

APPENDIX I

UC Libraries
Counter Offer/Retention Offer
Processes
(last updated 6/17/09)

Campus	Counter/Retention Offer Process	Counters in the Last 5 Yrs.	Counter in Last Year/Outcome?	Off Scale Capabilities? Are you offering any other incentives to stay?
UCI	Must do an accelerated review (for two steps); or regular one step merit within the review calendar dates.	Spec. Coll. Cataloger (successful) Cataloging Supervisor (unsuccessful)		We would look at additional professional development funding and if a supervisor, an adjustment to their stipend. We would also try to find other non-monetary benefits we could offer
UCR	Must do a review, can do out-of-cycle, expedited process with LAUC involvement.	Last counter in 2002, Librarian II (successful)	None	No additional offers.
UCSF	Would have to use review process, with full packet.	N/A		
UCSD	The dept. head or line AUL will notify the Admin. Team that an	Dept. Head (non rep.) (successful)		

	<p>offer by another institution was made. The Admin Team will review to determine if we can feasibly retain the Librarian and evaluate possible options for a counter offer; if choose to proceed with counter, the Head, Library HR brought into the discussion. First consider non-salary options such as additional professional development funding, work schedule flexibility, reasonable changes to job responsibilities. If that doesn't work, we will then consider a one-step increase and in the case of a dept. head, and increase to their administrative stipend. The UL has the final authority on the decision.</p>			
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<p>UCLA</p>	<p>The UL has the authority to make counteroffers within rank, for a one-step increase. This applies to both units that directly report to him and for affiliated units. This authority is part of his delegated authority from the Chancellor and one-step/within rank increase is in line with faculty counteroffer practices at UCLA.</p> <p>In units that report to the UL the request/recommendation to make a counteroffer comes to the UL from the supervisory AUL and options are discussed. Once the UL authorizes the counteroffer, it is made by the Director of Library Human Resources. Once the individual informs us of his/her decision and accepts the counteroffer,</p>	<p>Since July, 2003, we have made five successful counteroffers. There have been nine unsuccessful counteroffers within the Librarian series, some of which we made formal counteroffers and some in which we did not but were willing to make to retain the individual. Details include the following positions: Asst. Head College Librarian; Reference Librarian, Law Library; Health and Life Sciences Librarian; Web Services/Reference & Instructional Services Librarian; Librarian for Slavic Languages and Literatures & South Asian Studies; During this same period of time four positions were unsuccessful counteroffers:</p>		
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	we prepare a letter documenting the one-step increase and effective date, and we “reset” the peer review cycle.	Health & Life Sciences Librarian; UC Shared Print Librarian; Librarian for Southeast Asian Studies; Information Literacy Librarian.		
UCB	<p>a. The Librarian in receipt of an external offer must provide the Library with a hard copy of the external offer in order for the Library to proceed in the counteroffer process.</p> <p>b. All the above is brought to the attention of the Library Administration Group, the library senior management team comprised of the University Librarian, four AULs and three Directors. The Library Admin. Group makes the decision to proceed or not proceed with a retention/counter offer process on a case-by-</p>	<p>Associate Librarian IV (successful) (2004)</p> <p>Librarian III (successful) (2005)</p> <p>Librarian III (successful) (2004)</p>		

	<p>case basis.</p> <p>c. UCB Labor Relations is consulted on this matter and LR notifies the AFT on the same.</p> <p>d. The entire counteroffer process is executed in an expeditious timeline of preferably within five working days or less in order to be time-sensitive to the response constraints of the external offer.</p> <p>e. The UCB counteroffer process does not involve LAUC or CAPA and does not include a condensed peer review event.</p>			
UCSB	<p>Librarian must provide proof of a valid offer. UL and AUL Admin. Services, Librarian's supervisor, meet and collaborate on a counteroffer. Do not have to perform a formal review.</p>	<p>No counteroffers in last five years.</p>	<p>None</p>	<p>No off scale capabilities. No other incentives as of 2009.</p>

UCSC	Librarian must provide proof of valid offer. UL decides if wishes to retain the individual. If so, librarian must prepare a packet (out-of-cycle review unless up for review). Letters of reference are needed for packet. Packet goes to CAPA for recommendation then UL or EVC (depending on reporting lines) for decision. Process is the same for one step merit recommendation or acceleration (2 step).	Associate Librarian (successful) (2001)	None	Would depend on the situation, could look at additional development opportunities via Admin. Funds, etc.
UCD	There has not happened in the 2 years I have been at UCD and I do not find a written counteroffer process.	N/A	No	No Haven't so far, would depend on the situation.
UCM	Merced does not have a counteroffer process.	N/A	None-	