I. Welcoming Remarks (Elizabeth Dupuis) and Introductions (Ramona Martinez) (5 minutes)

II. General Overview (Ramona Martinez) (15 minutes)

A. What is an academic review?

B. Official guidance for review

- Memorandum of Understanding (MOU)
  [http://ucnet.universityofcalifornia.edu/labor/bargaining-units/lx/contract.html](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/lx/contract.html)

- Academic Personnel Manual (APM 360 and 210-4) and Berkeley Procedures (June 2015)
  [http://www.lib.berkeley.edu/LHRD/lib.html](http://www.lib.berkeley.edu/LHRD/lib.html)

- Committee on Appointment, Promotion and Advancement
  [http://www.lib.berkeley.edu/LAUC/capa](http://www.lib.berkeley.edu/LAUC/capa)

C. How should candidates approach academic reviews?

- Be mindful of your entire career
- Advocate for yourself at all stages
- Make sure you have a current Statement of Responsibility

D. Types of reviews

- Merit (Standard and Greater than standard)
- Career status
- Promotion
- Off-cycle
- Special

E. Path of the dossier¹

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LAUC-B Logo courtesy of Mary Scott.
¹ Graphics courtesy of Jeffery Loo.
III. Calendar & Deadlines\(^2\) (Susan Xue) (25 minutes)

- Merit and Special Reviews
  [http://www.lib.berkeley.edu/LHRD/timtbla.html](http://www.lib.berkeley.edu/LHRD/timtbla.html)
- Promotion and Career Status
  [http://www.lib.berkeley.edu/LHRD/time.html](http://www.lib.berkeley.edu/LHRD/time.html)

IV. Contents of the Dossier

A. Four criteria for advancement

- Professional competence and quality of service within the library
- Professional activity outside the library
- University and public service
- Research and other creative activity

B. Elements of the Dossier

- Guidelines for Preparing Self-Evaluations
- Tips for Writing Your Self-Evaluation

V. Physical Presentation of the Dossier (Ramona Martinez) (15 minutes)

- Binder
- Format
- Proofreading

VI. Where to Go for Help

- Review Initiator
- LAUC-B mentor
- Former CAPA members
  [http://www.lib.berkeley.edu/LAUC/rosters/historiccapa.html](http://www.lib.berkeley.edu/LAUC/rosters/historiccapa.html)
- Library Human Resources Department (LHRD)
  [http://www.lib.berkeley.edu/LHRD/academic.html](http://www.lib.berkeley.edu/LHRD/academic.html)
- LAUC-B Librarian Review
  [http://www.lib.berkeley.edu/LAUC/review](http://www.lib.berkeley.edu/LAUC/review)

VII. After the Review

VIII. Closing Remarks (Jeff MacKie-Mason, Susan Wong, and Penny Hines) (5 minutes)

IX. Q&A (Ramona Martinez, Susan Xue)