

May 12, 1988

TO: Nancy Koller, LAUC President
FROM: Professional Governance Committee
RE: Model Call

The Professional Governance Committee was charged to “create a model call which includes the minimum elements needed by all campuses and includes suggestions for other discretionary items. . . .” The intent is that all appointees to the Librarian Series at the University of California have the same information and knowledge about the review process. We are cognizant that those who will be appointed in the future will not have the background that so many current appointees possess. A model call will provide a framework which will facilitate communication and promote a framework which will facilitate communication and promote equity of practice on all campuses.

The Call for Recommendations for Academic Merit Increases, Promotions, and Career Status Actions announces the onset of the personnel review process for librarians. It includes a Calendar of Due Dates for the Appraisal and Review Process (APM 360-80-2c).

The Call is to be distinguished from the letter notifying each librarian of her/his eligibility for review (APM 360-80-2d).

- I. The Call should include or make reference to:
 - A. Procedures which clearly define the responsibilities of the candidate, review initiator(s), administrative officer(s), and personnel committees.
 - B. List of documents required for the academic review record:
 1. Biography Form UC 1501 or its equivalent
 2. Candidate’s Activities (e.g., Data Summary/Statement of Professional Achievements, Factual Resume, Performance Review, Supplement to the Biography, etc.)
 3. Statement of Responsibilities/Position
 4. Recommendation for Personnel Action (the review initiator’s letter of recommendation)
 5. Confidential letters (if applicable to the personnel action under consideration)
 6. [Sample request for letters assessing performance]
 7. List of names suggested by candidate for letters of evaluation

8. List of names of persons candidate wishes to exclude from the evaluation process, because of their potential lack of objectivity. The candidate must set forth reasons in a statement which will be included in the academic review record (APM 360-80-f).
 9. Candidate's Certification Statement (a statement signed by the candidate certifying that the prescribed procedures have been followed (APM 360-80-h)).
 10. Documentation Checklist (a listing of the contents of the review record, to be signed by the candidate (APM 360-80-h)).
- C. Campus guidelines for explication of criteria (if extant).
- D. Normal period at steps within the librarian series (APM 360-80-a (1)).

II. The following items might be included in the Call, but are not considered absolutely essential:

- A. University of California Academic Personnel Manual (APM), Sections 210-4 and 360.
- B. University of California Salary Scales for the librarian series.
- C. Outline of categories for the Candidate's Activities document.