

## Calendar of Due Dates for the Appraisal and Review Process of Law Librarians - 2014-2015

Following is the timetable and call for the performance review and recommendations for merit and promotion of law librarians to be effective July 1, 2015.

### **September**

Librarians are individually notified annually about the upcoming review, informed of their eligibility for review, and provided the calendar of action due dates and procedures.

### **October 15**

Candidate and Review Initiator review and update Statement of Responsibility including copies of all Statements of Responsibilities in effect for the review period under consideration.

Candidate completes Reference Solicitation Form (Letters are optional for normal review periods), Disqualification form (as appropriate), and forwards both to Review Initiator. Letters of reference are solicited as appropriate.

Candidate completes Biography Form: Annual Supplements covering the review period.

### **November 14**

Review initiator completes updated Statement of Responsibility, and consults with Candidate and clarifies any of the materials presented by the candidate.

The Review Initiator completes a draft letter of recommendation, and provides the Candidate with a copy and all documents to be included in the review file and sets meeting with the Candidate. The Candidate is provided 7 calendar days to review the file before meeting.

After meeting, the Review Initiator finalizes the recommendation and provides the Candidate a copy, to be signed. Candidate provides a copy of non-concurrence if desired. The Certification Statement and Document Checklist are completed and added to the file.

The packet is uploaded in to MyInfoVault if not already done (Statement of Responsibility, Biography Form Annual Supplement(s); Certification Statement; Checklist of Documentation; Letters of Reference (where applicable); Review Initiator's Letter, and Statement of Non-concurrence (if applicable). Candidate is given redactions of all confidential materials in the file.

### **December 10**

LAUC-D CAPA is notified that the file is ready for review. Supplementary materials are sent in separate print file.

### **January 5**

Director of the Law Library reviews the recommendations of LAUC-D CAPA and forwards recommendation to the Dean of the Law School.

### **March 3**

The Dean of the Law School makes a final decision on re-delegated files, and sends forward with a recommendation for those needing further review. All packets are sent to Academic Affairs.