UNIVERSITY OF CALIFORNIA, ACADEMIC SENATE

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Chair of the Assembly of the Academic Senate
Faculty Representative to the Regents
University of California
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

June 10, 2015

SUSAN CARLSON, VICE PROVOST
ACADEMIC PERSONNEL

Re: Proposed Revisions to APM - 360, Librarian Series and APM - 210-4, Instructions to Review Committees

Dear Susan,

As you requested, I distributed for systemwide Senate review proposed revisions to APM - 360, Librarian Series and APM - 210-4, Instructions to Review Committees. The revisions are intended to update the language of the APM sections to conform to the contract between the University and the American Federation of Teachers (AFT), and to ensure that the terms and conditions affecting non-represented librarians are consistent with those affecting represented librarians.

Eight Academic Senate divisions (UCB, UCD, UCI, UCLA, UCM, UCR, UCSD, and UCSB) and two systemwide committees (UCAP and UCORP) submitted comments. Several substantial concerns were expressed by Senate reviews. The comments are summarized below and attached for your reference. We encourage the authors to address as many of the comments as possible before circulating the Policy for another systemwide review.

- The Davis division's detailed commentary includes a concern that the MOU and the two APM sections express inconsistent expectations for the promotion and advancement of represented librarians and non-represented librarians, and weigh various promotional criteria (professional achievement/competence, service, and research and creative activities) differently for each employee group.

- Reviewers requested clarifications to statements in APM 360 regarding the policy, criteria, and rationale for off-cycle and "abbreviated" reviews, the expected timing of a review that follows a remediation period, and the meaning of an "abbreviated" review for Associate Librarians and Librarians at the highest salary point in each series.

- The San Diego division notes that at UCSD the authority for appointments and advancements within the Librarian Series is delegated to the University Librarian. The proposed revisions should include the right to delegate, and should also include a statement about the academic freedom rights of persons within the Librarian Series.

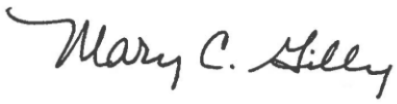
- Davis also notes that the APM should include a statement regarding recognition of librarians who are engaged in diversity-related activities and/or serve diverse communities.

- Reviewers note that APM 210-4 is unclear in its distinction between professional "achievement" and professional "accomplishment."

- UCAP, UCI, and the UCB Library Committee also propose several editorial suggestions, including a request that the authors consider a suggestion from the Librarians Association of the University of California (LAUC) for modernizing the definition of the Series.

Thank you for the opportunity to review and comment.

Sincerely,



Mary Gilly, Chair
Academic Council

Encl.

Cc: Academic Council
Policy Manager Lockwood
Executive Director Baxter
Senate Executive Directors

ACADEMIC SENATE
BERKELEY

320 STEPHENS HALL
UNIVERSITY OF CALIFORNIA

April 28, 2015

MARY GILLY
Chair, Academic Council

Subject: Proposed revisions to APM provisions 360 and 210 (Librarian series)

Dear Mary,

On April 27, 2015, the Divisional Council (DIVCO) of the Berkeley Division endorsed the proposal cited in the subject line, informed by reports of our divisional committees on Budget and Interdepartmental Relations (BIR), and Library (LIBR). In its comments, LIBR raised a broad concern about the Librarian series for Council's consideration. Their commentary is appended here in its entirety.

Sincerely,

P Papadopoulos

Panos Papadopoulos
Chair, Berkeley Division of the Academic Senate
Chancellor's Professor of Mechanical Engineering

Encl.

Cc: Barbara Spackman, Chair, Committee on Budget and Interdepartmental Relations
Margaretta Lovell, Chair, Committee on the Library
Aimee Larsen, Manager, Committee on Budget and Interdepartmental Relations
Diane Sprouse, Senate Analyst, Committee on the Library

April 21, 2015

To: PANOS PAPADOPOULOS, CHAIR
BERKELEY DIVISION OF THE ACADEMIC SENATE

Re: Committee on the Library comments on the ***Proposed Revised Academic Procedures Manual (APM), Sections 210-4 and 360***

The Senate Library Committee (LIBR) has reviewed the proposed revised APM sections 210-4 and 360 and submits the following response.

It is our understanding that the primary intent of the draft submitted for systemwide review is to bring the language of the APM in line with the current Professional Librarian Unit Memorandum of Understanding (MOU), effective October 1, 2013 - Sept. 30, 2018, and as such we have no substantive objections to the proposed revisions. Minor line edits recommended by a LIBR member are listed in Appendix A.

Nevertheless, it is notable that the APM is not frequently revised, and that the current revision and systemwide review process therefore provides a timely opportunity to update the definition of the Librarian Series (as defined in section 360-4 and as incorporated into section 210-4-e(3)(a)). The Librarian Series should be defined in a way that reflects current and projected future functions, services, and areas of responsibility of those in the Series, while maintaining sufficient flexibility to embrace the future of academic librarianship.

LIBR is informed that the Librarians Association of the University of California (LAUC) has already submitted suggestions to modernize the definition of the Series in a previous round of revisions, but that no changes have been incorporated into the current draft. We are also aware that discussion is ongoing among the University libraries' administrations (via the Council of University Librarians, CoUL) and LAUC, to see if consensus language can be reached on a revised definition. The text of a resolution passed last week by LAUC at its statewide Assembly (Attached as Appendix B) provides an example of the types of changes for which LAUC advocates. Finally, we understand that the union for the represented members of the Librarian Series may also, in the context of this systemwide review of the APM revisions, consider submitting suggestions about the definition of the Series.

While LIBR is not in a position—based on the draft revisions currently under review—to advise as to specific terms of the definition of the Librarian Series, LIBR commends these efforts to update and modernize the APM. An up-to-date and future-oriented definition of the Librarian Series is vital to ensuring that UC Berkeley's libraries will continue to attract and retain professional librarians of the highest quality and will continue to lead and innovate in library services and collections.

Appendix A

Line Edit Suggestions Regarding
Proposed Revised Academic Procedures Manual (APM), Sections 210-4 and 360

210-4-e(3)(a): "Although contribution in each of the following areas will vary considerably from person to person depending on each person's primary functions ..."

- Suggested language: "Although contribution in each of the following areas will vary considerably from person to person, depending on each person's primary functions ..."

360-17-a [last sentence of 3rd paragraph]: "Temporary appointees are not eligible for career status."

- Suggested language: "Temporary appointments are not eligible for career status."
- Reason for change: The sentence describes the nature of the appointment (it is temporary and therefore is not eligible for career status), not a characteristic of a person (the appointee) holding a temporary appointment.

Appendix B

Resolution dated April 17, 2015
Librarians Association of the University of California

Whereas the Academic Personnel Manual (APM) sections relating to the Librarian Series are being revised by the University of California Office of the President (UCOP); and

Whereas the 360-4 Definition no longer encompasses the range of activities performed by appointees to the Librarian Series;

Therefore, be it resolved that the Librarians Association of the University of California (LAUC) submit the following language to be incorporated into the proposed revisions:

360-4
Definition
The librarian series is used for academic appointees who provide professional services in the University libraries in support of the University's educational, research, and public service functions. These services include:
a. Selection, curation, licensing, preservation and development of information resources and
collections;
b. Bibliographic control of resources and collections, including intellectual arrangement and description for access, discoverability and use;
c. Reference, instruction and advisory services on research, data management and scholarly communication;
d. Development, application and preservation of specialized information systems;
e. Library administration and management; and
f. Research where necessary or desirable in relation to the foregoing

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May 13, 2015

MARY GILLY, CHAIR
UC Academic Council
1111 Franklin Street, 12th floor
Oakland, California 94607-5200

RE: Systemwide Review of Proposed Revised (APM-360) and (APM-210-4) Sections

The proposed revisions to Sections 360, Librarian Series (APM-360), and 210-4, Instructions to Review Committees (APM-210-4) were forwarded to all Davis Division of the Academic Senate standing committees, Faculty Executive Committees from the schools and colleges, and an Academic Federation Standing Committee. Responses were received from the Affirmative Action & Diversity (AAD), Committee on Academic Personnel (CAP), Graduate Council (GC), Academic Federation Personnel Committee (AFPC), and the Library Committee.

The Divisional Academic Senate reviewed the proposed UC-wide amendment and revisions and has the following suggestions for the documents:

- Several sections of the proposed revisions retain or exacerbate inconsistencies in the terms and conditions that affect non-represented librarians and represented librarians.

- Differing expectations for promotion: The language regarding expectations for promotion in APM 210-4-e-2 / APM 360-10-c and MOU Article 4.C.1 differ in such a way that suggests promotional criteria for represented librarians may depend on both increased responsibility and professional competence and contributions. However, the promotional criteria for non-represented librarians must be based either on professional achievements, competence, contributions, etc., or the assumption of increased responsibility.

- Differing weighted criteria for advancement: The language regarding evaluative criteria for advancement in APM 210-4-e-3 / APM 360-10-b and MOU Article 4.C.2 differ in such a way that suggests mandatory promotional criteria for non-represented librarians are limited solely to professional competence and quality of service within the library, which is a lower standard than that specified for represented librarians. Furthermore, if a non-represented candidate does engage in such activity, it may or may not be considered relevant to the review. In contrast, the MOU language unequivocally requires represented librarians to engage in professional activities and clearly establishes parameters of relevance.

- Differing evidential criteria for evaluating professional competence and service: The language regarding evidential criteria for evaluating professional competence and service in APM 210-4-e-3 and MOU Article 4.C.2 (a) differ in such a way that suggests non-represented librarians as candidates for review may be required, under procedures laid out

in APM 360-80, to assemble "necessary additional letters and documents" that differ significantly in scope from those of represented librarians.

- Differing contextual guidance for evaluating research and creative activities: APM 210-4.e.3.d omits a sentence found in MOU Article 4.C.2 (d): "Librarian engagement in academic research enhances their ability to relate their functions to the more general goals of the university." Extramural (and intramural) reviewers may find this statement useful in evaluating academic research conducted by librarians, which may not necessarily involve library and information science.

- APM 360-6 c: change "the Chancellor may request the designation of additional names" to "the Chancellor may request additional nominations."

- APM 360-8 f (2): change “to improve that performance” to “for improvement” APM 360-17 (a) 3rd paragraph: change “judged” to “evaluated”

- APM 360-17 (1) (b): change “less” to “fewer”

- APM 360-80 (2) (g) paragraph 3: change “upon” to “on”

- It also appears a critical aspect is missing in the revisions, that of librarians’ diversity activities, and their ability to service a diverse community. In the current APM for faculty, wording has been included that identifies rewards for research and other activities related to diversity in society and the campus community. For librarians, who likewise face an increasing level of culturally and self-identified gender diversity, among other aspects of augmented diversity, their value to the campuses must be tied to their ability to successfully service the diverse community; this entails forms of multi-cultural literacy.

- In addition, in parallel to the rewards for faculty engaged in diversity related activities, librarians should also have analogous reward structures specifically identified in the policy wording.

In conclusion, the Divisional Academic Senate feels that the revisions are a good start to updating the policies and are hopeful that the suggested revisions will continue to help with clarifications.

Sincerely,

André Knoesen, Chair
Davis Division of the Academic Senate
Professor: Electrical and Computer Engineering

c: Academic Federation Chair Van Winkle

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May 14, 2015

Mary Gilly, Chair, Academic Council
1111 Franklin Street, 12th Floor
Oakland, CA 94607-5200

RE: Systemwide Review of Proposed Revisions to APM-360, Librarian Series, and APM 210-4, Instructions to Review Committees

Dear Mary:

At its May 5, 2015 meeting, the Irvine Division Senate Cabinet reviewed the proposed revisions to APM-360, Librarian Series, and APM 210-4, Instructions to Review Committees. Both the Council on Research, Computing, and Libraries (CORCL) and the Council on Faculty Welfare (CFW) initially reviewed the proposed and identified one concern with respect to APM 210-4. The concern, indentified during their reviews and supported by the Cabinet, has to do with the difference between achievement and accomplishment in the following phrase from the document:

- Promotion shall be justified by demonstrated superior professional skills and **achievement** and, in addition, demonstrated professional growth and **accomplishment**.

We suggest that this sentence be modified to make clear what is expected.

The Irvine Division appreciates the opportunity to comment.

Sincerely,

William Molzon, Irvine Division Senate Chair

c: Hilary Baxter, Executive Director, Academic Senate
Natalie Schonfeld, Executive Director, Academic Senate, Irvine Division

May 15, 2015

Mary Gilly
Chair, UC Academic Council

Re: Proposed Revisions to Academic Personnel Manual (APM) 360, Librarian Series and APM-210-4, Instructions to Review Committee

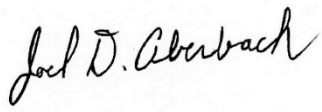
Dear Mary,

The Executive Board of the UCLA Academic Senate discussed the proposed revisions to APM 360, Librarian Series and APM-210-4, Instructions to Review Committee, at its meeting on May 14, 2015. The individual responses from our various committees are available online.

The Board has no objections to the proposed changes and raised no concerns. The Committee on Library and Scholarly Communication encourages continued consultation with the librarians' union.

Please feel free to contact me if you should have any questions.

Sincerely,



Joel D. Aberbach
Chair, Academic Senate

cc: Dan Hare, Vice Chair, Academic Council
Hilary Baxter, Executive Director, Systemwide Academic Senate
Michael LaBriola, Principal Policy Analyst, Systemwide Academic Senate
Linda Mohr, Chief Administrative Officer, UCLA Academic Senate

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(209) 228-7954; fax (209) 228-7955

March 20, 2015

To: Mary Gilly, Chair, Academic Council

From: Jian-Qiao Sun, Chair, Division Council

Re: Systemwide Senate Review: Proposed Revisions to APM-360, Librarian Series and APM-210-4, Instructions for Review Committees

Dear Mary,

The Merced Division Academic Senate has no comments to offer on the proposed revisions to APM-360, Librarian Series and APM-210-4, Instructions for Review Committees.

Thank you for the opportunity to comment.

Sincerely,

Jian-Qiao Sun, Chair
Division Council

cc: Division Council
Senate Office

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April 28, 2015

Mary Gilly, Chair, Academic Council
1111 Franklin Street, 12th Floor
Oakland, CA 94607-5200

RE: Proposed Revisions to APM-360, Librarian Series and APM-210-4

Dear Mary,

The UCR Executive Council discussed the proposed changes to APM 210 and 360 during its April 27 meeting. Council supports the changes that we believe are important to ensure equitable treatment of Librarians. The only suggestion we have is that the criteria for accelerated, or off-cycle, actions be clarified.

The UCR Division appreciates the opportunity to comment.

Sincerely yours,

J Wudka

Jose Wudka
Professor of Physics & Astronomy and Chair of the Riverside Division

CC: Hilary Baxter, Executive Director of the Academic Senate
Cynthia Palmer, Director of UCR Academic Senate office

UNIVERSITY OF CALIFORNIA, SAN DIEGO UCSD

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May 14, 2015

Professor Mary Gilly
Chair, Academic Senate
University of California
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

Subject: Proposed Revisions to Academic Personnel Manual (APM) Sections 360 & 210-4

Dear Mary,

The proposed revisions to Academic Personnel Manual (APM) Sections 360 & 210-4 were circulated to San Diego Divisional Senate committees for review on March 11, 2015, and were discussed at the May 11, 2015 meeting of the Divisional Senate Council. The Divisional Council endorsed the proposed revisions and suggests two additional changes.

The Library Committee raised the point that, on the San Diego campus, authority for appointments and advancements within the Librarian Series is delegated to the University Librarian. The proposed revisions do not include this option, and the Divisional Senate Council recommends that the right to delegate be included in the revisions.

The Committee on Academic Freedom (CAF) noted there was no recognition of academic freedom rights for persons within the Librarian Series, and suggested that such a statement be included. The Divisional Senate Council fully supported CAF's recommendation.

Thank you for the opportunity to comment.

Sincerely,

Gerry Boss, Chair
Academic Senate, San Diego Division

cc: Divisional Vice Chair Continetti
Divisional Director Rodriguez
Executive Director Baxter

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Kum-Kum Bhavnani, Chair
Deborah Karoff, Executive Director

May 13, 2015

Mary Gilly, Chair
Academic Senate

RE: APM 360-Librarian Series and APM 210-4, Instructions to Review Committees

Dear Mary,

At UCSB the Council on Research and Instructional Resources delegated the review of the proposed revisions to APM 360-Librarian Series and APM 210-4, Instructions to Review Committees to the Committee on Library, Information and Instructional Resources (CLIIR). CLIIR supports the proposed revision.

Thank you for the opportunity to comment.

Sincerely,

Kum-Kum Bhavnani, Chair
Santa Barbara Division

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UNIVERSITY COMMITTEE ON RESEARCH POLICY (UCORP)
Liane Brouillette, Chair
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May 11, 2015

MARY GILLY, CHAIR
ACADEMIC COUNCIL

RE: Proposed Revisions to APM 360, Librarian Series and APM 210-4, Instructions to Review Committees

Dear Mary,

The University Committee on Research Policy (UCORP) has met and discussed the proposed revisions to APM 360, Librarian Series and APM 210-4, Instructions to Review Committees. UCORP supports these revisions.

Thank you for the opportunity to provide input.

Sincerely,

Liane Brouillette

Liane Brouillette, Chair
UCORP

cc: UCORP
Hilary Baxter, Executive Director, Systemwide Academic Senate

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Jeffrey Knapp, Chair
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April 27, 2015

MARY GILLY, CHAIR
ACADEMIC COUNCIL

RE: PROPOSED REVISIONS TO APM 360 AND APM 210-4

Dear Mary,

We are writing to comment on the proposed revision to APM 360 (Librarian Series) and APM 210-4. We have two sets of responses to the revision. The first has to do with the various statements in APM 360 about off-cycle and "abbreviated" reviews:

1) A brief paragraph in the revised version of APM 360-80-a-2-b (on page 29 of the redlined draft) provides for off-cycle reviews without explaining why such reviews would ever be necessary. (By contrast, the same section of APM 360 takes three paragraphs to discuss a deferred review.) We believe that it is best to avoid off-cycle reviews, whenever possible: they have the potential to generate inequities in the review process and to increase the workload for candidates and reviewers alike. In some cases, such as retention efforts, an off-cycle review may be unavoidable, but these cases should be regarded as exceptional. We recommend that the revision specify the criteria for undertaking the exceptional action of an off-cycle review.

2) The revised version of APM 360-17-b-7 (p. 15) strikes us as contradictory. First, the passage states that, in doubtful personnel cases, and "after a reasonable remediation period, a review of the appointee to coincide with a regularly scheduled review will be conducted." But then the passage goes on to assert that "if such a review does not coincide with a regularly scheduled review, an off-cycle review will be conducted." We do not understand why a review following a remediation period would ever fail to coincide with a regularly scheduled review if the policy is to have them coincide.

3) After specifying that "service at the highest salary points of the Associate Librarian and Librarian ranks may be of indefinite duration," the revised version of APM 360-80-a-2-a (pp. 28-29) states that "an abbreviated review may be conducted for Librarians at the highest salary point of the Associate rank and of the Librarian rank, per their review cycle of two or three years respectively." But the passage neither defines an abbreviated review nor offers any rationale for one. If an abbreviated review is synonymous with an off-cycle review, then the passage should employ this standard phraseology instead. If an abbreviated review differs from an off-cycle review, then a

separate passage in this section should define an abbreviated review and also specify the criteria for such a review. Finally, the clause “per their review cycle of two or three years respectively” strikes us as ambiguous. We assume that it refers to the normal periods of review at lower “salary points” of the Associate Librarian and Librarian ranks, but the logic here needs more careful explication.

In our second set of responses, we recommend several minor improvements in wording to the proposed revision of APM 360:

1) APM 360-6-c (p. 2): change "the Chancellor may request the designation of additional names" to "the Chancellor may request additional nominations";

2) APM 360-8-f-2 (p. 4): change “to improve that performance” to “for improvement”;

3) APM 360-17-a, paragraph 3 (p. 9): change “judged” to “evaluated”;

4) APM 360-17-a-1-b (p. 10): change “less” to “fewer”;

5) APM 360-80-g, paragraphs 3 and 4 (pp. 34-35): change “commenting upon material” to “commenting on material.”

We appreciate this opportunity to comment on the proposed revisions. Please let us know if we can clarify any of our recommendations.

Sincerely,

Jeffrey Knapp, Chair
UCAP