

**Calendar of Due Dates for the
Appraisal and Review Process for Law Librarians
2010-11**

Review Procedures document: Review Procedures for Represented Appointees in the Librarian Series in the Law Library. Per policy “law librarians are reviewed on a fiscal calendar”.

November 19th Candidate reviews Statement of Responsibility and provides Review Initiator with copies of all Statements of Responsibility in effect for the review period and recommends changes as needed. Candidate completes Reference Solicitations Form (Letters of Reference are optional for normal merit reviews) and Disqualification Statement form and forwards to Review Initiator.

Candidate provides Review Initiator with Biography Form: Annual Supplements covering the review period.

November 29th Review Initiator updates and discusses Statement of Responsibility with candidate. Review Initiator gathers documents for review file, consults with librarian, and begins drafting letter of recommendation.

December 21st Review Initiator finalizes letter of recommendation, prepares packet, and sets meeting with librarian.

At conference with Review Initiator, librarian completes Certification Statement, signs letter of Recommendation, and notifies Review Initiator if preparing a statement for inclusion in packet. Packet is forwarded to the Interim Director.

December 22nd Packet is forwarded to the LAUC-D Review Board.

Jan. 31st Director of the Law Library reviews the recommendations of the LAUC-D Review Board and forwards recommendations to the Dean of the Law School.

February 1st The Dean of the Law Schools makes a final decision on one-step uncontested merits for Assistant Librarian I – Librarian V, or uncontested no salary action for Associate Librarian VII, Librarian V, VI, VII and includes a recommendation on all other packets. All packets are forward to the Vice Provost – Academic Personnel prior to March 7, 2011, deadline.

