DATA SUMMARY
INSTRUCTIONS AND SAMPLE

The Data Summary provides a history of a UCLA librarian’s academic and professional career.

For merit increases and no action recommendations: Submit a Data Summary for the period under review. If this is your first review, also submit a supplemental résumé of your career prior to appointment as a potential career employee at UCLA.

For promotions and career status recommendations: Submit an accumulated Data Summary for your entire career as a UCLA librarian in a potential career position. A résumé which represents your career prior to your appointment in this position should also be included in the documentation file.

General Guidelines

- Put your name and the inclusive dates of the period under review at the bottom left of each page. These dates should be consistent throughout the documentation.
- Follow the general outline in Form #4 in the UCLA Librarians’ CALL.
- All references to UCLA, LAUC, and LAUC-LA should be abbreviated.
- If there is no activity in a given category, simply leave it out.
- Do not include a Summary of Instructional Activity (SIA) as a supplementary document. Instead, extract data from SIA and include aggregate numbers in Data Summary (number of classes, number of students.) Instructional activities can be discussed in the SOPA.
- When citing publications, use a standard citation format consistently.
- Keep in mind that any item listed on the Data Summary may be explicated further in the SOPA.

A sample (non-prescriptive) Data Summary follows.
Terry Smith
Data Summary
January 2017 – December 2018

I. Professional Competence and Quality of Service Within the Library

A. Offices and Committee Chairs in organizations, committees, and task forces within the UCLA Library

Library Staff Association, Treasurer, 2017- Usability Assessment Committee, Chair, 2017-2018

B. Membership in organizations, committees, and task forces within the UCLA Library

Digital Library Advisory Committee; member, 2012- Library Staff Association; member, 2002-
Search Committee, Head of the Environmental Studies Archive; member, September 2015-April 2017

C. Continuing Education

1. Courses taken

UCLA Campus Human Resources Department:
“Communication Skills,” April-May, 2017
“Job Analysis and Selection,” July-August, 2018 UCLA Library Learning & Development Program:
“Planning & Conducting Annual Performance Evaluations for Staff,” May, 2017
“Grants Workshop,” February, 2017

D. Instruction and Teaching

1. Guest lectures contributed to courses taught by others or course- integrated instruction

UCLA GE Cluster 73, 7 sessions, 140 students
UCLA Biology, 4 classes, 50 students

2. Library sponsored classes/workshops

Endnote, 3 sessions, Fall, 2017, Spring 2017, Winter 2017, 45 students
3. **UCLA (Credit) Courses Taught**

   UCLA Environmental Health Sciences 197: Honors Seminar, “Critical Research Sources: Nanoscience and Environmental Science.”
   Winter quarter, 2017. 2 units.

E. **Other**

   “Using the Web for Research in Environmental Studies,” three presentations to library staff, October-November, 2018 (co-presented with Francis Bacon)

II. **Professional Activity Outside the Library**

A. **Memberships**

   Continuing

   Association of Engineering & Environmental Geologists (AEG), 2008-
   American Library Association, 2007-
   Association of College and Research Libraries. (ACRL). Science and Technology Section, 2008-
   California Library Association (CLA), 2008-
   Southern California Association of Nanoscience Archives (SCANA), 2007-

B. **Offices, Committee Chairs, and Committee Service (in organizations listed in Section II, A)**

   Association of Engineering & Environmental Geologists (AEG). Archives (Historical) of Engineering Geology. Advisory Board; member, 2017-2018 (participated in 6 quarterly web-based meetings).
   AEG. Planning Committee for National Meeting and 50th Anniversary Program; member, 2017-2018 (attended 3 in-person meetings and participated in 2 conference calls).

C. **Conference Attendance**

   “Blended Librarianship,” August 6, 2017 (ACRL webcast)
   “Assessment of Learning Spaces,” October 4, 2017 (EDUCAUSE webcast)

D. Conference Participation


“Pushing the Nanoscience Frontiers,” AEG web conference, March 11, 2018 invited virtual panelist.

E. Teaching Outside Criterion I

1. Guest lectures contributed to courses taught by others


3. Formal courses taught


F. Honors, Awards, Etc.

Southern California Association of Nanoscience Archives (SCANA) Practicum grant, 2018

G. Consulting or Advisory Services

Science Educators and Researchers, Lead consultant, 2018

III. University and Public Service

A. Librarians Association of the University of California (LAUC)

LAUC-LA. Nominating Committee; member, 2017/2018
Librarians Association of UCLA (LAUC-LA). Peer Review Documentation Workshop Committee; member, 2018/2019
IV. Research and Other Creative Activity

A. Published Writings


B. Submissions


D. Courses Taken or Degrees Completed

1. Courses Taken


1/1/2019

Date Submitted to Review Initiator