

LAUC Research and Professional Development Committee
Librarians Association of the University of California

TO: Bob Heyer-Gray, Chair, LAUC Research and Professional Development Committee
FR: Lise Snyder, LAUC President
RE: 2006/2007 Charge, LAUC Research and Professional Development Committee

I am pleased to appoint you 2006/2007 Chair of the LAUC Research and Professional Development Committee for a term commencing October 1, 2006, 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 and require that Divisions be divided alphabetically into two groups, with each group nominating committee members every other year. Terms of Committee members from Berkeley, Davis, Irvine, Los Angeles, Merced and Santa Barbara expire 2008. Terms for continuing members from Riverside, San Diego, San Francisco, and Santa Cruz expire in 2007. In order to be in synch with the Bylaws, the next member from Santa Barbara will need to be appointed for a single year term. Please send a copy of this message to each committee member (see below). A list of Research and Professional Development Committee members will also be up on the LAUC web site soon: <http://www.ucop.edu/lauc/committees/rpd/index.html> .

Administrative Structure

Please note that 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. Once a committee's charge has been fulfilled, the committee may address other issues, with the approval of the LAUC President.

Committee Background and Significance

Research and professional development are key to both the continuing growth and education of professionals and to sharing our good work with others. As members of this committee, you have important responsibilities. You need to encourage and support LAUC members in designing and developing research proposals. Once proposals have been submitted, you will need to review them carefully and make recommendations for funding.

General Charge

For 2006/2007, the Committee is charged with fulfilling its standing charge, Article VIII. Section 1.j.3:

- a. Solicit and review research proposals submitted to the University-wide Research Grants for Librarians Program by LAUC members and recommend funding of proposals to the Office of the President.
- b. Develop, monitor, and revise, as needed, procedures for carrying out the review of research proposals.
- c. Develop guidelines for application to the University-wide Research Grants for Librarians Program and recommend revisions as needed.
- d. Advise the President and the Executive Board on issues related to research and professional development for librarians and address other subjects at the request of the President.

Specific Charges for 2006-2007

- In the course of the grant proposal review process, last year's committee discussed a lack of clarity in the **Guidelines: University-Wide Research Grants for Librarians** document about what constitutes research in relation to this program. There was also a sense that Section III – Criteria for Judging Proposals could be improved, especially criteria 1 which deals with the significance of the proposed project. Please review the relevant portions of this document and determine if they should be revised. In doing so, consider the language contained in the **Research Proposal Checklist** document, Evaluation Worksheet, Parts 2-4. If you determine that revisions are needed, draft appropriate new language for review by the LAUC Executive Board.

- The **Guidelines: University-Wide Research Grants for Librarians** document has long included the requirement that two copies of any product (publications, videocassettes, audio recordings, etc.) resulting from a research project be sent to the LAUC Research and Professional Development Committee Chair so that one copy could be deposited in the LAUC Archives at UC Berkeley and one copy sent to the Office of the President. Last year's committee determined that there is no need to send a copy of any research grant product to the Office of the President. The committee also discussed the advisability of continuing to deposit this material in the LAUC Archives due to its general inaccessibility. Determine if LAUC should institute a change in where these materials are deposited. If so, identify the new location(s) and the process for depositing them. In the case of electronic products, such as websites and computer files, or products that can be made available electronically such as journal articles and conference papers, explore the feasibility of establishing a presence in the e-Scholarship Repository where these materials could be maintained to improve visibility and access. Currently they are linked to the LAUC University-Wide Funded Research Grants document maintained on the LAUC web site at <http://www.ucop.edu/lauc/committees/rpd/recipients/recipients.html> .

Timeline

The Committee Call and Calendar govern the awards process. The report to the President for the Spring Assembly should include information on grant awardees if approval by UCOP has been finalized. With respect to the other charges, the committee's Spring Assembly report should include its progress in addressing them. If the committee wishes to engage the Assembly in discussion regarding these charges, pertinent information should be provided as part of the report. The Spring Assembly report is due by April 15, 2007 to allow divisional discussion in advance of the Assembly. The Committee will also need to submit a final report by September 15, 2007, and present its final report at the Fall 2007 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
BODY OF MESSAGE:

TO: LAUC President
FR: [Committee Name]
RE: [Year (e.g., 2005/2006)] [Report Name (e.g., Final Report)]
Committee Charge:
Summary of Action Items:
Body of Report with Discussion and Recommendations [formatted as motions, in keeping with Sturgis]

Names of Committee Members
Attachments (if any)

Committee Work and Meetings

Please plan on holding only one in-person meeting. Other committee business will need to be conducted via conference call(s), or through the use of other technology, such as email or chat.

Committee Expenses

I will send you a document on LAUC reimbursement procedures; please forward it to your committee members. 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 this message.

Committee on Research and Professional Development Roster

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