2012-2013 Annual Report
Committee on Appointment, Promotion, and Advancement
Librarians Association of the University of California, Santa Cruz
October 15, 2013

Members: Ann Hubble (chair), Sue Chesley Perry (vice-chair/chair-elect), Beth Remak-Honnef (member at large), Sarah Troy (member at large)

Summary of Activities

● CAPA Workshop
  ○ The annual CAPA workshop was held on December 4th, 2012. The process for review and advancement was discussed and a handout listing relevant review file documents was distributed.
  ○ See LAUC website for workshop minutes & handout: http://library.ucsc.edu/lauc/capa/capa-sc-membership-annual-reports-and-minutes

● PAPAREP Draft Language Recommendations & Vote
  ○ This issue from the 2009-10 review cycle was resolved.
  ○ Draft language changes was organized into spreadsheets and made available for LAUC membership review.
  ○ Two brown-bag meetings (January 30, 2013 & March 3, 2013) were organized to discuss points of concern.
  ○ Specific recommendations from librarians were documented and forwarded for library administration.
  ○ LAUC members voted to accept the PAPAREP ‘draft’ language with recommendations at the LAUC General Membership meeting on March 12, 2013.

● Broken links were corrected in December 2013 on the librarian review web pages (both PAPA Rep and non-rep), making pages more functional for review process: http://library.ucsc.edu/lauc/general-membership/librarians-association-of-the-university-of-california-santa-cruz#review

● Librarian recruitment calendar
  ○ Preliminary work began on updating the calendar. Completing this project is a top priority for the coming year.

● Updating PAPA to make it easier to read and navigate
  ○ Preliminary discussions began, with options such as moving PAPA to printable PDF files in place of the current Drupal web pages. However, the need to resolve the ‘draft’ designation from PAPA was deemed a priority before this work could begin. Changes to PAPAREP due to union bargaining was also a factor in this project. Ultimately, the time and effort involved in resolving the PAPAREP ‘draft language’ issue left no time for additional projects before CAPA members needed time to concentrate on eight librarian review files.
Recruitments and Appointments

- CAPA reviewed job announcements and put forward candidates for membership on two committees: Archivist for Special Collections and Metadata Librarian.
- CAPA reviewed the job announcement and discussed recruitment with the hiring supervisor and AUL for Administrative Services for the Temporary Web Services Librarian & IMLS Project Manager. CAPA also met with each candidate during the interview period.
- Two librarian positions were filled: Temporary Web Services Librarian & IMLS Project Manager and Archivist for Special Collections.
- Recruitment for a Metadata Librarian was in process.

Performance Reviews

- CAPA reviewed eight librarians during this period: five for one-step advancement; one for one-step advancement with career status; and two for accelerated promotion. CAPA agreed with the review initiators in 7 cases and with the deciding officer (UL Steel) in 7 cases.

Previous Recommendations

The following recommendations were put forward by LAUC members in the 2011-12 CAPA report.

- Remove the PAPA/LS draft designation
  - DONE
- PAPA needs some revision and updating.
  - Preliminary discussions began, high priority to complete this year.
- Review the recruitment calendar.
  - Work started this year. Ad hoc librarian hiring committees tested the new campus online system and used Skype as first pass to interview candidates. Revision of the calendar remains a high priority for this coming year.
- CAPA should resume inviting a representative from Academic Personnel to speak, at the CAPA workshop, on their perspective regarding the academic review process, as was done in years past.
  - Response from the LAUC membership was predominantly negative to asking Susan Fellows (Academic Personnel Office) to attend our December 2013 CAPA workshop.
- Eliminate the biobib or make it optional. Not all UC's do have librarians complete the biobib.
- Promotions are one thing but can't we come up with a shorter evaluation for those going from just one step to another? It's crazy, to spend so much time on the evaluations, especially now when we have less time to write them up
  - CAPA did not have the time to address more streamlined evaluations.
CAPA Interviews

- Thanks for removing the draft designation on PAPAREP

- I hope the project to work with library administration to reorganize PAPA/LS will happen before the next review cycle. We need to make it easier for everyone to read the PAPA documentation.

- I would like to get rid of the biobib.

- We would like the AUL’s to discuss their expectations of reviewees at the CAPA workshop along with the University Librarian, since they are part of review process too. Recommendation made at the 12-6-2012 LAUC-X meeting as part of post-CAPA workshop discussion.

- I would like to see a greater variety of people on CAPA and would encourage more people who haven’t been on CAPA to run. If three people are running for the same office, then the nominating committee should encourage just two to run. The nominating committee would achieve this by asking any members who had been on CAPA recently not to run this time around.

- We need to honor work that hasn’t necessarily come to fruition. For example, a librarian is on a committee, and puts in effort there. The next year, the work of that committee is presented as a poster session/paper. The following year, it may turn into to a publishing opportunity, or something published begins to show impact (cited, downloaded many times). Rather than just getting credit for one activity during one review cycle, we need to acknowledge the nuances of our ongoing work, which may continue over an extended period of time. We need to acknowledge all the work that goes into something, and also honor the impact of the work (which we may not understand until some time has passed).

- I am on one of the new librarian recruitment ad hocs and I am using the campus online application system for the first time. It works well and makes it very easy for the committee and hiring supervisor to work on applications concurrently. I am glad that we are using Skype for first cut interviews. I think this will help us move through the process more quickly and reduce the risk that our process will cost us good candidates.

- The training from HR about how to use the new [recruitment] system was rather poor. About 10 minutes worth of useful information was conveyed over the course of a 60 minute meeting. Most of the instructions we received had to do with using the system in a way that makes things as easy as possible for library admin and HR, not for improving
the work of the committee or making its job easier.

- Our last three hires have been excellent.
- I was pleased with the timeliness of the review process. As a review initiator, I mostly saw a quick turn around time from my submissions to CAPA letter to DO disposition.
- I was pleased to get CAPA's support on two files that merited special consideration.
- I was pleased to know how quickly CAPA worked to respond to packets and keep the review process moving effectively. My only concern is the pace at which the PAPA revision process is moving. I'd like to see the draft documentation put in a pdf and available on the LAUC website soon, it's highly inefficient to have to look so many places for basic documents and procedures.

Comments From CAPA

CAPA had a heavy workload this year, including eight librarian files to review. CAPA was dedicated to turning files around as fast as was possible, despite competing priorities.

The recruitment and appointment of three librarian positions went smoothly and as mentioned earlier in this report, gave ad hoc librarian hiring committees an opportunity to test out the new campus online system and use tools such as Skype which will help streamline the recruitment process.

With fewer librarians but the same amount of work to do, many librarians are called upon to do more work in areas they feel they have little or no expertise. Much time is spent doing a little of everything and some librarians are finding it difficult to find the time to focus and either maintain or develop expertise. Without time or expertise, many are finding it difficult to leverage day-to-day 'general' work into innovative articles or presentations needed for advancement. Roles are changing for librarians and hopefully the requirements for advancement will keep pace as well.

With so much change in the profession and new faces in the library, CAPA would like to recommend a short, “Review Initiator Refresher” for all review initiators in the library. CAPA would be willing to organize this event, which would be held sometime in December 2013.

Recommendations

Focus to complete projects begun this year:
- Revise the organization of PAPA/LS to make it easier for librarians, review initiators, and CAPA to follow through the review process.
- Review and update the librarian review calendar
• Address the issue of the changing role of librarians and what librarians will need to advance.