

LAUC-D Committee on Appointments, Promotions & Advancement (CAPA)  
Annual Report  
2012-2013

### 1. Members

Sarah Gardner, Chair  
Sandy Vella, Vice-Chair, Chair-Elect  
Phoebe Ayers  
Erin Murphy  
Mary Wood

### 2. Proposed Actions

Librarians reviewed: 12      Librarians appointed: 0

One-Step Merit:	6
Career Status:	1
Acceleration <sup>1</sup> :	4
Promotion:	1
Step VI:	2
No Action Plateau:	2
Contested Action <sup>2</sup> :	1
Appointment (New):	0
Appointment (Temp.):	0

CAPA Recommendation  
Differing from Review Initiator's: 1

### 3. Activities

The committee reviewed 12 packets (12 reviews and no new appointments). Of these: 10 were from the General Library; two were from the UC Davis Mabie Law Library. All CAPA letters were submitted via the General Library Administration Office.

CAPA met approximately 8 times between 12/18/2012 and 2/11/2013. CAPA members met with Helen Henry, AUL for Administrative Services, on 8/8/2012 (meeting for current and incoming CAPA members to discuss confidentiality of

<sup>1</sup> Four candidates requested accelerated merits, one requested promotion accompanied by an acceleration.

<sup>2</sup> Defined in PEARLS Documentation, "Review Procedures for Appointees in the Librarian Series" page 4: "a contested case is one where the librarian under review or any of the reviewing individuals or the LAUC-D CAPA is in disagreement with the review initiator's recommended action."

URL: [http://laucd.lib.ucdavis.edu/peerreview/prdc09/ReviewProceduresR\(10%201\).doc](http://laucd.lib.ucdavis.edu/peerreview/prdc09/ReviewProceduresR(10%201).doc)

review process before packet review began). CAPA and Helen Henry also held a Library Orientation Meeting on 9/11/2012 for all librarians up for review, which all available CAPA members attended. The "Best Practices" wiki page is here: [http://staff/wiki/index.php/CAPA\\_Best\\_Practices](http://staff/wiki/index.php/CAPA_Best_Practices) .

#### **4. Issues for Discussion**

The committee discussed the following issues:

CAPA ran very smoothly and quickly this year despite numerous CAPA members being up for review or having other conflicts of interest which prevented them from being present at all meetings. We credit Debbie Ojakangas for working with Review Initiators to ensure materials were completed by the deadline.

On March 5, 2013, at the LAUC-D General Membership Meeting, the membership discussed changing the UCD local peer review documents (PEARLS) to make the requirement of an interim review optional for those who had achieved career status. An ad-hoc Task Group was created, headed by CAPA chair Sarah Gardner and including CAPA member Mary Wood, as well as LAUC-D member Melissa Browne. The result of the Task Group's work was to create a new document, the Interim Review Certification Statement, which explains the interim review process and requires a signature from both the Librarian and Review Initiator about whether to complete an interim review during non-salary action years. Related documents in PEARLS were revised to include references to the Certification Statement (in the Interim Review Procedures and Interim Review Calendar). The Task Group also discovered language in the annotated MOU and annotated APM that referred to the interim review being required, and this language was removed. At the May 14 LAUC-D General Membership meeting, the membership approved the documents as the Task Group presented them.

Report Completed: 6/11/2013