

Academic Review Workshop

Fall 2019

Co-hosted by

LAUC-B Committee on Research & Professional Development
and the Committee on Appointment, Promotion & Advancement (CAPA)

CAPA Members 2019-2020

- Elliott Smith (Chair)
- David Eifler
- Marlene Harmon
- Kendra Levine (Interview Coordinator)
- Toshie Marra
- Michele Morgan
- Lisa Ngo (Position Review Coordinator)

Guiding Documents for Librarian Review

- ❑ Memorandum of Understanding (MOU)
Professional Librarian Unit (April 2019 – March 2024)
- ❑ Academic Personnel Manual (360 and 210-4)
Appointment and Promotion, Librarian Series
- ❑ Procedures for Review of Librarian Appointments,
Promotions, and Advancement
aka Berkeley Procedures (June 2015)

<http://www.lib.berkeley.edu/LAUC/review>

What is an Academic Review?

The review process is intended to ensure that professional as well as administrative considerations are taken into account in all matters of appointment, promotion, and merit increase within the Librarian series.

Procedures for Review of Librarian Appointments (Berkeley Procedures)
(June 2015)

What is an Academic Review?

- ▣ A chance to develop the narrative of your career and set your path.
- ▣ Expound your professional contributions and document your growth.
- ▣ Be evaluated by and receive feedback from your peers.
- ▣ Maintain equity and ensure the professional integrity of the Librarian series.

How to Approach Your Review

- ▣ Be mindful of the period under review.
- ▣ Focus on the impact of your activities.
 - *Provide evidence*
 - *Metrics without context are not useful.*
- ▣ Relate activities to your career goals and library priorities.
- ▣ Ultimately, your career is your responsibility. You are your own advocate (via your self-evaluation and documentation).

Tell your story.

Types of reviews

Standard Merit

Advancement within rank; standard review period every 2-3 years. Dossier covers current review period only.

Career Status

Transition from potential career to career status. Dossier covers your entire career. (Reviewed by Ad Hoc committee.)

Promotion

Advancement to higher rank. Dossier covers your entire career. (Reviewed by Ad Hoc committee.)

Special cases

- Off-cycle review (by request)
- Greater than standard merit
- Special review

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.

There is no “checklist” but involvement level and impact are expected to increase as you advance.

What Your Dossier Covers:

- ▣ Focus on the appropriate period under review
- ▣ CAPA does not go “outside” the dossier
- ▣ Supporting materials – be selective, use your judgment, focus on impact
- ▣ When to solicit confidential letters of support

Merit and Special Reviews – Summary Timetable 2019-2020

OFFICIAL, detailed timetables and deadlines are provided by LHRD (for the University Library) and APO (for Affiliated Libraries):
<https://las.lib.berkeley.edu/lhrd/academic/librarian-review-cycle/timetable-for-merit-and-special-reviews>
<https://apo.berkeley.edu/librarians-merits-and-special-reviews>

Please note that additional, **internal deadlines** may be set by your RI and AUL/Director.

<i>october 2019</i>	<i>november 2019</i>	<i>december 2019</i>	<i>january 2020</i>	<i>february 2020</i>
LHRD & APO send call letter to CANDIDATE and REVIEW INITIATOR.	CANDIDATE & RI may discuss possibility of off-cycle review.	<ul style="list-style-type: none"> ➤ CANDIDATE composes self-evaluation, fills out BioBib, and compiles documentation and other forms. ➤ RI writes recommendation. 		
	<i>Nov 15:</i> deadline to inform LHRD of intent to seek off-cycle review.		Deferral deadlines: <i>Jan 17</i> (LIBRARY) <i>Jan 24</i> (AFFILIATED) RI, with written agreement of CANDIDATE, presents reasons for deferral.	
<i>march 2020</i>	<i>april 2020</i>	<i>may 2020</i>	<i>june 2020</i>	<i>july 2020</i>
	<ul style="list-style-type: none"> ➤ CAPA reviews dossiers and writes recommendation letters to UL (LIBRARY) or to Vice Provost for the Faculty (AFFILIATED). 		UL and makes final decisions (LIBRARY) and advisory recommendations to VPF (AFFILIATED).	
<p><i>Mar 2:</i> (LIBRARY) Dossiers due to LHRD.</p> <p><i>Mar 2:</i> (AFFILIATED) Dossiers due to APO.</p> <p><i>Mar 4–6:</i> (LIBRARY) CANDIDATE reviews redacted letters (if any), responds by 3/13</p> <p><i>March 31:</i> Final deadline for all certified dossiers to CAPA.</p>		<i>May 31:</i> All CAPA recommendations completed. Dossiers returned to LHRD.	 	<p><i>July 1:</i> Decision letters from UL to librarians in the Library.</p> <p><i>Summer:</i> Decision letter from VPF to AFFILIATED librarians.</p>

Promotion and Career Status Reviews – Summary Timetable 2019–2020

OFFICIAL, detailed timetables and deadlines are provided by LHRD (for the University Library) and APO (for Affiliated Libraries):

<https://las.lib.berkeley.edu/lhrd/academic/librarian-review-cycle/timetable-for-promotion-and-career-status-reviews>

<https://apo.berkeley.edu/librarians-promotions-and-career-status-reviews>

Please note that additional, **internal deadlines** may be set by your RI and AUL/Director.

<i>october 2019</i>	<i>november 2019</i>	<i>december 2019</i>	<i>january 2020</i>	<i>february 2020</i>
<p>LHRD & APO send call letter to CANDIDATE & REVIEW INITIATOR.</p> 	<p>CANDIDATE provides names of extramural letter writers to RI.</p> <p>CANDIDATE & RI may discuss possibility of off-cycle review.</p>	<ul style="list-style-type: none"> ➤ CANDIDATE composes self-evaluation, fills out BioBib, compiles documentation and other forms. ➤ RI writes recommendation and solicits confidential extramural letters. ➤ CAPA nominates Ad Hoc committees. 		<p>Ad Hoc committees meet, review documentation, and prepare recommendations.</p>
	<p><i>Nov 15:</i></p> <ul style="list-style-type: none"> • CANDIDATE gives RI list of letter writers; • notify LHRD/APO of off-cycle review • notify LHRD/APO of deferral & reasons 	<p><i>December 9:</i> Units inform LHRD/APO of names of candidates seeking promotion and career status review. LHRD forwards list to CAPA.</p>	<p><i>Jan 16:</i> (AFFILIATED) RI provides redacted copies of letters to CANDIDATE.</p> <p><i>Jan 17-23:</i> (AFFILIATED) CANDIDATE reviews letters & writes response (optional)</p> <p><i>Jan 21:</i> (LIBRARY) RI provides letters to LHRD for redaction.</p> <p><i>Jan 24-31:</i> (LIBRARY) CANDIDATE reviews letters and writes response (optional)</p> <p><i>Jan 30:</i> (AFFILIATED) Completed review files submitted to APO.</p>	<p><i>Feb 3:</i> (LIBRARY). Completed review dossiers submitted to LHRD. CANDIDATE certifies dossier.</p> <p><i>Feb 6:</i> (AFFILIATED) APO submits dossiers to LHRD.</p>
<i>march 2020</i>	<i>april 2020</i>	<i>may 2020</i>	<i>june 2020</i>	<i>summer 2020</i>
<p>Ad Hoc committees continue review.</p>	<p>CAPA reviews dossiers and writes recommendation letters.</p>	<p>UL makes final decisions (LIBRARY) and advisory recommendations (AFFILIATED) to Vice Provost for the Faculty.</p>		<p><i>July 1:</i> Decision letters from UL to librarians in the Library.</p>
<p><i>Mar 31:</i> Ad Hoc committee recommendations due.</p>	<p><i>April 30:</i> CAPA makes recommendation. Returns dossiers to LHRD.</p>			<p><i>Summer:</i> Decision letter from VPF to AFFILIATED librarians.</p>

Path of the Dossier - *University Library*



preparation: *october - december*

LHRD sends call letter to CANDIDATE & RI.

CANDIDATE & RI review call letter for accuracy and begin preparation for review.



RI meets with CANDIDATE to check in about the review process.



In promotion and career status reviews, CANDIDATE submits list of reference letter names to RI.

abbreviations

AUL: Assistant University Librarian
BioBib: Biography for Academic Personnel plus supplement (aka CV)
CAPA: Committee on Appointment, Promotion & Advancement
LHRD: Library Human Resources Department
RI: Review Initiator
UL: University Librarian



dossier assembly: *january - march*

In promotion and career status reviews, RI writes to references to request letters.



CANDIDATE composes self-evaluation, fills out BioBib, compiles documentation and other forms. **Submits dossier to RI.**

CANDIDATE keeps backup copy.



RI writes evaluation and provides it, along with any confidential reference letters (redacted), to CANDIDATE for optional response or clarification.



RI forwards dossier to AUL/DIRECTOR for additional, optional commentary.



AUL/DIRECTOR forwards completed dossier to LHRD.



LHRD contacts CANDIDATE to review all documentation—including RI and AUL/DIRECTOR statements if not already seen—and to **certify dossier.**



LHRD delivers **dossier to CAPA office.**



review: *april - june*

CAPA receives dossier.



In promotion and careers status reviews, an AD HOC COMMITTEE reviews dossier and makes a recommendation first as to promotion and/or career status only.



CAPA writes recommendation and **forwards dossier to UL** (via LHRD).



After reviewing CAPA letter and all dossier materials, UL writes decision letter.



UL decision letter delivered to CANDIDATE by July 1 (with copies to RI, LHRD and CAPA).



CANDIDATE should request copy of dossier from LHRD.

Path of the Dossier - *Affiliated Libraries*



preparation: *october - december*

APO sends call letter to CANDIDATE & RI.

CANDIDATE & RI review call letter for accuracy and begin preparation for review.



RI meets with CANDIDATE to check in about the review process.



In promotion and career status reviews, CANDIDATE submits list of reference letter names to RI.



dossier assembly: *january - march*

In promotion and career status reviews, RI writes to references to request letters.



CANDIDATE composes self-evaluation, fills out BioBib, compiles documentation and other forms. **Submits dossier to RI.**

CANDIDATE keeps backup copy.



RI writes evaluation and provides it, along with any confidential reference letters (redacted), to CANDIDATE.



CANDIDATE reviews RI letter and any redacted reference letters for optional response or clarification.



RI forwards dossier to DIRECTOR for additional, optional commentary.



CANDIDATE receives and certifies final review dossier per local unit procedures.



Dossier goes to APO and then LHRD. LHRD delivers **dossier to CAPA office.**



review: *april - june*

CAPA receives dossier.



In promotion and careers status reviews, an AD HOC COMMITTEE reviews dossier and makes a recommendation first as to promotion and/or career status only.



CAPA writes recommendation to VPF and **forwards dossier to UL** (via LHRD).



After reviewing CAPA letter and all dossier materials, UL writes advisory recommendation letter. **Forwards dossier to APO** (via LHRD).



APO sends VPF's final decision letter to CANDIDATE (with copies to RI, LHRD and CAPA).



CANDIDATE should request copy of dossier from APO.

abbreviations

APO: Academic Personnel Office
BioBib: Biography for Academic Personnel plus supplement (aka CV)
CAPA: Committee on Appointment, Promotion & Advancement
LHRD: Library Human Resources Department
RI: Review Initiator
UL: University Librarian
VPF: Vice Provost for the Faculty

Dossier Presentation Guidelines:

- Binder with inside pockets.
- Your name on cover and spine.
- Tabs or dividers to identify content.
- Comfortable Font size (11 point or greater).
- Consider a simple Table of Contents.
- Make a copy of everything.
- Proofread! Review your dossier before signing.
- More tips from LHRD linked at:
<http://www.lib.berkeley.edu/LAUC/review>

Elements of the Dossier

All dossiers contain:

- ▣ **Certification statement** and **documentation checklist** - *provided by LHRD/APO*
- ▣ **Biography for Academic Personnel** - *'BioBib'*
- ▣ **Self-evaluation** - *ideally 4-6 pages- concise!*
- ▣ **RI letter**
- ▣ **Supporting material** - *judiciously selected*

In certain cases, dossiers add:

- ▣ **Extended self -evaluation** - *career status, promotion*
- ▣ **AUL letter** *optional, added where AUL has something to add to the RI's evaluation, or where an off cycle, GTS, promotion, or career status review is involved*
- ▣ **Outside letters of support** - *required for promotion and career status reviews, recommended for GTS*

Self-evaluation tips

I am an associate librarian with a current salary at the Xth point. This selfevaluation supports a standard merit/merit review for a greater than standard increase to the Zth salary point/career status/promotion review.

Recommended language for the opening paragraph of a self evaluation. Clearly state your current level and what you are asking for.

Self-evaluation tips

I am librarian for X. For this review cycle, I worked in Y library/division and managed the collections/cataloged new items for collection Z/oversaw the operations of Y library.

In the opening paragraph(s) of your self evaluation, give a brief description of your work and role in the library. Not everyone on CAPA may be familiar with your work and this helps to put your work in context.

Self-evaluation tips

During this review cycle, I worked on project X. Project X is intended to The project will make it easier for patrons to My role was to

When writing your self -evaluation, give brief descriptions of the work/project and its impact, including any metrics and/or how the work/project fits in with other Library goals. This will better support your request while providing additional context.

Self-evaluation tips

I did extensive work on Z, but the final product will be completed in the next review cycle. I'd like a greater than standard merit based on the work done in this review cycle.

CAPA's work and ability to review your dossier is defined by the calendar. While your work may have resulted in a project that will be realized in the next review cycle, CAPA cannot fully evaluate its impact since it won't be complete until after the period under review. This is a common issue with event planning, creative and scholarly work, etc.

Self-evaluation tips

During this review cycle, I was prevented from doing certain elements of my job because my supervisor left and I had to step in as the default supervisor, leaving me little time for anything else.

Sometimes organizational or life events prevent you from doing your work. If something major happens with your work situation, briefly describe the situation and how you worked/are still working through it. Context really matters in these cases.

Where to go for help

- ▣ Review Initiator
- ▣ LAUC-B mentor (Contact Kiyoko Shiosaki if you do not have a mentor)
- ▣ Former CAPA members (listed on CAPA section of the LAUC-B site)
- ▣ LHRD/APO
- ▣ <http://www.lib.berkeley.edu/LAUC/review>

After the Review

- ▣ Make sure you get a copy of your dossier (with CAPA letter, any redacted letters, etc.)
- ▣ Consider sharing your CAPA letter with your RI
- ▣ No action
- ▣ Reconsideration

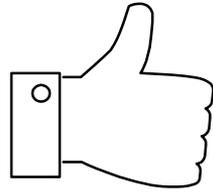
Want to be a part of the process?

▣ Volunteer for an Ad hoc

- Must have career status
- Member of a team of 3 people who review 1-4 career status/promotion cases
- If interested, contact the CAPA chair
- Ad hoc appointments are made in Jan/Feb and the work is completed by the end of March

▣ CAPA Membership Requirements

- Must have career status
- Must hold Associate Librarian or full Librarian rank
- Better if you have served on an ad hoc or two
- If you'd like to be considered for CAPA, contact the chair.
- CAPA appointments are made in the Fall
- CAPA strives to balance librarian work experience with committee needs. If you don't get onto CAPA, ask again!



Good Luck!