

**ACADEMIC ASSEMBLY OF LIBRARIANS**

**STEERING COMMITTEE**

**TUESDAY, March 17, 2020**

**2:00 PM**

**Zoom**

**MINUTES**

1. Approve Minutes of February Steering Committee Meeting
	1. Approved.
2. Report from PARA (DeVoe)
3. PARA (Josue, Kristina, Jill, Carla) held one ask-me-anything (AMA) session for candidates, and Kristina also met with some candidates individually who had further questions. Questions focused on best practices for how to write candidate statements and how to frame letter if one was applying for both contract and promotion.
4. The Committee reviewed the candidates' applications and personnel files and met in-person once to discuss the applications together. The Committee wrote and submitted written statements to the Dean with copies to the candidates, recommending:
	1. two candidates be granted a second (two-year) contract plus promotion to L2
	2. one candidate be granted a third (two-year) contract plus promotion to L3
	3. one candidate be granted a third (two-year) contract
	4. one candidate be granted regular appointment plus promotion to L3
5. The Dean's statements will be due March 27.
6. This year, the application process has been completed online with candidates, supervisors, committee, and library administration reviewing and submitting materials to candidates' Google folders in discrete chunks of time. By and large, the online process has been very favorable. Committee members, especially those who have served on PARA in the past, remarked on the ease of accessing the folders. Kristina hopes to informally survey the candidates, supervisors, and library administration to better gauge reaction to the new online process. Kristina is aware of some tweaks/reminders that may be needed for documentation purposes (e.g. submitting copies (and not originals) of documents, no commenting on documents, etc.).
7. Kristina also hopes to have the committee work on compiling some documentation (e.g. updated letter templates that can be used) as well as updating some of the information on the AAL website/Confluence site.
8. Update on L3/L4 criteria (Finnerty)
	1. See the group’s [statement](https://docs.google.com/document/d/1HJNRmX4mYa3eF0MZ9ubl1XMEYpfNxOMjuzemsDkhu2I/edit), newer version that considered comments from colleagues from the initial draft and comments made in-person to committee members.
	2. Additional comments from Committee:
		1. Removed comparison grid with suggested events/activities and instead will include additional report of recommendations, still in progress.
		2. L4/Regular Appointment is not the equivalent of getting full professorship or tenure.
		3. There was an emphasis on adding an external review process, but faced difficulties with processes and logistics for handling this.
		4. With the expectation of L4 level of performance, recommend that administration needs to secure more generous funding or provide user-friendly mechanism for staff to secure funding to support librarians who want to apply for L4.
			1. For example, if criteria includes being national leader of a professional organization, staff may need to attend up to three conferences per year which would not be supported with current level of professional development funding.
		5. Would like to make a recommendation that PARA consider standard job duties or inherent responsibilities that come with that person’s position along with other elements of their application to L4.
			1. i.e., some jobs naturally build in more time for research or more time for professional development. In what way can we quantify one’s pre-existing situation compared to someone who has to work twice as hard to establish connection to professional organization?
		6. There were efforts to compile a list of activities that would be considered for L4, but impossible to provide such a strict guideline. With that said, do acknowledge that the criteria is an improvement
	3. Committee is now handing over work to the Steering Committee and will get written recommendations to Steering as soon as they can.
		1. Steering Committee may want to consider additional action in coordination with Admin that builds on committee work, such as addressing complex issues like funding, looking at L2/L3 criteria.
		2. We will have about a month to review everything.
9. Old business
	1. None.
10. New business
	1. None.

Adjourned 2:25pm.

3/30/20 BB

7/2/20 JL