

## **SIDE LETTER ACADEMIC REVIEWS**

At many campuses, the Academic Review process for July 1, 2014 actions will have been initiated prior to the date of agreement and ratification. The University and the AFT agree to the following guidelines for implementing Phase 2 of the salary restructure and recalibration described in Article 13 for those librarians undergoing academic reviews resulting in actions with July 1, 2014 effective dates.

Academic reviews will proceed following the standard review process, with the following exceptions:

### Assistant Librarian Step 3

Librarians at Assistant Librarian Step 3 shall be notified that the new Phase 2 salary scale includes additional room for salary movement within the Assistant Librarian rank. In cases where the librarian has not reached the end of the suitable trial period (not more than six years), the Assistant Librarian shall consult with the Review Initiator and request one of the following:

- A. A career status review with the potential for promotion to Associate Librarian. The period of review shall be the period since appointment.
- B. A regular merit review for advancement within the Assistant Librarian rank. The period of review will be the period since the end of the last review rather than the period since appointment. Any material that has been generated prior to this notification in support of a career status review may be included in the review file, even if the material describes activities that took place outside of the review period for a regular merit advancement. However, there will be no requirement to include material from before the period since the last review.

### Associate Librarians and Librarians at indefinite steps

Librarians at indefinite steps (Associate Librarian Step 7, Librarian Step 5, Librarian Step 6, and Librarian Step 7) will be notified that the Phase 2 salary scale includes additional room for salary movement that was not available under the prior scale, and shall be encouraged to consider the potential for additional movement when determining the depth and breadth of materials to include in the review file.

Individuals who are at Associate Librarian Step 6 on the date of ratification shall be eligible for a promotional review to the Librarian rank at their first regularly scheduled review following ratification of the contract. This provision will remain in effect through July 1, 2015.

### Librarians at Librarian Step 5

Librarians at Librarian Step 5, with a potential July 1, 2014 advancement to Librarian 6 with Distinguished Status, shall be notified that the term "Distinguished Librarian" will no longer apply to any salary point on the scale, and therefore a career review is unnecessary. The period of review will be the period since the end of the last review rather than a review of the entire career. Any material that has been generated prior to this notification in support of advancement to Distinguished Status may be included in the review file, even if the material describes activities that took place outside of the review period for a regular merit advancement. However, there will be no requirement to include material from before the period since the last review.

### Self-initiated off-cycle reviews

Librarians may not complete a self-initiated off-cycle review per Article 13.C.3. Librarians who have begun the process of self-initiating a review shall be informed that their review will occur as previously scheduled.

The terms of this side letter are only in effect for academic reviews resulting in actions with July 1, 2014 effective dates.