



**Academic Assembly of Librarians  
Steering Committee  
Tuesday, November 17, 2020  
2:00 pm  
Zoom: <https://temple.zoom.us/j/93914634279>**

**Attendees**

Erin Finnerty, Leanne Finnigan (chair), Josue Hurtado (guest), Sarah Jones, Joe Lucia, Caitlin Shanley (recording), Emily Toner

**Agenda**

1. Approve [Minutes of October Steering Committee Meeting](#)
  - a. Approved.
2. Report from Dean of Libraries (Lucia)
  - a. Changes due to City of Philadelphia “Safer at Home” restrictions
    - i. Council of Deans meeting scheduled for tomorrow
      1. HR Administrators meeting also tomorrow, Joe thinks
    - ii. Message from the Provost sent yesterday about what will remain open on campus after 11/20 (when City restrictions go into place), including study space and computers for students
    - iii. Restrictions last through January 1, which does not go into the Spring semester
    - iv. Ken Kaiser will provide a financial update at tomorrow’s Deans meeting

- v. Registration for next semester opened Monday, so there will be a preliminary indication of what enrollment looks like (though it continues through January)
- vi. Individual Deans have communicated with their colleges, but Joe does not have access to these communications
- vii. Minimal in-person courses, so the 11/20 shutdown should not pose a problem
- viii. Unclear what the University's stance will be on continuing in-person services (not classes)
  - 1. Provost indicated that this will be a cabinet-level discussion
- ix. Will possibly close the libraries
- x. Uncertainties remain about financial situation
  - 1. Additional CARES Act funding may come, but not until 2021
- xi. Q: How will updates be communicated (via email vs. all staff update)?

The next update is the day before Thanksgiving, when many people may be out.

  - 1. Joe will consider scheduling a special session on Thursday or Friday of this week, to accommodate those who are taking the day off

### 3. Report from PARA Committee (Hurtado)

- a. Current PARA Members: Carla Davis Cunningham, Katy Rawdon, Jackie Sipes, Josue Hurtado

- b. PARA requested and received list of librarians eligible for contract renewal
  - i. Candidates for Regular Appointment: Kim Tully, Matt Ducmanas, Latanya Jenkins, Karen Kohn
  - ii. Candidate for second two-year contract: Jasmine Clark
  - iii. Candidate for third two-year contract: Sarah Jones
  - iv. Candidates who chose to defer application process due to COVID: Rebecca Lloyd (applying for Regular Appointment) and Vitalina Nova (applying for second two-year contract)
- c. Q: Is there a formal contract extension that needs to occur while the “clock” is “stopped”?
  - i. Leanne will look into this and update Josue
- d. PARA created and finalized 20-21 calendar
  - i. Notified Joe of deadlines for letters
  - ii. Reminded supervisors of 12/21 deadline
  - iii. Committee will notify candidates on 12/8
  - iv. Deadline for submitting peer name on 1/11/21
  - v. Candidate materials due 1/29/21
  - vi. Dean to send recommendation to Provost by 4/2/21
  - vii. Provost to send finalized decision to candidate by 5/7/21
- e. Caitlin Shanley submitted a request to use more gender inclusive language in PARA documentation

- i. At present, letters can use inclusive language, but updating the PARA documentation may require approval of AAL membership
- ii. Unless a change is in the Bylaws, it does not have to go to AAL for approval
- iii. This is a small change, so multiple GA meetings may be excessive
- iv. Leanne recommends going ahead and making updates, and then taking steps to get changes approved quickly

4. Update on L3 to L4 criteria process (Finnerty)

- a. Discussion of criteria at GA meeting went well
- b. Almost all issues were addressed; some were resolved, and some need additional work
- c. SC and ad hoc committee met once, and will meet again this Thursday
- d. Will submit recommendations and rationale to TULUP admin, in order to provide context
  - i. Will also include a few comments outside the scope of the L4 criteria revision - will submit to PARA for consideration because they concern other aspects of the RA/promotion process
- e. Should meet deadline to return changes to admin by Thanksgiving

5. Old business

- a. None.

6. New business

- a. Discussed Merit procedures when Merit Committee members are also in the applicant pool

- i. Leanne will follow up with Richie

Adjourned 2:46pm.

JL 11/19/20

LF 12/15/20