

Ad Hoc Committee Orientation

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

February 1, 2012

Why do we have AHCs?

- Included in the CALL
- Integral part of evaluation and retention (pre-CAPA history of Peer Review ad hoc committees)
- One aspect of overall peer review evaluation

What is the role of the AHC?

- To evaluate the candidate's file
- To advise
 - University Librarian
 - CAPA
 - 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 to Distinguished Librarian
- No Action

What actions require AHCs?

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

Who can serve on an AHC?

- Each UCLA librarian, including temporary appointments
- 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

What are some benefits to serving on AHC's? (question to audience)

- Learn about the review process
- Learn a little bit more about the qualities that are being looked for; and bird's eye view of other units
- Another type of service to the library which can affect possible nomination to a LAUC-LA office
- Opportunity to see other packets from other units
- Talk about the packets with other AHC members

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 group 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 times to CAPA chair
- Inform CAPA chair if unavailable
- Key is quick response to establish the AHC

Why do you think some librarians don't respond? (question to audience)

- Too busy
- Don't check email; slow to respond
- Not sure of process, might not think eligible to serve
- Don't realize email message is specifically addressed to them
- At a certain level their career, so feel they don't need to

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 2011/2012 CALL:

- Section V. H. Ad Hoc Committees (p. 12-13)
- Section VI. C-I. Criteria for merit increase and promotion and specific types of actions (p. 15 - 31)
- Section VIII. D. Ad Hoc Committees (p. 54 – 57)
- 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 (after CALL itself)

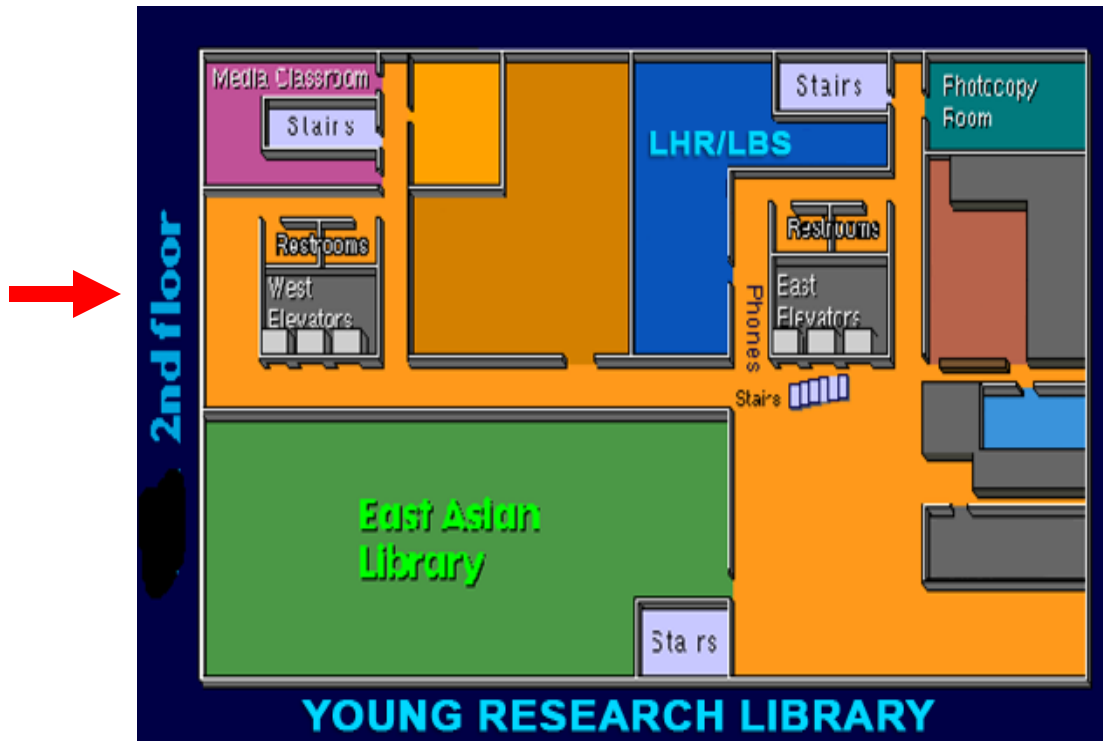
Where do I say I'm going?

- 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
- Cell phone (no longer have phone in room)
- 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 23456

Lots of stored items near
room – be careful walking

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
- Convener will be accessible during meeting via cell phone

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
- Report (without signatures) may be requested in future years by CAPA and/or AHC
- Entire report – including the last page with AHC member signatures – is placed in sealed envelope in the file
- 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

2011/2012 CAPA Members

- Cathy Brown, Chair
- Stephen Davison, Chair-Elect
- Valerie Bross
- Julie Graham
- Janine Henri
- Caroline Miller
- Vicki Steiner

LHR Liaison

- Jenifer Abramson

Slides on LAUC-LA Handbook LibGuide under Procedures:

<http://guides.library.ucla.edu/laucalahandbook>

Questions?