

LAUC Committee on Professional Governance  
Librarians Association of the University of California

TO: David Gilbert, Chair, Committee on Professional Governance  
FR: Lise Snyder, LAUC President  
RE: 2006/2007 Charge, LAUC Committee on Professional Governance

I am pleased to appoint you 2006/2007 Chair of the LAUC Committee on Professional Governance for a term commencing immediately and ending September 30, 2007. The LAUC Bylaws call for standing committee members to be appointed by the LAUC President to serve two-year staggered terms. Divisions are to be divided alphabetically into two groups with each group nominating committee members every other year. At this time, terms of committee members from Berkeley, Davis, Los Angeles, San Francisco and Santa Cruz expire in 2008. Terms for continuing members from, Irvine, Merced, Riverside, San Diego and Santa Barbara expire in 2007. In order to be in synch with the Bylaws, the current members from San Francisco and Santa Cruz will need to shorten their terms to a single year. The next members from Irvine and Merced will need to be appointed for a single year term. A list of the committee members, along with their contact information, is included at the end of charge document. In addition, the committee roster will soon be available on the LAUC web site: <http://www.ucop.edu/lauc/committees/pg/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**

For LAUC, "professional governance" primarily relates to issues regarding peer review and the status of librarians at the University of California. LAUC represents all UC librarians, both managers and non-managers. As members of this Committee, you have a significant responsibility to represent the views and needs of the entire membership.

### **General Charge**

For 2006/2007, the Committee is charged with fulfilling its standing charge as stated in Article VIII, Section 1.j.2 of the LAUC Bylaws:

- a) Advise the President and the Executive Board on issues, including APM revisions, that affect librarians, peer review, and other professional governance issues not covered by the other standing committees.
- b) Serve as a review body for Divisions who may request evaluation of local peer review procedures.
- c) Maintain access to campus peer-review documents on the Web or in electronic format and review those materials biennially in order to ensure the adequacy and currency of materials.
- d) Address other subjects at the request of the President and consider and develop recommendations on matters of librarian professional governance.

### **Specific Charges for 2006-2007**

Consideration of librarian professional governance and peer review related issues frequently requires data to insure informed discussion and decision making. As the LAUC Executive Board focuses on working with the University Librarians and the membership on recruitment and retention

issues, access to relevant information may be necessary. In order to facilitate this access, for the remainder of this LAUC year, the Committee on Professional Governance will serve as a resource for the Executive Board to assist them in quickly gathering data on professional governance issues that are being investigated and discussed.

### **Data Collection and Reporting Guidelines**

In response to information requests, you will need to send the Executive Board an outline of your planned approach prior to taking action; any surveys of the LAUC membership require Executive Board approval before posting. The information collected and submitted to the Board does not have to take the form of a formal report unless one is specifically requested. A compilation of campus input will be sufficient.

A report to the President on the Committee's activities, for the Spring Assembly, is due by May 1, 2007. The Committee will also need to submit a final report by September 15, 2007, and present it at the 2007 LAUC Fall Assembly. Reports should be submitted using the following format:

SUBJECT LINE: [Committee Name] Report

TO: LAUC President

FR: [Committee Name]

RE: [Year (e.g., 2004/2005)] [Report Name (e.g., 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 they 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 Professional Governance Roster**

#### **Los Angeles**

David Gilbert — Chair (2008)

UCLA Music Library

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**Berkeley**

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**Davis**

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**Irvine**

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**Merced**

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**Riverside**

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### **San Diego**

Elliot J. Kanter (2007)  
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### **San Francisco**

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### **Santa Barbara**

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### **Santa Cruz**

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