only	2	2	2
<b>Total Reviewed</b>	<b>19</b>	<b>19</b>	<b>19</b>

<sup>1.</sup> An accelerated advancement is an advancement of two or more steps within a rank.

**Appointment Files:**

CAPA reviewed 7 appointment files (2 for temporary librarians). All of the candidates accepted the offers.

**Statistical Summary****Files by Rank at the time of submission**

<b>Rank</b>	<b>Number of Files</b>
Assistant Librarian	4
Associate Librarian	7
Librarian	8
<b>Total</b>	<b>19</b>

<b>Files by Week Received*</b>	<b>Number of Files</b>
Feb 11-17	2
Feb 18-24	3
Feb 25 -March 2	1
March 3-9	9
March 10-16	2
March 17-23	0
March 24-30	2

\* Due date for files to LHR was February 29<sup>th</sup>. 6 (32%) of the files were received by the deadline. 25 (90%) were received within 2 weeks of the deadline.

**Files by Department Head Recommended Action**

<b>Rank at time file submitted</b>	<b>DH Recommended Action</b>	<b>Number of Files</b>
<b>Assistant Librarian</b>	Advancement	0
	Promotion	1
	Promotion, w/ Career	1
	Accelerated Promotion w/career	2
<b>Associate Librarian</b>	Advancement	2
	Advancement w/ Career	1
	Accelerated Advancement	2
	Accelerated Advancement with Career Status	0
	Promotion	0
	Accelerated Promotion	1
	Career status only	1
<b>Librarian</b>	Advancement	6

	Accelerated advancement	1
	Career status only	1

### Committee Actions and UL Decisions

Action	Ad Hoc	CAPA	UL
Agree with DH recommendation	10 of 11	13 of 19	15 of 19
Modify DH recommendation	1 of 11	3 of 19	2 of 19
Disagree with DH recommendation		3 of 19	2 of 19
Agree with Ad Hoc Recommendation		8 of 11	9 of 11
Agree with CAPA Recommendation	8 of 11		17 of 19

1. CAPA has prepared a draft document, "When Should the Career Status Review for Librarians be done? An Explanatory Document" which will provide a quick guide for how the trial period is calculated to determine when candidates are to be reviewed for career status. Though these questions did not arise this year, it will still be helpful to provide this document to all librarians, department heads, and Library Administration. We propose that this be a "working document" and used for one year to see if it helps, then proposed formal adoption by LAUC as an Appendix to the ARPM.
2. The 2008 calendar worked well for the majority of candidates and review initiators and the Administration Team. Most files were received on schedule and CAPA handled them as expeditiously as possible. Eleven of the nineteen files required Ad Hocs. Additional documentation or clarifications were required for three files.
3. CAPA is has reviewed the new Academic Biography and believes that it will work well for those in the Librarians series. CAPA will produce a brief explanatory guide to provide guidance to librarians in completing this form to conform to the Libraries' practices.
4. CAPA prepared and presented the first Review Initiators' Best Practices Workshop which was attended by approximately ten librarians.
5. One issue that came up in the review process this year is the need to clarify who wrote what in the Review Initiator/Department Head's review when both individuals are contributing to a file. We suggest that the signatures appear at the end of the section written by that individual, rather than all at the end, so that CAPA understands the perspective from which each section was written.
6. In last year's debriefing with the Administrative Team, the group agreed that it might be useful to develop a form that would come from CAPA to address specific academic file issues that are inappropriate to write about in the University Librarian's letter. CAPA discussed this with the Administrative Team and the two groups concluded this would best be handled as a separate communication from CAPA to LHR that addresses issues related to form in the review files, while the CAPA letter will focus on substance.

LHR will then communicate the issues related to form directly to the review initiator and/or department head.

7. CAPA observed that librarian job descriptions varied in how internal committee work and outside professional activity was recorded as a percent of the job. Both CAPA and the Administrative team agreed that this job description should reflect the activities described in A in the general percentages that have been agreed upon by the candidate and review initiator. CAPA will emphasize this at our review initiator's workshop.
8. CAPA (in conjunction with LHR) proposed some minor changes to forms used in the review process that more consistently and accurately describes the process. Specifically amended were Appendix II, Appendix VIII, Appendix IX, and the Letter of Reference Request Forms – Candidate's suggestions. The changes were accepted by the Administrative Team and will be updated on LHR's web site before the reviews begin.
9. CAPA and the Administrative Team agreed to move the Academic Review Actions Calendar for 2008-2009 up by two weeks for next year only, allowing 9 weeks instead of 7 for the CAPA review process. This was necessitated by the likelihood of having over 30 reviews next year, many with Ad Hocs, which could make the process very difficult to complete within the proscribed time. We recognize that this will require all activities (including the workshops) to be moved up.