

**ULFO Meeting  
November 17, 2004  
UL 1116 9:30am**

Present: Karen Janke (Chair), Ann O'Bryan, Kristi Palmer, Joe Harmon, Karen Zimmerman, Emily Dill, Polly Boruff-Jones, Fran Huehls, Randi Stocker, David Lewis, Todd Daniels-Howell, Mary Stanley, Robin Crumrin, Brenda Burk, Randall Halverson, Jennifer Hehman, Robert Hinton, Sally Neal, Tony Stamatoplos, Stephen Towne (Secretary).

The meeting was called to order at 9:37am.

The agenda for the meeting was approved with no changes.

The minutes of the October 12 meeting were approved.

Critical Announcements. Randi Stocker reminded the members present that the Trustee Teaching Awards are awarded based solely on documentation regarding teaching as part of performance included in the annual review. David Lewis noted that all annual reviews will be required to be submitted in electronic format in 2006 (reporting on activities in 2005); librarians are encouraged to submit electronically for this year. This is the result of an initiative of Executive Vice Chancellor/Dean of Faculties William Plater. Staff will be working on constructing the mechanism for electronic submission.

Committee Reports.

Bylaws Committee: no report.

Primary Peer Review Committee: Robin Crumrin reported that the committee held an annual review workshop on November 16 which was well attended. Annual reviews for 2004 will be due January 24, 2005, at 9:00am.

Professional Development/Research/Service Leave Committee: Fran Huehls reported that according to current application process rules, successful applicants are required to submit a brief report on activities undertaken while engaged on the leave. These reports are to be retained on file in the administration office for three years. Hence, no change is necessary to application rules to require a report. Huehls also reported that Mary Beth Minick was recently granted a two week research leave.

Old Business.

Discussion of Responsibilities and Obligations Document. Chair Karen Janke turned discussion over to Dean David Lewis. Lewis explained that he would like to have a Responsibilities and Obligations document in place and operative before situations arise

regarding promotion and tenure decisions. The University Library is organized around teams, and teams often require team members' presence. Discussion ensued regarding time management issues and working from home. Joe Harmon commented that librarians are similar to teaching faculty, and need the flexibility in time management that teaching faculty have. Karen Zimmerman noted that the document under discussion is liberal in comparison to other institutions, and that it speaks well to the level of trust and respect for librarians in University Library. Randi Stocker said she works from home occasionally and construed the document as support for that activity. Janke asked where this document would fit in the context of faculty handbook guidance documentation. Lewis responded that the document is more specific than the language in the library faculty handbook, and is specific to the University Library. Jennifer Hehman noted that the Faculty Affairs Committee of IUPUI Faculty Council is working on a conflict-of-commitments document regarding time commitments. Other units will be developing such documents for faculty guidance. Janke asked what would occur if someone were found not to be following policy. Lewis suggested that the performance review process would sort out the issue. After further discussion, it was agreed to circulate the document for comments and amendments prior to a vote at the February, 2005 ULFO meeting. In the meantime, members are directed to bring their comments to Lewis.

Announcement. Janke and Lewis met with IUPUI School of Library and Information Science (SLIS) faculty to discuss coordination of research efforts with SLIS faculty and students. UL librarians should collect information on their research interests, and, likewise, SLIS faculty will share their research interests. A series of research colloquia are planned to convene 2 to 4 times per semester, allowing an informal forum to present finished research and research papers and elicit questions and comments.

#### New Business.

IULFC Promotion and Tenure Representative on Unit Peer Committee. Harmon outlined options for constituting the committee and handling the second ULFO representative. The Bylaws Committee received ideas and suggestions from members. Discussion ensued. It was determined that no formal amendment of ULFO bylaws was necessary. In a straw poll taken among those present, members voiced approval of "proposal 3A," an amended version of "proposal 3" making the second ULFO representative a backup alternate. The Bylaws Committee has yet to deal with the issue of consecutive terms of members of the Promotion and Tenure Committee. The PP&T Committee should make its recommendations on this issue prior to the February, 2005 ULFO meeting.

UL Community in IDEA. Emily Dill circulated copies of policies developed at other universities regarding guidelines for submission of materials into DSpace digital repositories as a starting point for discussion on the question: what should UL admit to our IDEA/DSpace community? Discussion ensued. Lewis suggested that the policy be inclusive; the policy can be changed later if need arises. Flexibility is desirable at present. UL also can have more than one community to accommodate different types of materials, including research and "learning objects." The required metadata will be an issue that will need to be addressed in due course.

Program.

ISI Journal Citation Reports. Randi Stocker made a presentation on how ISI's Journal Citation Reports (JCR) works, and how it can be employed by a variety of users.

The meeting adjourned at 11:03am.