

Appendix I.

UC San Diego LIBRARY DOCUMENTS USED IN ACADEMIC REVIEWS FOR LIBRARIANS

Group I. Documents and Forms in Initial Packet Furnished to Program Directors and Candidates by Library Human Resources

(PD=Program Director; C=Candidate)

1. (PD, C) Memorandum to Program Directors and Candidates for Current Year Academic Reviews
2. (PD, C) *Academic Review Actions Calendar*
3. Letter of Reference Request Forms:
(C) Candidate's Suggestions
(PD) Program Director's Requests
4. (C) Copy of Candidate's most recent *Academic Biography* form on file in the Library Human Resources Program
5. (C) *Academic Review Action Summary (Appendix XI)*, with 'Present Status' portion completed
6. (C) *Checklist A (Librarian Series) (Appendix II)*
7. Cover Sheets:
(C) Candidate's Performance Review Cover Sheet
(PD) Program Director's Evaluation Cover Sheet
8. (PD, C) *Range of Options* for Current Review Cycle

Group II. Documents in Completed File (one copy of complete file sent to Academic Personnel Office; one copy retained in Library Employee Services)

Furnished by CANDIDATE:

1. Names of person(s) from whom Letters of Reference are suggested (usually no more than four), if any, on *Candidate's Letter of Request Form*. **Note:** Letters are recommended only for reviews with a recommended action of promotion, greater than standard merit increase or career status. This form also may be used to request optional secondary evaluators.
2. Updated Position Description
3. Updated *Academic Biography* Form
4. Candidate's Self-Review

(Candidate signs docs # 1, 2, 3, 4; Program Director signs docs # 2, 4)

Furnished by PROGRAM DIRECTOR:

1. Names of persons from whom Letters of Reference are suggested (usually not more than four), if any, on Program Director's *Letter of Reference to be Requested for Review File* Form. Note: Letters are recommended only for reviews for promotion, greater than standard merit increase, or career status. Procurement of a secondary evaluation will be the responsibility of the Program Director.
2. Organization Chart (required)
3. Secondary Evaluation(s) (if applicable)

4. Program Director's Evaluation
5. Program Director's Recommendation for Personnel Action as entered in the 'Action Proposed' portion of *Academic Review Action Summary* (Appendix XI)
6. *Checklist A* (Librarian Series)

(Candidate signs docs # 3, 4, 6; Program Director signs docs # 1, 3, 4, 5, 6)

Added to file by LIBRARY HUMAN RESOURCES:

1. Range of Options for Current Academic Review Cycle
2. Copies of Letters soliciting Letters of Reference
3. All Letters of Reference received (originals) in response to request(s)
[Note: Not to be shown to Candidate except in redacted form upon written request from Candidate to LHR Coordinator.]
4. Copy of *Request Form*, if any, soliciting additional documentation
5. Additional documentation received in response to requests
6. Redacted copies of any additional confidential documentation added to file after program level review (if requested by Candidate in writing)
7. *Checklist B* (Librarian Series), signed and dated, if any additional documentation was added

Furnished by AD HOC REVIEW COMMITTEE:

1. ***Request Form***, if any, to Library Human Resources asking that additional documentation be requested
2. Appendix VIII. Ad Hoc Committee Report Form

Furnished by CAPA:

1. ***Request Form***, if any, to Library Human Resources asking that additional documentation be requested
2. Appendix IX. CAPA Committee Report (Note: CAPA's recommendation to approve, disapprove, or modify the Program Director's recommendation is also entered on the *Academic Recommendation Summary* form.)

Furnished by UNIVERSITY LIBRARIAN:

1. Report outlining the reasons behind the University Librarian's tentative decision asking for further information that might support a different decision in cases where the tentative decision is contrary to the recommendation of the Ad Hoc Committee and/or CAPA (if applicable)
2. The response of the Committee(s) to the Report (if applicable)
3. Copy of Notification of University Librarian's Final Decision (University Librarian's signature and final decision to approve, disapprove, or modify the Program Director's recommendation is also entered on the *Academic Recommendation Summary* form.)

Group III. Documents and Forms Used in Review Process but Not Included in Completed File

1. Instructions to members of Ad Hoc Committees

Group IV. Documents Not To Be Included in the Review File

1. Letters of Recommendation that were collected as part of the Candidate's pre-employment record
2. Personal, financial, medical, or court records or records of political activity
3. Other personal information not relevant to the evaluation of professional performance
4. Letters of Reference, unless requested by Library Human Resources, by the Program Director, or by the Ad Hoc Committee or CAPA. Unsolicited letters received during the review period regarding the Candidate's performance may be placed in the file by the Candidate, the Program Director or a member of the Library Administrative Team, but must be included as part of the initial review file. The Candidate will see these letters as part of the Program Director's review.