CAPA Workshop
December 4, 2012

In attendance: Kerry Scott, Greg Careaga, Sue Perry (CAPA Vice-Chair, Meeting notes), Ann Hubble (CAPA Chair), Nicholas Meriwether, Beth Remak-Honnef (CAPA Member-at-Large), Mary Devries, Robin Chandler, Elizabeth Cowell, Kate McGirr, Ginny Steel (Deciding Officer), Cynthia Moriconi, Christy Caldwell, Lucia Orlando, Frank Gravier, Ken Lyons, Sarah Troy (CAPA Member-at-Large), Marcia Barrett, Annette Marines, Debbie Murphy, Ken Lyons, Katie Fortney

CAPA Chair Ann Hubble led the workshop. It began with an overview of the librarian review process and included a discussion of the structure of the librarian series, review chronology, components of the review, documents to include in a review and pointers for successful packets.

Ann pointed out the main documents for the review process, available on the LAUC-SC webpage:

• UC Academic Personnel Manual (primarily sections 210 and 360)
  http://www.ucop.edu/acadpersonnel/apm/
• UCSC Procedures for Appointment, Advancement, and Promotion: PAPArep/LS for represented librarians (http://library.ucsc.edu/admin/humanresources/paparep/paparepls)
  PAPA/LS for non-represented librarians (http://library.ucsc.edu/admin/humanresources/papals/papals)
• Memorandum of Understanding between University and University Council-American Federation of Teachers (primarily articles 4-6)
  http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/librarians_lib/agreement.html

Tips from the Deciding Officer and CAPA:
• Highlight why accomplishments are significant, how they impact the library.
• The self-eval is important, don’t make it too long (3 pages is sufficient in many instances).
• Regarding letters: The RI’s decides from whom to request letters, using the information in the candidate’s packet as suggestions. Letters are less important if the candidate is not going up for promotion or career status.
• Remember that performance must be excellent in primary job responsibilities before criteria II-IV are considered.
• Qualitative evaluation is more important than quantitative evaluation.
• As all librarians are doing more work with fewer staff, one suggestion is to stick to outside activities related to your job to make professional activities easier to manage.
• If membership in professional organizations such as ALA or SAA is not appropriate or financially feasible, there are other options for outside activities such as writing blogs, articles, chapters, etc.
• It is important to demonstrate that you have helped the library advance on its strategic goals or added value and esteem to the library’s reputation (internally, campus wide, system wide, nationally, internationally).
• As you progress up the ladder you need to demonstrate a significant and sustained contribution, need to show leadership and initiative.