

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 two years in the Assistant Librarian rank; every two years in the first ~~two~~ six steps of the Associate Librarian rank; every ~~two~~ three years beginning with Step ~~III~~ VII of the Associate Librarian rank through Step ~~IV~~ VII 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 Steps ~~IV~~ V, VI, and VII 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.