

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

TO: Sam Dunlap, Chair, LAUC Research and Professional Development Committee
FR: Bob Heyer-Gray, LAUC President
RE: 2007/2008 Charge, LAUC Research and Professional Development Committee

I am pleased to appoint you 2007/2008 Chair of the LAUC Research and Professional Development Committee for a term commencing October 1, 2007, and ending September 30, 2008. 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 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 2007/2008, the Committee is charged with fulfilling its standing charge, Article VIII. Section 1.e.2 (pending University Office of the President approval of revised LAUC bylaws):

- a. Solicit and review 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.
- b. Develop, monitor, and revise, as needed, procedures for carrying out the review of research proposals.
- c. Develop guidelines for application to the Universitywide 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 2007-2008

Based on concerns expressed by the University of California University Librarians that Research & Professional Development funds go unspent, please explore the following:

- are there methods for streamlining the research funding process
- can funds be split, providing for both mini grants and grants based on more traditional research
- are there other ways to spend R&PD funds that are not necessarily research as currently defined, e.g. assessment of pilot projects and of new or emerging library tools or technologies.

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 25, 2008 to allow divisional discussion in advance of the Assembly. 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

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

Sam Dunlap, Chair, 2008
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