

**LAUC-D Committee on Appointments, Promotions & Advancement (CAPA)  
Annual Report  
2013-2014**

**1. Members**

Sandy Vella, Chair (7/2013-2/2014-resigned)  
David Michalski, (Vice Chair, Chair-Elect 7/2013-2/2014, Chair 2/2014-)\*  
Juri Stratford (Interim Vice Chair, appointed 3/2014-)  
John Sherlock  
Mary Wood  
Lisa Spagnolo

\*CAPA saw the resignation of its Chair, Sandy Vella, during this review period. CAPA, following LAUC-D procedures moved the Vice Chair, Chair Elect, David Michalski to chair, and the LAUC-D Executive Board appointed an interim Vice Chair, Juri Stratford to serve the remainder of the 2013-14 term.

**2. Proposed Actions**

Librarians reviewed: 16  
Librarians appointed: 0  
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Standard Merit Increase: 11  
Greater than Standard Merit Increase: 2  
Standard Promotion: 0  
Greater than Standard Promotion: 1  
No Action: 0  
No Action with Salary Increase: 0  
Career Status: 1  
Step VI (applies to Non-Represented Librarians only): 1  
No Action Plateau: 1  
Contested Action: 1  
Appointment (New): 0  
Appointment (Temp): 0  
CAPA Recommendation Differing from Review Initiator: 1

**3. Activities**

The committee reviewed 16 packets (16 reviews and no new appointments).  
Twelve were from the University Library.  
Three were from the UC Davis Mabie Law Library.  
One was from the Dean, Division of Social Sciences.

CAPA met approximately 11 times between 11/2013 and 3/2014.

CAPA and Helen Henry, AUL also held a Library Orientation Meeting on 10/11/2013 for all Review Initiators and candidates.

Over the course of this review period, CAPA met with Helen Henry and Debbie Ojakangas on occasion to discuss application of procedures.

#### 4. Year in Review

This year was marked with a few changes to the review procedure. The first and most noteworthy was the ratification of the new contract (MOU) between the University and its represented librarians, which took place in November after much of the paperwork for the reviews had been prepared, but before CAPA's recommendation letters were written. The most important change for CAPA was the implementation of a new salary scale for represented librarians, which replaced the rank and step system with an equivalent rank and salary point system. The point system, as described in the MOU, largely follows the step system in that it sets the magnitude of Standard merit increases (two point increases for candidates in the Assistant and Associate Librarian Rank, and a three point standard increase in the Librarian Rank). In doing so, however, it opens an unprecedented variability in the recommendation of salary points greater than the standard merit, a variability in recommendation which can be exercised across the review procedure. This flexibility required a heightened level of judgment in assessing the packets, as well as a renewed commitment to the reasoned and deliberate discussion of each packet's merits, with the goal of reaching consensus when possible. The committee found that their service to the review process would be most helpful to other reviewing bodies only through the provision of specific recommendations backed by a detailed exposition of the committee's reasoning.

The new MOU also included the elimination of the barrier step that preceded appointment to the former Step VI (the Distinguished Step). This change made such a merit action a regular calendar review, rather than a career review. Another change in the new contract was the elimination of Librarian-initiated out-of-cycle reviews. Early initiation remains within the purview of the review initiator. Since the new contract only affected the represented librarians, CAPA also had to be cognizant of slight differences between non-represented and represented librarians in terms of procedure.

While these few changes did not significantly hamper the review process, CAPA found the need to consult frequently with University Library personnel staff to make sure the committee was appropriately following the new contract. Helen Henry and Debbie Ojakangas have the committee's sincere appreciation for the support they provided. Careful reading of the available documentation, together with this consultation, allowed CAPA to proceed with confidence.

Another major change this year was that it was the first review cycle to use the UC Davis MyInfoVault system. CAPA can report that the transition to 'paperless' reviews went smoothly. This was largely due to training the LAUC-D and Debbie Ojakangas offered both review initiators and candidates, and the work completed by last year's MyInfoVault committee. The transition plan developed by the committee accommodated librarian review procedures while maximizing the potential of MyInfoVault as a database of UC Davis employee accomplishments.

The last noteworthy change was the temporary institution of an abbreviated review period. By changing the calendar year (January 1 to December 31) to the fiscal/academic year (August 1 to July 31) LAUC-D enabled eligible librarians the one-time choice to participate in a review period abbreviated by six months, without penalty. Next year's CAPA will also see reviews that reflect an abbreviated review period.

CAPA 2014-15 will benefit from the work LAUC-D has been doing to adjust PEARLS (the annotated MOU) to make it more in-synch with changes made in the new MOU. They will also benefit from some adjustments made to the non-represented Librarians documentation (the APM) which will help make the Librarian procedures more similar.

Report Submitted: June 16, 2014