

360-4 **Definition**

The librarian series is used for academic appointees who provide professional services in the University libraries in support of the University's educational, research, and public service functions. These services include:

- a. selection and development of resources;
- b. bibliographic control of collections and their organization for use;
- c. reference and advisory services;
- d. development and application of specialized information systems;
- e. library administration and management; and
- f. research where necessary or desirable in relation to the foregoing.

360-6 **Responsibility**

- a. It is the responsibility of each Chancellor and of each University Librarian or administrative officer with comparable responsibility for the supervision of appointees to this series to provide for review of the qualifications of candidates for appointment, merit increase, promotion and career status.
- b. The Librarians Association of the University of California (LAUC) shall be responsible, through individual LAUC division procedures, for the selection of members of a personnel committee to advise the Chancellor or designee on the appointments, merit increases, promotions, and career status actions for members of the librarian series. Appointees holding titles in the series shall compose the majority of this committee.
- c. When the Chancellor or designee determines the need for an *ad hoc* review committee, the Librarians Association of the University of California (LAUC) shall be responsible, through individual LAUC division procedures, for the nomination of members of *ad hoc* review committees to advise in the academic review of members of this series. The Chancellor or designee shall appoint members to *ad hoc* committees.

360-8 **Types**

- a. There are three ranks in the librarian series with titles as follows:
  - (1) Assistant Librarian
  - (2) Associate Librarian
  - (3) Librarian
- b. An *appointment* occurs when an individual is employed in one of the three ranks above and when the individual's immediately previous status was:
  - (1) not in the employ of the University; or
  - (2) in the employ of the University, but not with a title in this series.
- c. A *promotion* is an advancement to a higher rank within this series, usually the next higher rank as listed above. A change from a title in another series to a title in this series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment as described above.
- d. A *merit increase* is an advancement in salary within rank in this series.
- e. Career status is achieved upon successful completion of a suitable trial period in potential career status. (See APM - 360-17-b.)
- f. An *intercampus transfer* is treated as an appointment by the new campus, although it may involve a merit increase or a promotion. A librarian making an intercampus transfer retains career status, seniority for purposes of merits, promotions and layoff, accrued sick leave, vacation, and retirement credits. (For policy concerning intercampus transfers, see APM - 510.)

360-9 **Recruitment**

- a. It is the policy of the University to recruit and appoint the most qualified individuals to fill librarian series positions.

- b. Recruitment shall proceed in accordance with campus procedures developed in consultation with the Librarians Association of the University of California (LAUC).
- c. All positions shall be open for outside recruitment unless the University determines that recruitment shall be limited to University employees at a campus. Members of the librarian series currently employed by the University who apply for positions shall be considered with all other applicants in accordance with campus recruitment procedures.

**360-10 Criteria**

- a. A candidate for appointment shall have a professional background of competence, knowledge, and experience to assure suitability for appointment to this series. Such background will normally include a professional degree from a library school with a program accredited by the American Library Association. However, a person with other appropriate degree(s) or equivalent experience in one or more fields relevant to library services may also be appointed to this series.
- b. A candidate for merit increase or promotion in this series shall be judged on the basis of the first of the following criteria, and, to the extent they are relevant, on one or more of the last three:
  - (1) professional competence and quality of service within the library;
  - (2) professional activity outside the library;
  - (3) University and public service; and
  - (4) research and other creative activity.

In the consideration of individual candidates, reasonable flexibility shall be exercised in weighing the comparative relevance of these criteria.

- c. Promotion shall be justified by demonstrated superior professional skills and achievement and, in addition, demonstrated professional growth and accomplishment and/or the assumption of increased responsibility. The assumption of administrative responsibility is not a necessary condition for promotion.
- d. An explanation of these criteria is set forth in APM - 210-4.

**360-16 Restrictions**

- a. Appointments to and retention in positions in this series which are supported by State or other permanent funds administered by The Regents are subject to budgetary limitations established for the respective campuses, both as to funds and numbers of positions.
- b. Promotions and merit increases may be approved only within the limits of available funds.

**360-17 Terms of Service**

- a. An appointment in this series may be an explicitly temporary appointment, a potential career appointment, or a career appointment, depending on the circumstances as described below. However, an initial appointment to a title at any rank in this series may only be a temporary appointment or a potential career appointment.

A potential career appointment is distinguished from an explicitly temporary appointment by the fact that no definite date of termination of the appointment is specified and by the fact that the appointee is regarded as one who may qualify, after a suitable trial period and careful review, for a continuing career appointment.

Potential career appointees in the librarian series are eligible for career status, merit increases, and promotion through the ranks from Assistant Librarian to Librarian. Temporary appointees are eligible for merit increases on the same bases as potential career and career status appointees.

The status of career appointment is achieved only after a trial period in potential career status. The process by which one achieves career status is described subsequently. (See APM - 360-17-b(1), (2), (3), (4).)

- (1) A temporary appointment:
  - (a) shall have a specified date of termination;
  - (b) shall ordinarily be for a period of one year or less, but shall not be for a period of more than two years unless the appointment is supported by extramural funds in which case, if the funding permits, the appointment may be renewed for up to 2 more years;

- (c) is automatically self-terminating, and notice of intention not to reappoint is not required; and
    - (d) is subject to the conditions relating to notice of termination in APM - 360-20-c and -d.
  - (2) A potential career appointment or career appointment:
    - (a) shall have no specified date of termination; and
    - (b) is subject to the conditions set forth in the appropriate part of APM - 360-17-b and to the conditions relating to notice of termination in APM - 360-20-b, -c, and -d.
- b. The following principles and procedures shall be applied to appointments, promotions, and terminations of potential career or career appointees:
  - (1) An individual holding the rank of Assistant Librarian and whose appointment is not explicitly temporary is considered to be in potential career status for the period of the appointment in this rank. During potential career status, the individual shall be subject to periodic reviews of performance, professional competence, achievement, and promise. If, after such reviews, the appointee is promoted from the rank of Assistant Librarian to higher rank in this series, the individual is thereby moved to career status. On the other hand, an Assistant Librarian is subject to termination after due notice if, after thorough review and a reasonable trial period (not more than six years), he or she is not deemed worthy of further advancement.
  - (2) An individual whose initial appointment in this series is to the rank of Associate Librarian and whose appointment is not explicitly temporary is considered to be in potential career status for a trial period of not more than four years and not less than two years in the rank, unless promoted sooner to the rank of Librarian. During potential career status, the individual shall be subject to periodic review of performance, professional competence, achievement, and promise. The trial period will be brought to a close with one of three decisions made after appropriate review as specified in APM - 210-4: place the appointee in career status with the rank of Associate Librarian; promote to the rank of Librarian with career status; or terminate the appointment after due notice.
  - (3) An individual who is promoted from career status as an Associate Librarian to the rank of Librarian is thereby continued in career status.

However, there is no obligation on the part of the University to promote an Associate Librarian to the rank of Librarian solely on the basis of years of service.

- (4) An individual whose initial appointment in this series is to the rank of Librarian and whose appointment is not explicitly temporary is considered to be a potential career appointee for a trial period of not more than three years and not less than two years in rank. During potential career status, the individual shall be subject to periodic reviews of performance, professional competence, achievement, and promise. The trial period will be brought to a close with one of two decisions made after appropriate review as specified in APM - 360-80 and 210-4: place the appointee in career status with the rank of Librarian; or terminate the appointment after due notice.
  - (5) An appointee in career status either as an Associate Librarian or as a Librarian, having successfully passed the trial period of service in either one of the ranks or having been promoted to one of these ranks from a lower rank, is expected to continue to perform the duties of the position at a satisfactorily high standard. Reviews of the appointee will be conducted at regular intervals to determine if a merit increase or promotion is indicated. If there is reason to doubt that the career appointee is performing satisfactorily, a review of the appointee to coincide with a regularly scheduled review will be conducted. If such a review does not coincide with a regularly scheduled review, a review not at a regular interval or an off-cycle review will be conducted in accordance with established campus review procedures (see APM - 360-80-a(1)); and if this review results in an unfavorable evaluation, the appointee may be subject to termination after due notice. Otherwise, the appointment will be continued. The appeals procedures in APM - 140 are available as a protection against arbitrary, capricious, or unreasonable termination.
  - (6) In the event of an intercampus transfer, the following provisions shall apply to the status of potential career and career appointees: the normal period of potential career status shall not be lengthened as a result of an intercampus transfer; career status acquired on one campus shall be continued upon transfer to another campus; and promotion in rank at the time of an intercampus transfer shall confer career status.
- c. Rules concerning effective dates of appointments shall be as stipulated in APM - 200-17. The effective date of merit increases and promotions will normally be July 1, although exceptions may be approved as provided in APM - 360-24-b.

- d. The following rules of computation will be observed for determining periods of service at ranks and steps in this series.
- (1) A period of service is calculated from the beginning of the first complete calendar month of service.
  - (2) A fiscal-year appointee with an effective date of appointment in the period of July 1 through January 1 will receive one year of service credit for that year at rank and step as provided in APM - 200-19-c.
  - (3) A fiscal-year appointee with an effective date of appointment in the period January 2 through June 30 will not receive service credit for that year.
  - (4) Completed years of service will be counted regardless of the percentage of time of appointment.
  - (5) Any break in service because of leave without salary, layoff, or resignation does not invalidate service prior to the interruption.
  - (6) Service on any campus of the University of California is included, although for statistical purposes an intercampus transfer is considered an appointment at the new campus. (See APM - 360-8-f.)
  - (7) Any leave with salary is included as service, but leave without salary is not included for purposes of determining completed years of service.
  - (8) For purposes of review, an appointee must have worked at least six (6) months of the period under review. A period under review may be a calendar year or other 12-month period or multiple thereof, in accordance with the review cycles defined in APM - 360-80-a(1).  
  
[e.g., an appointee with an effective date of appointment in the period January 2 - June 30 and a period of review based on the calendar year could be reviewed at the next review period, depending on the rank and step of appointment.]
  - (9) A temporary appointee whose appointment continues into a new fiscal year will be reviewed according to the review cycles defined in APM - 360-80-a and the guidelines established in APM - 360-17-d(8).

**360-18 Salary**

- a. Members of the librarian series at a given rank and step shall be paid in accordance with the published salary scales for the librarian series, except for payment of administrative stipends pursuant to APM - 633, Stipends for Academic Appointees.
- b. Authorized salary scales for this series are issued by the Office of the President.

**360-20 Conditions of Employment**

- a. The following conditions apply to individuals holding temporary appointments. Temporary appointees:
  - (1) shall have a specified date of termination, and notice of intention not to reappoint is not required (see also APM - 360-20-c, and 360-20-d);
  - (2) are expected to perform their duties with the same proficiency as Potential Career or Career appointees;
  - (3) shall be given the same opportunity as Potential Career or Career appointees to participate in activities which fulfill the second, third and fourth criteria listed in APM - 210-4-e or 360-10-b;
  - (4) when the length of appointment permits, shall be reviewed following the same procedures and review cycles set forth for reviews of Potential Career or Career Appointees. (see APM - 360-80-a);
  - (5) shall be subject to all provisions of the APM that apply to other members of the librarian series unless otherwise stated;
  - (6) may hold a given temporary appointment for no more than two (2) years unless the appointment is funded by extramural funds in which case the appointment may be renewed for an additional two years; and
  - (7) if appointed to a permanent position, will be given consideration for time spent in temporary status when determining assignment to rank and step.

- b. When an appointment other than a temporary one with a title in this series is not to be continued, written notice shall be given to the individual in accordance with the following schedule:
  - (1) With less than one year of University service by intended date of termination: not less than a four-month notice.
  - (2) With one year or more of University service by intended date of termination: not less than a six-month notice.
- c. **Layoff**
  - (1) When an appointment with a title in this series is to be terminated in the event of lack of work, lack of funds, or programmatic change, a written notice of not less than 60 days shall be given to the individual whenever feasible. Opportunity for appeal shall be provided in accordance with the terms of APM - 140.
  - (2) In the event of termination of an appointment in this series because of lack of work, lack of funds, or programmatic change, the provisions of the policy on Layoff: Non-Senate Academic Appointees, established by the University and as implemented by the campuses, shall apply. (See APM - 145.)
  - (3) When there is no substantial difference in the degree of special skills, knowledge, or ability essential to the department or unit, the order of layoff among members of the librarian series shall be in inverse order of seniority within the following types of appointments: temporary positions, (other than those on extramural funds), potential career, career status.
- d. If a member of this series conducts him- or herself or performs, or fails to perform, his/her duties, in a manner which would justify immediate dismissal, the appointee shall be entitled to appropriate shorter notice as determined by the University; but nonetheless, in any such contingency, opportunity for appeal shall be provided in accordance with the terms of APM - 140.
- e. **Reassignment**
  - (1) When there is a significant change in duties and responsibilities, which may result in a change in working title or department, the change is deemed a reassignment. Reassignment is a change which does not involve a move to a new campus. It does not constitute discipline and does not affect the rank, step and/or career status of the librarian in this series.

- (2) A written description of the new assignment, including its duration, if not indefinite, shall be provided to the librarian in this series before the start of the new assignment.
- (3) When such a change is anticipated, the University shall meet with the librarian in this series to discuss the proposed change.
- f. An appointee to this series accrues sick leave credit and vacation credit in accordance with the provisions of APM - 710 and 730, respectively. When a librarian is not able to use accumulated vacation because of programmatic needs of the campus and the librarian's accumulation reaches the forty-eight (48) working day maximum, a one time exception will be granted to allow the librarian to accumulate six (6) additional vacation days.
- g. For eligibility for reimbursement of certain removal expenses, see APM - 560.
- h. A leave of absence with full or partial salary may be granted to an appointee with a title in this series (subject to the provision in APM - 750, 752, and 758) when the leave is relevant to the appointee's duties and professional development, when the project is of direct relevance to the functioning of the library as well as in the best interests of the University, and when funding is available from the fund source(s) from which the appointee's salary is paid.
- i. The provisions of APM - 140, Grievances, shall be applicable to appointees in this series.

**360-24 Authority**

- a. Each Chancellor is authorized to approve appointments, promotions, career status actions, and merit increases consistent with the published salary scales after appropriate review, subject to the provisions of APM - 360-24-c.
- b. Each Chancellor may approve, as exceptions, promotions, career status actions, and merit increases having effective dates other than July 1.
- c. Each Chancellor may approve, as exceptions, appointments, promotions, and merit increases retroactively (that is, with the beginning date of service prior to the actual date of approval).

**360-35 Records**

- a. A member of the librarian series shall have access to his or her academic personnel records in accordance with policies found in APM - 160-20-b(1)(a), APM - 160-20-b(1)(c) and APM - 160-20-c.
- b. The campus shall designate an office which will have overall responsibility for academic personnel records for members of the librarian series. See APM - 160-20 for policies concerning access to records.
- c. The confidential academic review record is that portion of the academic personnel records pertaining to an individual maintained by the University for the purpose of consideration of personnel actions under the criteria set forth in APM - 360-10. An individual's confidential academic review record shall contain only material relevant to consideration of personnel actions under these criteria. In addition to the confidential academic review record, academic personnel records pertaining to an individual as an employee of the University may include materials such as miscellaneous correspondence, leave records, and documents related to employment history, benefits, payroll, etc. Such materials shall not be referred to or considered in connection with a recommendation or decision in a personnel action unless they are placed in the individual's review file by an appropriate administrative officer. (See APM - 160-20-b for definition of records and information maintained by the University about academic employees.)
- d. Under normal circumstances, within ten working days of a written request, a member of the librarian series shall be given one complete copy of requested "personal" information and a list of the types of confidential academic review material in the record. Requests for additional copies may require payment based on local copying rates. If a written request for a redacted copy of confidential material is received by the University, the request shall be fulfilled within thirty working days, under normal circumstances.
- e. A member of the librarian series may request corrections or deletions of material in his or her record in accordance with APM - 160-30.
- f. Access to an academic personnel record, other than a confidential academic review record, by other than the individual member of the librarian series to which it pertains shall be governed by the provisions of APM - 160-20-d(1), (3), (4), and -e.
- g. For further policies regarding records, see the following APM sections: APM - 158: Rights of Academic Appointees; APM - 160: Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request

Amendment of; APM - 160 Appendix A: Supplemental Information Regarding Academic Policy; APM - 160 Appendix B: Additional Academic Personnel Policies Pertaining to Academic Personnel Records; APM - 200-30: Academic Personnel Actions—Personnel Review Files; APM - 210-4: Review and Appraisal Committees.

**360-80 Procedures**

- a. In order to assure fair and equitable treatment for appointees to this series, the following provisions shall apply:

- (1) The performance of each appointee shall be reviewed periodically and the review shall include participation by an advisory review committee (see APM - 360-6-b and -c). The normal intervals for academic reviews of incumbents in the librarian series are as follows:

every year in the Assistant Librarian rank; every year in the first two steps of the Associate Librarian rank; every two years beginning with Step III of the Associate Librarian rank through Step II of the Librarian rank (following the initial two year review at Associate Librarian Step VII, the Associate Librarian Step VII shall be subject to subsequent reviews every three years.); every three years beginning with Step III of the Librarian rank through Step V of the Librarian rank. Service at Associate Librarian Step VII and Librarian Step IV may be of indefinite duration. However, reviews must be conducted at least every three years at these steps unless an individual or review initiator requests an earlier review.

- (2) A deferred review is the omission of an academic review during a year when a review would normally take place. It is a neutral action which can only be initiated with the written agreement of the reviewee.

A review may be deferred if prolonged absence or other unusual circumstances have resulted in insufficient evidence to evaluate performance. Reasons for review deferral must be in writing and all proposed deferrals must be submitted for written recommendations to the following: reviewee, the review initiator, the appropriate administrative officer(s), and the divisional advisory review committee(s). All documentation and recommendations must be forwarded to the deciding officer for a decision. A review, if deferred, is deferred for a period of one year.

A deferral is defined as a deferred action for one 12 month period whether a person's review cycle is 1, 2, or 3 years. Hence deferral for an additional, consecutive year should be regarded as a new request and thus subject to the same procedure. After the completion of a review which has been deferred, the review cycle will resume anew at the 1, 2, or 3 year interval.

- b. In order to assure adequate consideration of all proposals for personnel actions in this series, each Chancellor, in consultation with the University Librarian or comparable administrative officer and after opportunity for receiving recommendations from appropriate representatives of the campus division of LAUC, shall establish review procedures which (1) meet the requirements of APM - 360-6 and the provisions of APM - 360-17; (2) utilize appropriately the criteria mentioned in APM - 360-10 and described in APM - 210-4; (3) are consistent with the provisions of APM - 360-80-c through -l outlined below; (4) insure that all recommendations and decisions are based solely upon the material in the academic review record; and (5) are appropriate to the needs and functions of the campus.
- c. The call for merit increases, promotions and career status actions and the calendar of due dates for the review process shall be issued and distributed each year to every member of the librarian series no later than thirty (30) days prior to the first action of the review process required on each campus. The calendar shall be adhered to by all parties and the appointee shall be notified of the decision within six (6) months of the first required action. Guidelines for reasonable extension of the calendar shall be developed by campuses in the event that an extension is requested.
- d. All members of the librarian series will be informed in writing, on a yearly basis, of their eligibility for review. A member of the librarian series who is not normally eligible for a review during a particular review cycle may request an accelerated review during that cycle.
- e. Formal consideration of appointments, merit increases, promotions, and career status actions are normally initiated by the department or unit head herein called the review initiator. Early in the course of an academic review, the review initiator shall notify the candidate of the impending review and in one or more conferences with the candidate make certain that the candidate is adequately informed about the entire review process, including the criteria mentioned in APM - 360-10 and described in APM - 210-4. The candidate shall be given the opportunity to ask questions and to supply pertinent information and evidence to be used in the review. In accordance with established campus policy applicable to the personnel action under consideration, the review initiator shall solicit letters evaluating the candidate from qualified persons, including a reasonable number of persons whose

names have been provided by the candidate. All such letters used in the review, even if unsolicited, shall be included in the file. In soliciting letters of evaluation or following the receipt of an unsolicited letter, the review initiator should include, attach or send a statement regarding confidentiality of such letters. The statements should follow the applicable guidelines issued by the Provost and Senior Vice President of Academic Affairs and Administration on letters of evaluation of academic candidates which are solicited or received by the University.

- f. The candidate may provide in writing to the review initiator or other appropriate person, as provided in campus procedures, names of persons who in the view of the candidate, for reasons set forth, might not objectively evaluate in a letter or on a committee, the candidate's qualifications or performance. Any such statement provided by the candidate shall be included in the academic review record.
- g. An academic review record shall be prepared for each candidate who is being considered for a merit increase, promotion, or career status action. The review initiator is responsible for preparing the candidate's review record, which consists of the review initiator's letter of recommendation together with necessary additional letters and documents, including those letters solicited from individuals selected from a list provided by the candidate. The review initiator's letter, without disclosing the identities of sources of confidential documents, shall discuss the proposed personnel action in light of the criteria cited in APM - 360-10 and described in APM - 210-4 and shall be substantiated by supporting evidence.

Before forwarding the academic review record to the University Librarian or other administrative officer with comparable responsibility, the review initiator shall provide the candidate the opportunity to inspect all documents to be included in the review record other than confidential academic review records. (Only those documents specified in APM - 160-20-b(1)(a) and (c) are defined as confidential academic review records for members of the librarian series.) The review initiator shall provide a copy of the letter of recommendation to the candidate. In addition, campus procedures may provide that any statements added to the review file by those acting in a supervisory capacity above this initiating level shall be made available to the candidate upon request.

The review initiator shall provide to the candidate, upon written request, a redacted copy of the confidential documents included in the record without disclosing the identities of persons who were the sources of these documents. The candidate may submit for inclusion in the record a written statement in response to or commenting upon material in the record.

- h. Upon completion of the procedures described in APM - 360-80-d and -e, a statement shall be signed by the candidate certifying that the prescribed procedures have been followed. A documentation checklist listing the contents of the review record shall also be signed by the candidate. The certification statement and the documentation checklist shall be included in the review record.
- i. The review record, in accordance with established campus procedures, will be referred to the personnel committee (see APM - 360-6-b). On the basis of all available evidence including the report from the *ad hoc* committee, if any, the personnel committee will submit a comprehensive report and recommendation for action to the Chancellor or designee.
- j. If, during subsequent committee review or administrative review of a recommendation, the review record is found to be incomplete or inadequate, additional information shall be solicited through the Chancellor or designee who will inform the review initiator and the candidate that such new material is being added to the review record. The candidate shall have access to all non-confidential material added to the record and upon request, a redacted copy of the confidential documents shall be provided to the candidate. The candidate shall also be provided the opportunity to submit a written statement in response to the additions to the review record. The review shall then be based upon the personnel review record as augmented.

No documentation other than the recommendation(s) of the review committee(s) may be added to the review record without annotation of the certification statement and the documentation checklist.

- k. In cases of promotion, conferral of career status, or recommendation for termination of appointment, if the preliminary assessment of the Academic Vice Chancellor or designee is contrary to the recommendations of the personnel committee appointed under the provisions of APM - 360-6-b, the Academic Vice Chancellor or designee shall notify that committee, indicating reasons and asking for any further information which might support a different decision. The personnel committee shall be given the opportunity for further comment before the final decision is made. If the Academic Vice Chancellor's preliminary assessment is contrary to the recommendation of the University Librarian (with respect to cases in which the latter is not the deciding officer), the University Librarian shall likewise be notified and given opportunity for further comment.

In a case of conferral of career status, if the Academic Vice Chancellor or designee's preliminary assessment is not to confer career status, the candidate shall be notified of the opportunity to request access to records in the

personnel review record. The candidate and review initiator shall then have the opportunity to respond in writing and to provide additional information and documentation.

1. The Chancellor shall inform the candidate in writing of the final administrative decision in a timely manner. In the event of an unfavorable decision, the written statement shall include the reasons for the decision, and upon request a redacted copy of the confidential documents in the academic review record shall be provided. Such a statement shall not disclose the identities of persons who were sources of confidential documents, and shall not identify separately the evaluations and recommendations of the review committees or administrative officers. Upon request, a candidate receiving a favorable review may receive, from the Chancellor a written statement of the reasons for his/her decision and, if requested, a redacted copy of the confidential documents in the academic review record.

**Professional Academic Issues  
Procedures and Principles**

**Librarian Series**

- A. Potential Career appointees in the Librarian Series are eligible for career status, merit increases, and promotion through the ranks from Assistant Librarian to Librarian.
- B. A librarian need not assume administrative responsibilities in order to reach the highest rank.
- C. Temporary appointees in the Librarian Series are expected to perform their duties with the same proficiency as the Career Status and Potential Career Status appointees in accordance with the terms of their appointment letters.

**Academic Personnel Manual**

Those sections of the current Academic Personnel Manual (APM) which apply to librarians will continue in full force and effect unless modified by these revisions of the APM.

**Librarians Association of the University of California**

- A. The Librarians Association of the University of California (LAUC) shall continue to advise the University, the campus, and the library administration on the operations and policies of the libraries. One copy of each report filed by the LAUC President with the University will be forwarded by the University to the University Federation of Librarians (UFL).
- B. LAUC will not advise the University, the campus, and the library administration with respect to matters which are covered by the memorandum of understanding between the University and UFL.

**Program, Service, and Technological Changes**

The Librarians Association of the University of California shall advise the University, the campus, and the library administration in the planning, evaluation, and implementation of any major program, services, or technological changes in the libraries of the University of California.

### **Recruitment**

The University, in accordance with campus procedures developed in consultation with the Librarians Association of the University of California, shall continue to recruit the most qualified librarians to fill professional positions on its staff. Open recruitment, which is essential to the selection of qualified librarians, shall occur for Career Status and Potential Career Status positions whenever the University determines that such positions are open for outside recruitment. Librarians currently employed by the University who apply for a vacancy shall be considered with all other applicants in keeping with the recruitment process as developed by the campus where the vacancy exists. Review Committee(s) will continue to participate in the appointment process.

### **Peer Review**

- A. Criteria for Promotion and Merit shall be those found in the APM - 360-10-b, -c, -d, and 210-4-e.
- B. Campus review procedures should ensure that all decisions and recommendations shall be based solely upon material within the review packet.
- C. The University shall invite LAUC to study the peer review process at the campus and University level and make recommendations, where appropriate, for improvement and refinement.

### **Professional Activities and Development**

- A. The University of California recognizes professional development of librarians as beneficial to the individual, the libraries, and the University. Professional development opportunities contribute to the professional growth of the librarian, enabling greater effectiveness as academic appointees and thus enhancing her/his service to the University.
- B. The Librarians Association of the University of California shall recommend procedures for the allocation of funds for research and creative activity, and procedures for the allocation of funds for attendance at professional meetings, conferences, seminars, and workshops.

**Presidential Statement on the Status of the Librarians  
Association of the University of California**

The Librarians Association of the University of California shall serve for the purposes of and subject to the conditions herein described and set forth more fully in the Bylaws of the Association.

1. The Librarians Association of the University of California (LAUC) is recognized as an official unit of the University. LAUC is authorized to serve in an advisory capacity to the University on professional and governance matters of concern to all librarians.
2. Membership in the Librarians Association of the University of California (LAUC) shall consist of all persons holding appointment half-time or more in the librarian series, or in any one of the following titles: Assistant University Librarian, Associate University Librarian, University Librarian, Assistant Law Librarian, Associate Law Librarian, and Law Librarian.
3. The Librarians Association of the University of California (LAUC) shall advise the Office of the President, campus administration, and library administration on the operations and policies of the libraries; on professional standards, rights, privileges and obligations of members of the librarian series of the University of California; and on the planning, evaluation, and implementation of programs, services or technological changes in the libraries of the University.
4. The Librarians Association of the University of California (LAUC) shall not advise the Office of the President, the campus administration, and the library administration with respect to matters which are covered by a Memorandum of Understanding or are otherwise subject to negotiation with an exclusive bargaining unit.

Supersedes Presidential Statement on the Status of the Librarians Association of the University of California, January 27, 1975, issued on February 20, 1975 by then President Hitch.