

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

TO: Jennifer Reiswig, Chair, LAUC Research and Professional Development Committee

FR: Terence K. Huwe, LAUC President

RE: 2004/2005 Charge, LAUC Research and Professional Development Committee

I am delighted to appoint you to serve as Chair of the LAUC Research and Professional Development Committee for 2004/2005. This committee has a key function in LAUC.

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 both to 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

The standing charge of the committee, as stated in the LAUC Bylaws, Article VIII. Section 1.j.3:

- Serve as the review body for research proposals submitted to the Universitywide Research Grants for Librarians Program by LAUC members and recommend funding of proposals to the Office of the President.
- Develop, monitor, and revise, as needed, procedures for carrying out the review of research proposals.
- Develop guidelines for application to the Universitywide Research Grants for Librarians Program and recommend revisions as needed.
- 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.

Special Charges

- With the active assistance of the members of the committee, please make every effort to collect information about research outcomes stemming from past grants. These may include lectures given at conferences, books, articles, poster sessions, or lectures on the grant recipients' home campuses. Please attempt to obtain this information for the entire

life of the program. It is highly likely that many grant recipients will have left the employ of the University in the ensuing years; if so, please make a reasonable effort to locate them.

- With the input of the Committee, please determine a reasonable period of time within the lifespan of the grant program for which it would be worthwhile to attempt to collect data.
- Working with the LAUC Webmaster, devise a sustainable presentation strategy on the LAUC Web that will be informative and easily updated, to present this information. You are also invited to investigate the feasibility and desirability of creating a repository of documents within the eScholarship program (<http://repositories.cdlib.org>). If this proves fruitful, please develop a strategy for handling rights and permissions for any publications that may be added. However, you must seek LAUC Executive Board approval as a first step, before establishing any such repository.

Timeline

The awards process is governed by the Committee Call and Calendar. With respect to the other charges, the Committee is requested to make a brief progress report to the LAUC President by February 15, 2005. A report to the President for the Spring Assembly is due by April 15, 2005 to allow sufficient time for campus discussion. The report will be presented at the LAUC Spring Assembly at UC Santa Barbara. The committee will also need to submit a final report by September 15, 2005 and present its final report at the Fall 2005 LAUC Assembly.

Committee Membership

This year, terms of Committee members from Berkeley, Irvine, San Diego, Santa Barbara and Santa Cruz end in 2006. Continuing members from Davis, Los Angeles, San Francisco and Riverside expire in 2005. Once all committee appointments have been made, I will send a copy of this message to each committee member. The evolving roster is posted on the LAUC web site at <http://www.ucop.edu/lauc> and is also under the committee web site at <http://www.ucop.edu/lauc/pg/index.html> where this charge will eventually be posted, along with committee reports and documents.

Committee Work and Meetings

In order to work within the LAUC budget for the coming year, 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 sorts of technology, such as 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.

Reporting Guidelines

Important: 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., 2003/2004)] [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)

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.