

LAUC-LA Peer Review Documentation Cheat Sheet – Candidates

General

- If new to the peer review process, connect with a mentor via the Mentoring Committee
- Meet with your RI often throughout the review period
- If your RI is not a librarian and/or not familiar with the peer review process, contact LHR
- Documentation chart ([Appendix B](#)) lists the requirements for your recommended action
- Complete your documentation using this review year's forms and follow the Opus File Name Format noted in the [forms](#) table
- Focus on *impact* and *value* of your work
- The only document that needs to be signed is your current SOR (by you and your RI)
- Double check all documentation before you submit to OPUS
- Excessive supplemental documentation is unnecessary

Data Summary – [Appendix D](#) and [Form 4](#)

- No padding. Only include activities relevant to your work and interests, and summarize where possible
- Include criteria 2-4 activities if they are discussed in your SOPA
- Consistently categorize your activities in your Data Summary and SOPA
- List an activity only once
- List activities in reverse chronological order with most recent first
- Use a standard citation format for all presentations & publications
- Include links to published or other online work

Statement of Professional Achievement (SOPA) – [Appendix E](#) and [Form 14](#)

- Adhere to the page limits!
- Coordinate with your RI on the areas on which you will both focus your respective narratives
- Have your SOPA organized by criteria according to form 14
- Focus on three or four of your most significant activities
- Clearly state the value of your work
- If applicable, discuss risks or challenges that you may have undertaken professionally, even if they failed, and note the lessons learned or experience gained
- If the recommended action is promotion with exceptional performance, the SOPA should cover the totality of one's career as a UCLA librarian. But to be considered for exceptional performance, your work must have exceeded expectations in the current review period

Statement of Responsibilities (SOR) – [Appendix C](#) and [Form 15](#)

- Should not be a task list
- Include all SORs active in the current review period
- Include RI name for the effective period of an SOR
- Candidate and current RI sign only the most current SOR

Librarian Goals Template – [Form 5](#)

- Be specific (e.g., "Contact five faculty per quarter"); avoid vague goals (e.g., "Continue faculty outreach")
- Make note of any modifications or new goals developed during the review period

Confidential Letters of Assessment – [Appendix F](#)

- Letters are required for promotion and merit with exceptional performance
- When listing potential referee letter writers be judicious in the number of letters you are soliciting and be sure that they will write about the value that you brought to a project
- Inform your RI of the reasons why they should solicit a letter from a specific individual
- Understand that your RI may solicit letters from referees who are not on your list