

**LAUC Committee on Diversity
Librarians Association of the University of California**

TO: Chimene Tucker, Chair, Committee on Diversity
FR: Bob Heyer-Gray, LAUC President
RE: 2007/2008 Charge, LAUC Committee on Diversity

I am pleased to appoint you 2007/2008 Chair of the LAUC Committee on Diversity for a term commencing immediately and ending September 30, 2008. A list of the committee members, along with their contact information, is included at the end of this charge document. In addition, the committee roster will soon be available on the LAUC web site:
<http://www.ucop.edu/lauc/committees/cd/index.html>

Administrative Structure

LAUC committees fall under LAUC Executive Board purview. The LAUC President sets overall priorities for committee work by means of the Committee's charge. The primary duty of each LAUC committee is to fulfill the charge given to it by the LAUC President. The committee may, however, communicate to the President any issues of concern at any time throughout the year.

Committee Background and Significance

Since its inception, the LAUC Committee on Diversity has focused on highlighting, celebrating, and expanding diversity within the UC libraries. It continues to have an important role in defining and describing the benefits of a diverse community of librarians and helping the UC libraries and LAUC work towards achieving this.

General Charge

For 2007/2008, the Committee is charged with fulfilling its standing charge as stated in Article VIII, Section 1.e.3 of the LAUC Bylaws (pending University Office of the President approval of revised LAUC bylaws):

- a. Advise the President and the Executive Board, and serve as a resource for other committees and LAUC Divisions on issues and initiatives concerning diversity, recruitment and retention in University libraries.
- b. Consider and develop recommendations and implementation strategies on matters and initiatives of diversity, recruitment and retention in University libraries.
- c. Address other subjects at the request of the President on matters and initiatives of diversity, recruitment and retention in University libraries.

Specific Charges for 2007-2008

Please gather information through a survey or other form of analysis to quantify and/or document the recruitment and retention issues, if any, at the University of California Libraries. Specifically, attempt to establish more than just anecdotally the number of failed recruitments (with reasons when possible) and the rate of turnover (hiring and retention) within the librarian ranks at the University of California.

Timeline

A report to the President on the Committee's activities, for the Spring Assembly, is due by April 25, 2008. If the committee wishes to engage the Assembly in discussion regarding these charges, pertinent information should be provided as part of the report. The report will be presented at the LAUC Spring Assembly at UC Irvine. The Committee will also need to submit a final report by September 12, 2008, and present its final report at the Fall 2008 LAUC Assembly.

Reporting Guidelines

Please note that you will need to send any draft surveys of the LAUC membership to the Executive Board for approval prior to posting. Your investigations may result in recommendations for LAUC action of some sort. The Committee may submit recommendations to the LAUC Executive Board for review at any of the scheduled Executive Board meetings. LAUC Committee and LAUC Representative Interim and Final Reports should be submitted using the following format, with each section labeled:

SUBJECT LINE: [Committee Name] Report

TO: LAUC President

FR: [Committee Name]

RE: [Year (e.g., 2006/2007)] [Report Name (e.g., Progress Report, Final Report)]

Committee Charge:

Summary of Action Items:

Body of Report with Discussion and Recommendations, if any [formatted as motions, in keeping with Sturgis]

Names of Committee Members

Attachments (if any)

Committee Work and Meetings

Committee business should be conducted via conference call(s), or through the use of other sorts of technology, such as email or chat, to the extent possible. You are authorized to have one in person committee meeting if needed.

Committee Expenses

I will send you a document on LAUC reimbursement procedures. Different divisions may handle transactions differently, so committee members will need to check with their local accounting officers to find out how their division handles charges to the LAUC account.

Thank you for your service to LAUC and your colleagues. We all very much appreciate your efforts on our behalf. Please feel free to contact me if you have questions or concerns about your charge.

Committee on Diversity Roster

Santa Barbara
Chimene Tucker, Chair (2008)
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Berkeley
Judy Bolstad (2009)
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