

## Review Procedures for Represented Appointees in the Librarian Series in the Law Library - Revised June 2014

### Peer Review Documents:

For additional information on review procedures please consult UC-AFT Memorandum of Understanding (MOU), Article 4 -Definition, Criteria, Terms of Service for Appointment, Merit Increase, Promotion, and Career Status; Article 5 – Personnel Review Action Procedure.

The Director of the Law Library coordinates the review process for law librarians.

<b>Responsibility</b>	<b>Action</b>
Director of Law Library	At the start of each review cycle a copy of the CALENDAR is issued to each librarian. All librarians will be informed in writing of their eligibility for review. Librarians in the Law Library are reviewed on a fiscal calendar.
Review Initiator	Confers with the candidate about the impending review process, including discussion of criteria in UC-AFT MOU Article 4 and Article 5. The Review Initiator is the Candidate's supervisor.
Candidate	The candidate reviews and updates <b>Statement of Responsibility</b> and begins preparing information for inclusion in the review packet.  Any librarian may request a deferral of the scheduled review to the Director of the Law Library, by submitting a request in writing. Final authority for deferral requests is the Vice Provost-Academic Affairs. Librarians may not initiate an off-cycle review. (UC-AFT MOU Article 13 C.3)
Review Initiator	Reviews the <b>Statement of Responsibility</b> with the Candidate, updating as needed. Review packet to include copies of all <b>Statements</b> in effect during the review period.
Candidate	Creates candidate's dossier in MIV and provides documentation that will act as evidence to support the evaluation criteria in a merit review (UC-AFT MOU Article 4. C.2a-d).

	<p>Completes <b>Reference Solicitation Form (letters of reference are optional for normal merit reviews)</b> and <b>Disqualification Statement Form</b> and submits to the Review Initiator.</p>
Review Initiator	<p>Forwards <b>Disqualification Form &amp; Reference Solicitation Form</b> to the Director of the Law Library with a request to solicit reference letters from all or a representative sample from the categories listed on the <b>Reference Solicitation Form</b>.</p>
Candidate	<p>Advises Review Initiator when all documents have been completed and uploaded into MIV.</p>
Review Initiator	<p>Writes draft Letter of Recommendation and submits to the Director for review. After Director's review, the draft letter is submitted to the candidate at least 7 calendar days prior to scheduling a meeting with the candidate. Notifies Candidate of the presence of confidential letters and advises Candidate with redacted copies may be requested.</p>
Review Initiator & Librarian	<p>Changes, which are acceptable to both parties, shall be made to the Review Initiator's letter. The Review Initiator's final recommendation shall be provided to the Candidate and added to MIV. The Candidate may submit for inclusion in the record a written statement in response to or commenting upon material in the file (UC-AFT MOU Article 5. H.)</p>
Review Initiator	<p>Completes the <b>Checklist of Documentation Form</b>. The file is ready to be reviewed in MIV by the Director.</p>
Director	<p>Completes the <b>Checklist</b>, notification is sent to LAUC-D CAPA that the file is ready.</p>
LAUC-D CAPA	<p>Meets and reviews librarian salary actions. If LAUC-D CAPA requires additional information, it will adhere to UC-AFT MOU Article 5. K, and send requests to the Director of the Law Library.</p>
Director	<p>Shall inform the candidate if additional documentation is added to the review file. The Candidate shall have access to all non-confidential material added to the file and redacted copies of any confidential documents.</p>
LAUC-D CAPA	<p>Submits its recommendations to the Director of the Law Library.</p>
Director of the Law Library	<p>Reviews the report of LAUC-D CAPA, adds a recommendation letter, if not already part of the file, and forwards all packets to the</p>

Dean of the Law School. The Dean of the Law School reviews and recommends an action on files requiring further review, and makes a final decision on actions where the Dean has been given delegated approval authority. All files are then forwarded to the Vice Provost – Academic Affairs.

Vice Provost – Academic Affairs

Forwards selected packets to the Personnel Committee of the Academic Federation.

AF Personnel Committee

Reviews and makes recommendations on cases not decided by the Dean of the Law School and forwards its recommendations to the Vice Provost.

Vice Provost – Academic Affairs

Reviews all files and notifies the Dean of the Law School of the final decision. The Dean of the Law School in turn notifies the Director of the Law Library, who notifies the librarian.

Candidate

If the librarian is dissatisfied with the final decision, s/he may file an administrative appeal with the Office of the Provost in accordance with the UC-AFT MOU Article 24 /Arbitration Article 25 or the Alternative Dispute Resolution Procedure 26, not both.

## **Forms Required**

1. Statement(s) of Responsibility
2. Biography Form and Annual Supplement
3. Review Initiator's Letter of Recommendation
4. Certification Statement
5. Disqualification Statement
6. Reference Solicitation
7. Checklist of Documentation

### **Statement of Responsibility**

A Statement of Responsibility is a description of the specific functions to be judged under the first criterion; "Professional competence and quality of service within the library," explained in UC-AFT MOU Article 4.C.- Criteria for Merit Increase, Promotion and Career Status Actions. Its preparation will involve consultation between the librarian and her/his review initiator. The following information should be included in each Statement of Responsibility:

1. Name of librarian
2. Library department
3. Payroll title
4. Working title
5. Description of responsibilities assigned
6. Employees supervised
7. Review Initiator
8. Initiator's name/title

The Statement of Responsibility should be reviewed annually by the librarian and supervisor for accuracy. The Statement should be dated and signed by the supervisor and department head.

## Biography Form: Annual Supplement

Period Covered: \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

1. Professional Service in the Library
2. Professional Activity outside the Library
3. University and Public Service
4. Continuing Professional Education
5. Research, Publications and Scholarly Presentations
6. Work in Progress (Research, Publications and Presentations)

## Review Initiator's Letter of Recommendation

Period Covered: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

### **1. Recommended Salary Action.**

### **2. Professional Competence and Quality of Service Within the Library.**

Refer to responsibilities in **Statement of Responsibility**

### **3. Professional Contributions Beyond Specific Job Responsibilities, as relevant**

### **4. Summary Statement.**

\_\_\_\_\_  
Signature of Review Initiator

\_\_\_\_\_  
Date

### Librarian's Response:

\_\_\_\_\_  
I have read and received a copy of the letter

\_\_\_\_\_  
Date

I wish to submit a response: Yes \_\_\_\_\_ No: \_\_\_\_\_



## Disqualification Statement Form

A librarian under review may request that individuals who she/he believes might not provide an objective assessment of her/his qualifications or performance be disqualified from participating in the review process. A substantive rationale for each disqualification must be stipulated. If this form is used, it is sent directly by the Review Initiator to the Director of the Law Library; it is not included in the review packet.

- I do not wish to disqualify anyone from participating in my current review process.
- I request that the following person(s) be disqualified from participating in my current review process.

Name \_\_\_\_\_

Address \_\_\_\_\_

---

Reason for disqualification

---

Librarian's signature

---

Date

Additional sheets may be attached utilizing this format.

# Reference Solicitation Form

*Letters of Reference are considered OPTIONAL for normal merit reviews.*

Librarians who are being considered for acceleration or promotion or who have significant accomplishments over the evaluation period may request letters of reference from colleagues about some aspect(s) of their performance for inclusion in the review packet. The solicitation form is not included in the review file.

- I do not wish to suggest the names of references at this time.
- I request that the following person(s) be contacted to secure their comments concerning my performance over the period under review.

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Brief description of information to be sought

Brief description of information to be sought

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Brief description of information to be sought

Brief description of information to be sought

\_\_\_\_\_  
Librarian's signature

\_\_\_\_\_  
Date

Additional sheets may be attached utilizing this format.

## DOCUMENTATION CHECKLIST

Candidate: \_\_\_\_\_

**Review Initiator & Librarian**

**Initial and date to verify documentation  
included  
in review packet**

Review Items 1-8 for Completeness

- |  |       |
|--|-------|
| _____  | _____ |
| 1. Recommended Action Form   | _____ |
| 2. Review Initiator's Letter of Recommendation                         | _____ |
| 3. Confidential Letters  | _____ |
| 4. Statement of Responsibility   | _____ |
| 5. Biography Form: Annual Supplement for<br>each year of review period | _____ |
| 6. Librarian's personal statement (if applicable)                      | _____ |
| 7. Librarian's statement of non-concurrence<br>(if applicable)         | _____ |
| 8. Certification Statement   | _____ |

**LAUC-D CAPA**

**Initial and date to verify  
recommendation included  
in review packet**

_____	_____
Review packet and prepare written recommendation	_____

**Law Library Director**

**Initial and date appropriate column**

_____	_____	_____
Review packet and make decision on recommendation	Director's decision included in review packet	Dean's recommendation to Vice Provost included in review packet