

WHAT'S NEW IN THE 2023 - 2024 CALL?

The new *UCLA Librarians' CALL: Academic Personnel Procedures for the Librarian Series, 2023 – 2024 Peer Review Cycle* is available electronically as of September 2023. The complete document is accessible at <https://docs.library.ucla.edu/x/hyDcG>. The following outline highlights notable revisions to this edition. Please familiarize yourself with all changes by reviewing the documentation in full.

General Updates to the CALL

- Added and updated all links to external sources.
- Updated names of Committee to Review the CALL members.
- Added more bookmarks to increase usability.

Section VI. Criteria for Merit Increase, Promotion, and Career Status

A.1. Professional Competence and Quality of Service within the Library (p. 17)

- Updated major areas of librarianship to note the difference between APM and MOU definitions. (Updated in a previous review year in Section X. Criteria and Process for Recruitment and Appointment).

D.7. Off-Cycle Review Library (p. 25)

- Clarified that an RI may initiate an off-cycle review.

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

B.3.b.1 Data Summary Content (p. 36)

- Clarified that not all Librarians have instruction and teaching as a part of their primary job responsibilities. (see also updates to Form 4 and Appendix D)

B.5 Librarian Goals Template (p. 37)

- Updated language to reflect changes to Goals Template form, which now only requires future goals. (See also updates to Form 5)

L Supervisory AUL Comments (p. 45)

- Updated language to reflect changes to AUL Comments form, which now allows AULS to simply indicate whether they agree or disagree with the RI's recommendation. Additional comments are only required when AUL disagrees. (See also updates to Form 8).

Section X. Criteria and Process for Recruitment and Appointment

E.3.c Career Appointments (p. 60)

- Clarified language on exceptional circumstances under which the UL may grant career status upon appointment.

F. Formal Offer (p. 60)

- Clarified that offers are made *after* CAPA review and UL approval.

APPENDICES

Appendix D. Data Summary Sample

- Removed alpha-numerical outline formatting.
- Updated examples.
- See also updates to Form 4 – Data Summary.

Appendix I. Peer Review Websites

- Updated all weblinks.

FORMS

Form 2-A. Academic Personnel Recommendation

- Clarified when this form is due by linking to Calendar of Due Dates.

Form 3-A. Candidate's Certification Statement-Exclusions

- Updated deadline, CAPA names and ADAHR contact.

Form 4 Data Summary

- Removed alpha-numerical outline formatting and updated instructions to note that unused subsections should be deleted. (only Criteria I-IV should remain).
- Updated Instructions to note that summaries and highlights for certain activities are appropriate.
- Under Criterion I, Instruction and Teaching, clarified that activity should be included only IF it is part of the candidate's primary job responsibilities. Not all Librarians have instruction and teaching as a part of their primary job responsibilities.
- Under Criterion I, Other Criterion I Activities, updated instructions and examples of what may be included.
- Under Criterion II, Offices, Committee Chairs, and Committee Service, updated instructions to note that the number of meetings and information on meeting format does not need to be included.
- Under Criterion II, Conference Participation, updated instructions to note that there is no need to indicate whether participation was in person or virtual.

Form 5. Librarian Goals Template

- Simplified template to only include future goals.

Form 8. Supervisory Assistant / Associate University Librarian's Comments

- Updated form to allow AULs to simply use a checkbox to indicate whether they agree or disagree with the RI's recommendation. Additional comments are only required when AUL disagrees.

**Form 10. Ad Hoc Committee Report & Recommendation to CAPA AND
Form 11A. CAPA Report & Recommendation to University Librarian**

- Updated “Other” action checkboxes to correspond to Form 2A Academic Personnel Recommendation

Form 14. Candidate’s Statement of Professional Achievements (SOPA)

- Updated major areas of librarianship to note the difference between APM and MOU definitions.