

Ad Hoc Committee Orientation

Librarians Association of the University of California,
Los Angeles

Presented by the LAUC-LA Committee on
Appointments, Promotions, & Advancements (CAPA)

February 20, 2009

Why do we have AHCs?

- Included in the CALL
- Integral part of hiring, evaluation, and retention
- One aspect of overall peer review evaluation

What is the role of the AHC?

- To evaluate file & evidence in it
- To advise
 - CAPA
 - University Librarian
 - Supervisory AUL
 - Review Initiator
 - Candidate
- To concur or not with recommendation

What actions do not require AHCs?

- Appointment
- Merit increase
- Merit increase with Career Status
- Career Status
- Merit increase for Librarians with Distinguished Status
- No Action

What actions require AHCs?

- Promotion
- Acceleration
- Off-cycle Review
- Advancement to Librarian VI
- Deceleration
- Self-initiated Action
- Candidate or CAPA request

Who can serve on an AHC?

- Each UCLA librarian, including temporary appointments
- “It shall be the professional responsibility of each Librarian at UCLA to serve on Ad Hoc Committees.” CALL page 11 V.
- Librarians outside UCLA may be asked to serve

Who cannot serve on an AHC?

- Librarians whom candidate excludes from Ad Hoc Committee
- CAPA members
- CAPA members from the previous year unless needed for relevant expertise
- Librarians who contribute confidential documentation to a review file

How are AHCs constituted?

- CAPA Chair asks potential AHC members via email for their availability to serve
- Should include member(s) with knowledge relevant to candidate's work
- For promotion, rank is important
- Final AHC notified of meeting date
- Other Librarians excused

How do I volunteer?

- Every UCLA librarian expected to serve
- CAPA chair e-mails possible members with dates & times
- Respond ASAP with available dates & times to CAPA chair
- Inform CAPA chair if unavailable
- Key is quick response to establish the AHC

What are the AHC's duties?

- Respond promptly to messages
- Read the review file
- Deliberate with other AHC members
- Collaborate on writing the report

What are the AHC's duties?

- Keep all information confidential
- Must not make copies of any part of review file The CALL also states:
 - “All participants have an obligation to maintain absolute fairness, impartiality and open mindedness in deliberations and recommendations.”

May I talk about the review file?

- **Absolutely not!**
- The file and discussions are confidential

How do I prepare for a meeting?

Read the following in the 2008/2009 CALL:

- V. H. Ad Hoc Committees (p. 11)
- VI. C-H. Criteria for Advancement (p. 14 - 28)
- VIII. D. Ad Hoc Committees (p. 48 – 51)
- Table of Contents
- Form #10 (AHC Report & Recommendation to CAPA)
 - Suggested format for report & recommendation
 - General guidelines for reports
 - Linked from <http://staff.library.ucla.edu/hr/call/index.htm>
- Appendix A: Glossary

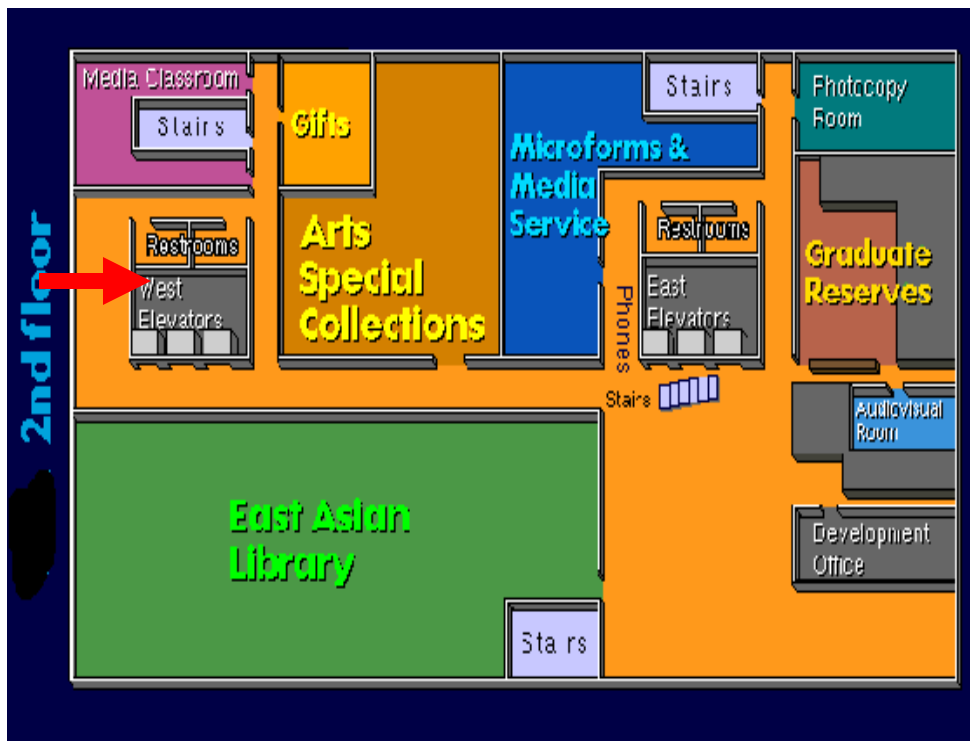
Where do I say I'm going?

- Ad Hoc Committees are confidential
- *“Going to a meeting” or “Going to a committee meeting”*
- Follow procedures used in your department

What should I bring to the meeting?

- Calendar
- Note-taking implements
 - pen & paper or a lap-top
- Patience
- Open mind
- Willingness to work together

Where do AHCs meet?



In 2nd floor YRL
LAUC-LA
Conference Room
(near WEC by
west wall facing
GSEIS), unless
told otherwise by
convener

YRL Room 23462
310-825-7236

What resources are available?

In the LAUC-LA Conference Room YRL
23462

- Table and chairs
- Computer with network access and printer (and forms)
- Floppy disk to temporarily save report
- Printed copy of the CALL
- Campus telephone
- Convener will be accessible during meeting
- photocopier

How much time will this take?

- Plan for one 2 hour meeting
- More complicated the review the greater the likelihood of more meetings
- Few reviews take more than 2 meetings
- You will not know the name of the candidate until your meeting begins.
- If anyone on the committee disqualifies himself/herself, the meeting will be over immediately

What if you don't agree?

- With other AHC members –
 - Try to come to consensus
 - Can include different points of view in report
- With the recommendation –
 - Be clear and logical about reasons for disagreement
 - Relevant expertise can help CAPA and University Librarian

What happens to the AHC report?

- AHC report becomes a part of review file
- Entire report – with AHC member signatures – is placed in sealed envelope in the file
- Report may be requested in future years by CAPA and/or AHC
- Candidate receives a copy of the AHC report (without signatures)

How are AHCs and CAPA alike?

- Both see confidential review files
- Both can ask for additional information and / or provide comments to the RI, Supervisory AUL, and candidate
- Both write a report that is included in file
- Both maintain confidentiality regarding the content of individual files

How do AHCs and CAPA differ?

- AHC membership is known only to convener (CAPA Chair or Chair/Elect)
- AHCs see only individual files; not able to put one file into context with similar actions
- A wider variety of people can serve on AHC; CAPA is limited to potential career and career appointees
- CAPA sees AHC report; AHC does not see CAPA report

2008/2009 CAPA Members

- Debe Costa, Chair
- Maureen Russell, Chair Elect
- Anita Colby
- Rita Costello
- David Gilbert
- Rhonda Lawrence
- Nancy Norris

LHR Liaison

- Jenifer Abramson

Questions?