LFPA Executive Committee Annual report, 2013-2014
Report of activities

Routine activities

1. The Committee met every two weeks throughout the year.
2. Early activities included filling vacant positions on standing committees, appointing liaisons from Exec to each standing committee, reviewing committee annual reports from the previous year, and preparing special charges (where applicable) for standing committees. We chose to continue keeping the Committee on Planning and Resources on hiatus given continued uncertainty over its status, and did not fill vacant positions on that committee.
3. The chair and vice-chair met regularly with Dean Haricombe to communicate governance issues.

Governance Issues

LFPA Exec dealt with an unprecedented number of issues that arose throughout the year largely driven by policy change at the University level (such as post tenure review); requests from the Provost’s office (non-tenure librarian track criteria); and a change in staff classification at the university level. All of this played out against a backdrop of library restructuring, and the loss of two committee members at about two thirds of the way through the year. To address these complex issues with LFPA membership, five LFPA meetings were held throughout the year: Oct. 18, March 26, May 1, June 4, June 17.

Unclassified Professional Staff

- The reclassification by the university of many USS staff to Unclassified Professional staff greatly increased the ranks of UP staff in LFPA (23 new members).
- We welcomed all new members and held an informational meeting for them to explain how LFPA works, and how one can get involved in the organization.
- General discussion took place at both Exec meetings and at LFPA general meetings about the future of our governance organization – should it split into two (or more) groups, remain together to best serve the needs of
everyone, or should LFPA absorb remaining USS and restructure to support the different staff groups?
• It was decided that this discussion needs to continue in the future, and that we need to pay close attention to how the university addresses this governance issue as well.

Criteria for Non-Tenure Track Faculty and a new classification of Unclassified Academic Staff
• The Provost’s request (from the previous May) to address the lack of criteria for different stages of non-tenure track librarians (a category used in the past for part-time librarian positions) led to the formation of an ad hoc committee to consider the best way of addressing this issue.
• Jennifer Church chaired the Ad Hoc Committee on the Non-Tenure Track Classification, with members Fran Devlin, Ada Emmett, Betsaida Reyes, and Caitlin Donnelly participating, and Mike Broadwell as an ex-officio member.
• The Committee’s report was shared with LFPA members at open sessions and discussed at an LFPA meeting later.
• Recommendations to adopt a new classification of Unclassified Academic Staff, and criteria for non-tenure track Librarian II and III were voted on and approved by the membership. Resulting changes to the “Criteria for Academic Rank of Library Faculty, Discipline Expectations, and the appropriate sections of the Code and Bylaws were voted on and approved as well. These documents are available on the LFPA website.

Post-Tenure Review
• The University’s adoption of a post-tenure review process, as mandated by the Board of Regents, and established through the Provost’s Office, necessitated examination of how this would be carried out in the library.
• An Ad Hoc Committee on Post-Tenure Review was established, and included Scott McEathron (chair), Julie Petr, and Whitney Baker.
• The Committee’s report with a suggested procedure, based on the template provided by the Provost’s Office, was presented in a report and discussed at an LFPA meeting.
• LFPA members voted to accept the report, and approved resulting changes to the Code and Bylaws to establish this process.
Library reorganization

- LFPA monitored ongoing discussion about the library reorganization underway, and urged that there be opportunities for staff to share their observations about progress.

Representation on University Senate Library Committee

- It was discovered early in the year that the Senate Library Committee membership did not specifically include a faculty member from LFPA to attend, though that had been the practice.
- This was brought to the attention of SenEx and a change was made to University Senate Code so that we now have representation specified for USS, UPS and faculty on this Committee.

Change in Research Requirement to 20% for New Faculty Hired

- Exec was informed by Dean Haricombe that as part of the acceptance of a new classification (Academic Unclassified Professional Staff) by the Provost’s office that any future tenure track faculty positions to be filled would require a 20% commitment for research. This change has already been addressed in the Criteria and Discipline Expectations.

Web Site

- Houser did some work organizing LFPA website files, and updated the website from the previous fiscal year (committee membership, charges, annual reports, etc.), as it had not been done that year. She also updated similar information for the current fiscal year.
- The conversion of the Libraries website to a new CMS necessitated a review of the LFPA website to insure that necessary information was migrated successfully.
- The list of LFPA members was updated.

Insuring the historical record

- Exec met with Letha Johnson, Assistant University Archivist to discuss the process for sending reports, minutes, etc. to archives, the records retention Schedule, and issues related to digital archiving.
Other

- Exec met with Sharon Riley to review committee members strengths (as determined by the Strengthfinders program)
- The Library administration office proposed changes in the staff awards committee’s membership and process, which LFPA reviewed and approved.
- Keith Russell kept us on track with issues through mind mapping, emailing a list of what was on our agenda that needed resolving