

**IUPUI University Libraries Faculty Organization**  
**Minutes of May 10, 2000**  
**UL Auditorium**

Present: J. Baldwin, P. Boruff-Jones, R. Crumrin, M. Fiander, V. Goodwin, J. Harmon, R. Halverson, J. Hehman, R. Hinton, F. Huehls, D. Hoyt, D. Lewis, J. Makepeace, P. McWilliams, K. Petsche, A. Stamatoplos, M. Stanley, C. Stokes, R. Stocker, C. Withers, M. Wright

See attached Addenda:

- Text of Michelle's email follow-up with ACTIONS -- sent after the meeting
- Report on vote -- revised definition of unsatisfactory for Post-Tenure Review
- Report on vote -- 2000/2001 ULFO officers and Primary Peer Review Committee

The meeting was convened by M. Fiander, ULFO Chair.

Documents distributed:

- Minutes of April 25 meeting
- Revised definition of unsatisfactory

**Action Items**

B. Orme made a motion to approve the minutes from April 25, 2000 with no changes. The motion was seconded by R. Crumrin, and approved by unanimous vote.

**Discussion Items**

**Discussion of Post-tenure Review Policy - definition of unsatisfactory**

D. Lewis, V. Goodwin, B. Orme assisted in drafting the final version of the definition. Members agreed that a vote on the final wording should be conducted via email to allow all members to participate.

**Discussion of team leader sign-off on annual review**

V. Goodwin - a task force should be created to look at the issue of whether primary and secondary team leaders will submit a rating of satisfactory or unsatisfactory on a librarians annual evaluation.

D. Lewis - this would require resolving the perspectives of two team leaders.

R. Stocker - I am in favor of two separate reports.

D. Hoyt and M. Wright noted that evaluation reports by team leaders do not include liaison activities that are important to take into consideration.

J. Baldwin, Randall Halverson, M. Fiander, and R. Stocker agreed to serve on a task force to revise the policy. M. Stanley will serve in an ex-officio capacity.

M. Jafari suggested that a group of five voting members would be a good idea to avoid deadlocked votes.

D. Lewis - a mix of team-leaders and non-team leaders would be appropriate. The result

will need to be brought to the first ULFO meeting of the fall and report prepared by early September.

**Miscellaneous discussion items**

J. Baldwin - thanked Michelle and Randy for serving ULFO for 1999/2000.

M. Fiander - will include a voting form/ballot in the ULFO binder as an example for next year's Chair; will also send out results of the Post Tenure Review vote.

J. Baldwin – re. workload of Promotion and Tenure Committee for 2000/2001: Not sure that anyone is going for tenure during 2000/2001, but there will be some mid-term reviews.

Minutes submitted by Randall Halverson, ULFO Secretary

**Addenda to minutes:**

• **Text of Michelle's email follow-up with ACTIONS -- sent after the meeting**

To: ULFO Membership

From: Michelle Fiander

Date: May 10, 2000

Subject: A review of today's ULFO meeting outlining discussion and ACTIONS that will take place as a result.

Note: this document does not constitute the official minutes of today's meeting.

**Post-tenure review:**

At today's ULFO meeting we asked David Lewis a few questions about the definition of 'unsatisfactory' as it relates to the Post Tenure Review process. We decided, as a group, to vote by email/paper ballot on acceptance or rejection of this statement.

Action: A ballot will be sent to all ULFO members within the next few days; results will be announced by the end of May 2000.

**Election for ULFO Chair and Secretary 2000/2001:**

The ballot has been sent to the membership. Election results will be announced to the ULFO membership by the Nominations Committee as soon as they have the results.

**Annual Review Process for 'non-team' or 'extra-team' activities:**

Another topic of discussion arose because of a suggested agenda topic from an earlier ULFO meeting. The topic is: the evaluation (on Annual Reviews) of non-team or extra-team work by librarians. Examples of this work included liaison and major work-related committee duties.

Re. Liaison activities: Who evaluates this aspect of a librarian's work? Will this person write a report to include in a librarian's annual review? What are/will be the criteria for this evaluation? Is expenditure of budget a major criterion in the evaluation of a liaison's duties and, if so, should it?

Re. 'non-team'/'extra-team' work: This work includes, but is not limited to, major work-related committees such as the Horizon and OPAC Working Groups. The issue is that although librarians often expend a lot of time and energy on work outside of their team

assignments, this work is not usually evaluated or commented on at Annual Review time. One question related to this issue: Should such activities be included in Annual Reviews and, if so, who will be responsible for this evaluation?

Team Leaders, one Annual Review. What if there is conflict? Another issue concerns the dual evaluation many librarians receive. Since most librarians are evaluated by two team leaders, who designates the candidate's satisfactory or unsatisfactory status at the conclusion of the annual review? What happens if two team leaders have wildly diverging opinions/evaluations of a single librarian's work? This is an issue that should be explored and a process should be developed to guide this part of the Annual Review evaluation process.

Action: It was suggested that a Working Group of ULFO members be assembled to formulate a discussion document on this topic. The work of this group will be used to initiate discussion among the ULFO membership at the beginning of the 2000/2001 academic year. No decisions will be made without the input of the full ULFO membership. This group will serve to identify issues in order to initiate discussion in September 2000. Volunteers for this group consisted of: Randi Stocker, Jim Baldwin, Randy Halverson, and Michelle Fiander. An additional member would be beneficial to the group, and a newly-tenured librarian would be an obvious choice since Randi and Jim are tenured and Randy and Michelle are not.

- **Report on vote -- revised definition of unsatisfactory for Post-Tenure Review**

The vote was conducted via email.

16 voted to ACCEPT the new wording.

0 voted to Reject the new wording.

- **Report on vote -- 2000/2001 ULFO officers and Primary Peer Review Committee**

The vote was conducted via email.

ULFO Officers for 2000/2001:

Chair : Polly Boruff-Jones

Secretary : Fran Huehls

Primary Peer Review, Promotion and Tenure Committee:

Chair Elect: Robin Crumrin

Member: May Jafari

Member: Tony Stamatoplos

Member: Bill Orme

Thanks to the Nominations Committee--Amy, Tony, and Carol--for coordinating the election.