

WHAT'S NEW IN THE 2021 - 2022 CALL?

The new *UCLA Librarians' CALL: Academic Personnel Procedures for the Librarian Series, 2021 – 2022 Peer Review Cycle* is available electronically as of October 2021. The complete document is accessible at <https://docs.library.ucla.edu/x/hyDcCg>. The following outline highlights notable revisions to this edition. Please familiarize yourself with all changes by reviewing the documentation in full.

Section IV. Basic Principles of the Review Process**D. Timeliness (p. 10)**

- Added language to address consequences of late and incomplete files.

Section V. Participants in the Review Process**B. Review Initiator (p. 11)**

- Clarified RI's role in guiding the candidate in career status actions.
- Clarified expectation for pursuing career status upon eligibility.

D. Recommending Officer (p. 12)

- Clarified role of the Recommending Officer in recruitment and appointment cases.

Section VI. Criteria for Merit Increase, Promotion, and Career Status**D. Goals and Planning (p. 20) & Form 5 Librarian Goals Template**

- Added example of how a candidate may address goals impacted by COVID-19 pandemic.

E.4 Career Status (p. 23)

- Added and streamlined language around timelines for achieving career status for each rank.

E.6 Termination (p. 25)

- Added the peer review action of termination to conform with MOU and APM.

E.8 Self-Initiated Actions (p. 26)

- Clarified candidates' ability to propose self-initiated action during off-cycle reviews.

G. Criteria in Relation to Advancement through the Librarian Series (p. 28-30)

- Clarified review period for promotion cases.

Section VII. The Process for Merit Increase, Promotion, and Career Status

A.3 Role of the Review Initiator (p. 31)

- Added requirement that RIs attend the peer review documentation workshop each year they have a librarian undergoing review.

B. The Candidate's Documentation (p. 32-33)

- Added guidance for candidates working on their documentation.
- Added reminder to RIs on soliciting letters of assessment on performance.

F. RI's Evaluation & Recommendation (p. 40)

- Added guidance for RIs in cases of termination.

Section VIII. Peer Review Procedures for Merit Increase, Promotion, and Career Status

B.3 CAPA Report & Recommendation section (p. 48)

- Added guidance for CAPA in case there is no majority opinion reviewing appointment files.

C.5 Ad Hoc Report & Recommendation section (p. 51)

- Updated procedures for ad hoc committees meeting remotely.

Section X. Criteria and Process for Recruitment and Appointment
E. Documentation for Appointments (p. 56-58)

- Expanded on the Recommending Officer's responsibility in temporary, potential career and career appointment files.

Section XI. Peer Review Procedures for Appointments
C.1. Functions of CAPA (p. 60)

- Added turn-around time for CAPA's review of appointment files.

C.3. CAPA Report & Recommendation (p. 62)

- Added guidance for CAPA in case there is no majority opinion reviewing appointment files.

APPENDICES

Appendix A. Glossary

- Updated definition and clarified the role of Recommending Officer and Assistant/Associate University Librarian.

Appendix B. Documentation Chart for Peer Review Actions

- Added the peer review action of termination to conform with MOU and APM.

Appendix C. Sample Statement of Responsibilities

- Updated sample and included more than one example of what an SOR may look like.

Appendix I. Peer Review Websites

- Updated broken links.

Form 2-A. Academic Personnel Recommendation

- Added the peer review action of termination to conform with MOU and APM.
- Clarified review period for Career Status and Promotion actions.

Form 3A. Candidate's Certification Statement-Exclusions

- Updated CAPA names.

Form 3 Candidates Certification Statement & Form 3B. Checklist Addendum & Candidate's Certification Statement

- Clarified Ad Hoc Committee Request process.

Form 5. Librarian Goals Template

- Added example of how a candidate may address goals impacted by COVID-19 pandemic.

Form 10. Ad Hoc Committee Report & Recommendation to CAPA

- Simplified instructions to Ad Hoc committees.

Form 13. Search Committee Report and Hiring Recommendation

- Clarified instructions for search committee report to ensure a complete recruitment record is obtained.
- Corrected terminology to align with Library recruitment procedures.