June 2010  LFPA Executive Committee Annual Report for FY2010

Members:
- Chair: Ada Emmett
- Vice-Chair/Chair Elect: Erin Ellis
- Secretary: Wade Garrison
- Unclassified Professional Representative: Letha Johnson
- Assistant Librarian Representative: Julie Petr
- Associate Librarian Representative: Gaele Gillespie
- Librarian Representative: George Gibbs

Assembly and Committee Meetings
- Beginning July 13, 2009, LFPA Executive Committee met 18 times.
  - A total of six open/special Assembly meetings were held.
    1. Oct. 5th 2009: Extraordinary meeting of the Assembly to focus on Faculty Evaluation Plan (FEP) changes required by VP and comment on draft revisions.
    2. November 2nd 2009: Extraordinary meeting of the Assembly to focus on Faculty Evaluation Plan revisions and send to a ballot.
    3. November 16th 2009: FEP and changes to Discipline Expectations for Librarians with a vote to send to a ballot.
    4. April 5th 2010: Reviewed global changes to Code & Bylaws document in five distinct areas.

Activities
- Meetings with Dean Haricombe: The Chair and Vice-Chair met monthly with the Dean. These meetings were critical in continuing to foster a very healthy relationship and partnership between faculty governance and administration.
- Dean’s Council: The Chair and Unclassified Professional Representative attended twice-monthly Dean’s Council meetings.
- Management Council: The Chair and Unclassified Professional Representative represented LFPA and the Libraries Unclassified Professional, respectively, 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. 2009 annual reports from each committee were reviewed and special charges were assigned to the LFPA committees.
- Ad Hoc Committee on the Initial/Intermediate Review: Discipline Expectations: An ad hoc committee was convened to study the libraries’ current P&T procedures and determine to what degree our procedures were in compliance with the University’s as described in FSSR. The group was asked to supply recommendations that would adjust our procedures to bring us in alignment with university practices if we were not.
• **Unclassified Professionals Employee of the Year Award:** The Unclassified Professionals Committee was charged with devising an employee award (procedures, applications etc) and submitting it to Exec and the Dean. Approved by the Dean quickly, the first award was given in the Spring of 2010.

• **Revisions to Faculty Evaluation Plan, Discipline Expectations, Criteria for Librarians, Code and Bylaws and the Libraries P&T Overview document approved by the Assembly:**
  - FEP: Due to the request of the Vice Provost for Faculty Affairs the libraries FEP had to be revised both in format and content. Exec worked over the summer of 2009 with the VP to ensure changes were made that would be acceptable to her office. The Assembly then reviewed, commented and deliberated on the changes. A vote was then taken via a distributed ballot.
  - Discipline Expectations and Criteria for Librarians: These two documents had to be revised based on changes to the FEP. The Assembly also reviewed and voted on these changes.
  - Code & Bylaws: The C&B had many changes made to it based on recommendations made by various groups within the libraries which found errors in or issues with the documents. LCPT, Nominating and Ballot, CRS, LFPA Exec, the Human Resources Director, the Dean of Libraries and the C&B committee all submitted recommendations for changes which were forwarded to the Assembly. In an open meeting the Assembly agreed to send most recommended changes to a ballot.
  - P&T Overview document: Although not practiced in the recent past, the Assembly was asked to formally approve changes to the P&T Overview document since the recommended changes were substantial.

• **LFPA Elections:**
  - Elections for membership were held in June 2010. As in past years despite repeated requests from the Nominating and Ballot Committee and LFPA Exec members, 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.

• **Other ballots:** There were two other distributed (electronic) ballots held during the year:
  - December 2009 an electronic ballot was distributed to accept changes to the FEB, Discipline Expectations, Criteria for Librarians and to fill a vacancy on LCPT.
  - April 2010 an electronic ballot was distributed to accept significant changes to the Code & Bylaws.

**Recommendations for FY10 Exec:**

- **New P&T procedures:** Recommend that 2010-2011 Exec consider monitoring and devising careful mechanisms for a smooth transition to the new P&T procedures, working with LCPT, HR Director and the Dean of Libraries to ensure its success. We also recommend that Exec gather and review feedback from P&T candidates, their supervisors, mentors and LCPT after the Fall 2010 implementation of the new procedures to determine the success of the initiative.
- **Work with KULSS to consider putting PRC work on hold, per the feedback and recommendations by that committee in its annual report submitted June 2010.**

Respectfully submitted,
Ada Emmett, Chair, 2009-2010