23 June 2009

**LFPA Executive Committee Annual Report for FY09**

Chair: Scott McEathron  
Vice-chair: Ada Emmett  
Secretary: Julie Petr  
Unclassified Professional Representative: Sarah Kanning  
Assistant Librarian Representative: Shiferaw Assefa  
Associate Librarian Representative: Sally Haines  
Librarian Representative: Keith Russell  

**Assembly and Committee Meetings**

- Beginning July 14, 2008, LFPA Executive Committee met 16 times; regular meeting time was every other Monday from 2-3:30 PM.

- Two general LFPA meetings were held; November 10, 2008 and March 23, 2009.

- Three extraordinary LFPA meetings were held: April 16, 2009; May 14, 2009; and June 10, 2009.
  - The April 16, 2009 extraordinary was convened to deliberate on proposed changes to LFPA Code and Bylaws in regards to the Progress Towards Tenure Review and the Ad Hoc Committee on Discipline Expectations report.
  - The May 14, 2009 extraordinary was convened to deliberate on proposed changes to LFPA Code and Bylaws in regards voting rights and procedures of members.
  - The June 10, 2009 extraordinary was convened to deliberate on proposed changes proposed by Ad Hoc Committee on Discipline Expectations.

**Activities**

- **Meetings with Dean Haricombe:** The Chair and Vice-Chair met monthly with the Dean. These meetings continue to be informative and fruitful.

- **Dean’s Council:** The Chair and Unclassified Professional Representative began attending Dean’s Council. It was felt that this greatly improve communication between the LFPA Executive Committee, staff and Dean’s council.

- **Management Council:** The Chair represented LFPA at Management Council meetings.

- **Charges to Standing Committees:** LFPA Exec put out a call for volunteers to serve on standing committees. Vacancies on standing committees were filled and liaisons from Exec were assigned to each committee. 2008 annual reports from each committee were reviewed and special charges were assigned to the LFPA committees.
• **Holiday Party with KULSS and KULSA:** LFPA Exec helped with the planning of the annual Holiday Party.

• **Worked with Library Administration to revise 2008 annual evaluation forms for library faculty and unclassified professionals:** Annual evaluation forms (formerly known as “FASAR” forms), were simplified again this year. LFPA Exec reviewed the proposed forms to ensure they met all guidelines set forth in the Faculty Evaluation Plan. Unclassified Professionals Committee created separate evaluation forms. Library faculty were again encouraged to submit an updated CV as further documentation of their research, service, and professional activities.

• **Ad Hoc Committee on Discipline Expectations:** LFPA Exec appointed Erin Ellis to Chair this committee. The committee conducted a survey, and revised two important documents that were deliberated and voted on by the Assembly: *Discipline Expectations for Library Faculty at KU* and *CRITERIA FOR ACADEMIC RANKS OF LIBRARIANS.*

• **Revisions to LFPA Code and Bylaws:** Several ballot measures resulted in changes to the LFA Code and Bylaws this year:
  
  - Revision of 3.3.4 Committee on Promotion and Tenure--explicitly indicating LCPT’s responsibility in the PTTR process in the Code.
  - Revision of 3.3.6--adding the libraries’ human resources officer as ex officio member.
  - Revisions of Article II clarifying that only faculty vote on faculty related issues, etc. and the issues the Law librarians will be allowed a vote on.
  - Revision of Bylaws Article I and the addition Article VI clarifying that a vote by distributed ballot may be conducted for revisions to Discipline Expectations for Library Faculty, Criteria for Academic Ranks for Librarians, and Evaluation Plans.

• **LFPA Elections:** Elections were held in May. Despite repeated solicitations from the Nominating and Ballot Committee and members of Exec, a full slate of candidates was not identified for every office this year (i.e. Vice-Chair). Nonetheless, elections were held and all vacancies were successfully filled.

**Revised Promotion and Tenure Manual:** LCPT revised the document *University Libraries Faculty Appointment, Progress Toward Tenure Review (PTTR), and Promotion & Tenure (P&T) Procedures: an Overview* --the Executive Committee also reviewed the document.

**Recommnedations for FY09**

**Administrative suggestions:**
- If possible, continue to hold luncheon meetings and orientation sessions with new LFPA members.
- Continue to assign the secretary of LFPA Exec the responsibility of editing and adding content to the LFPA Web site. The secretary should also offer assistance to the LFPA
committees in maintaining their Web sites. Continue to work on additional LFPA Web site cleanup, e.g., using KULSS on the PRC pages, and replacing “LFA” with LFPA.

- Work with library administrative office to obtain updated LFPA Rosters throughout the year.
- Appoint the vice-chair/chair-elect or designee to serve as the LFPA representative on the IS Development Council. The chair of LFPA should serve as the ex-officio member of the University Library Committee.

Issues and possible charges for LPFA Exec and LFPA standing committees

- Review the Library Faculty Evaluation Plan--the Assembly will need to re-approve the plan this year.
- Monitor the annual evaluation process to ensure all library faculty and unclassified professionals receive both written and oral evaluations during the timeframe established in the Library Faculty Evaluation Plan.
- Charge the outgoing LFPA Secretary with orienting the incoming Secretary to procedures for updating LFPA Web pages.
- Early in the year, discuss within LFPA Exec the role of the representative; is it the representatives’ responsibility to seek input from peers, or are representative elected to make decisions on behalf of members?
- Continue to poll members of LFPA early in the year to learn what issues the body feels should be addressed.
- LCPT and the LFPA Secretary should work together to update the LCPT web pages to remove references to green form, etc.
- Consider KU Libraries becoming an early adopter of the new Open Access policy.

Respectfully submitted,

Scott R. McEathron
Chair, 2008-2009