Minutes CAPA Workshop December 5, 2002

Members attending: Bunting, Caldwell, Dyson, Gomez, Gravier, Hightower, Hsiung, Hubble, Lyons, Machlis, Marines, Millsap, Mokrzycki, Orlando, Scott, Turner, Wei, Yuengling

CAPA Chair Paul Machlis welcomed the University Librarian and LAUC/SC members to the annual CAPA workshop. He distributed a handout which references review calendar dates, URLs of relevant review documentation, and other information needed by both represented and unrepresented librarians. (See below.) He reminded all attending that examples of librarian biography supplements and self-evaluations have been compiled into a binder which is available for perusal in the Library Office.

University Librarian Dyson was introduced and asked to comment on the review process.

Dyson prefaced his remarks by stating that he views his participation "in the HR process as the most significant thing that he does." He mentioned the high expectations and standards that are held by librarians in the process of peer review; he repeated comments received from the Committee on the Library complimenting librarians on the excellent, high level of professionalism shown to library users. Dyson noted two important "elements" of the review process: assessment of the past and planning for the future. Reviews by nature are "retrospective not prospective." As it is "easier to evaluate deeds than promises," the self-evaluation is seen as an important tool that gives candidates a method for noting accomplishments and assessing their own work in light of their career. However, evaluations should also be regarded as a planning tool. He recommends that candidates find the time to talk with their supervisors to set goals and come to agreement on future plans. Different understandings of goals setting and expectations between candidates and review initiators is what often leads to problematic reviews. While there may not always be agreement with final review decisions, Dyson emphasized that the review process is an activity that everyone involved takes seriously (from reference letter writers all the way to the Executive Vice Chancellor). "There is no more important thing that I do and that you do than to establish the standards and expectations of your peers."

The meeting was then opened to questions. As AUL, HR Kate McGirr is currently on leave, Machlis was willing to answer workshop questions. If candidates still have questions they are encouraged to approach McGirr upon her return. It was noted that for new librarians preparing the "biography supplement" for the first time can be a daunting task, particularly noting activities in the appropriate categories. Obtaining assistance from librarian mentors can be helpful. Previous CAPA members Chesley and Wei volunteered to act as mentors during this review period. Machlis reminded the membership that PAPA/LS and the APM are the resources for non-represented librarians, PAPAREP/LS and the MOU those for represented librarians. All four documents are available on the web. He noted also that Appendixes I and II of PAPA/LS do not currently have corresponding documents in PAPAREP/LS.

Machlis was then asked to go through the basic review documentation. As a first step, he reviewed Appendix XXIII, "UCSC Librarian Review Chronology," noting that although a version of this document has not yet been prepared for PAPAREP/LS, the chronology for represented and non-represented librarians is identical. In regard to a question about accelerated advancement, Machlis referred to Appendix VI, "Definitions of Steps for Advancement," which notes that evidence for accelerated advancement requires exceptional achievement in the first criterion, and in addition,
demonstration of unusually strong performance in at least some areas of the other three criteria. He also mentioned two potential types of acceleration: when a candidate is scheduled for review and is eligible, and when a candidate is not scheduled but asks in advance for review.

Machlis advised candidates preparing packets to closely review the following appendixes to PAPA/LS and PAPAREP/LS: Appendix VII, "Candidate's Instructions for Completing Review Documentation", Appendix VIII, "Documentation Guidelines for the Review of Librarians," and Appendix X, which gives guidelines for self-evaluations. Several previous and current CAPA members advised candidates in their self-evaluations to write persuasively to the qualities and competencies noted in the criteria for merit increases and promotions, which mention characteristics such as "consistency," "judgment," "leadership," "originality," "growth," etc. (For further elaboration see Appendix E of the MOU Dec.11, 2000-June 30, 2003 pg. 51-52, or APM 210-4.e.3.)

Machlis was thanked for his guidance through the procedures, and the workshop was adjourned.

Workshop Minutes by C. Bunting, CAPA Vice Chair

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CAPA Workshop 2002 – Review of Calendar and Documentation

Key Deadlines, 2002-2003 cycle

Monday, Jan. 6 – Draft documentation due

Friday, Jan. 31 – Final documentation due

Friday, Feb. 28 – Draft review due to AUL/HR

Tuesday, April 1 – Final review due to AUL/HR and on to CAPA

Tuesday, May 6 – Review due to deciding officer

Monday, June 2 – Candidate and reviewer informed of decision

All documents and information relevant to the review process can be reached via the Library Homepage (Administration – Human Resources – Librarian Procedures…) at URL: http://library.ucsc.edu/internal/personnel/papa/papa.htm

--Preliminary Documents

UCSC Librarian Review Calendar – deadlines for this year

Librarian Review Chronology (also PAPA/LS Appendix XXIII) -- an outline of the process (however not revised for PAPAREP/LS yet)

LAUC/SC Bylaws – information on CAPA membership and duties

--Review information for all librarians
Criteria for different review actions are stated in PAPA Appendix VI.

Candidate’s Instructions for Completing Review Documentation, PAPA Appendix VII

Documentation Guidelines for the Review of Librarians, PAPA Appendix VIII

Guidelines for Self-Evaluations, PAPA Appendix X

--Information for represented librarians


PAPAREP/LS (Procedures for Appointment, Promotion, Advancement, and Career Status Actions for Represented Academic Appointees, Librarian Series, UCSC)

--Information for unrepresented librarians

Academic Personnel Manual (APM), especially APM 210-4 and APM 360.

PAPA/LS (Procedures for Appointment, Promotion, Advancement, and Career Status Actions for Academic Appointees, Librarian Series, UCSC)