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SYSTEMWIDE ACADEMIC PERSONNEL
FACULTY AFFAIRS AND ACADEMIC PROGRAMS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 10th Floor
Oakland, California 94607-5200

March 19, 2025

CHANCELLORS
ACADEMIC COUNCIL CHAIR STEVEN CHEUNG
LABORATORY DIRECTOR MICHAEL WITHERELL
ANR VICE PRESIDENT GLENDA HUMISTON

Re: Systemwide Review of Proposed Revisions to Academic Personnel Manual (APM) 360, Appointment and Promotion, Librarian Series

Dear Colleagues:

Enclosed for systemwide review are proposed revisions to Academic Personnel Manual (APM) as follows:

- Section 360, Appointment and Promotion / Librarian Series (APM - 360).

The proposed revisions are intended to address substantive matters discussed in more detail below.

Background
In 2015-2016, a Joint Task Force on the Librarian Series Definition comprised of the Librarians Association of the University of California (LAUC) and the Council of University Librarians (CoUL) proposed that APM - 360, Librarians Series be revised to include a new definition for the Librarian series. The proposed revisions underwent systemwide review and the revised APM - 360 was issued on March 1, 2016.

Upon further review of the Librarian definition, the University has identified errors in the 2016 revision that requires the following corrections and updates:

- "*In the University campus libraries*" has been added to the introductory paragraph and is consistent with the text in the remainder of APM - 360 that refers to the campus libraries. The original Librarian definition clarified that the professional services are performed in the libraries and the Joint Task Force's original proposed definition also maintained that the services would be performed in the libraries. However, when APM - 360 was issued in 2016, the reference to professional services being performed in the libraries was erroneously removed and inadvertently broadened the scope to professional services performed anywhere in the University. The inclusion of "*University campus libraries*" in this draft is meant to clarify the intent as the 2016 revision erroneously removed the important reference to performance in the libraries.

- In APM - 360-4(c), engaging with users to provide them with guidance and "*instruction*" has been modified to providing users with guidance and "*training and resources*" on information resources and collections. As currently written, the policy states that Librarians engage in "instruction" when engaging with users of library services. In the current context and the manner that this provision has been written, providing "instruction" implicates the teaching mission of the University. The teaching mission of the University is not a subcategory under the broader category of professional library services, which is how the current policy reads. In addition, if a Librarian is serving as instructor of record and engaging in the teaching mission of the University, they are expected to do so in an appropriate concurrent instructional title. The substitution of "*training and resources*" for "*instruction*" is intended to clarify this and to avert any future potential for misunderstandings.
- In APM - 360-4(d), "*carrying out research and creative activity*" in support of the professional services performed in the libraries has been modified to "*acquiring information and knowledge*" in support of the professional services performed in the libraries. The original Librarian definition referenced "*research where necessary*" and the Joint Task Force's original proposed definition referenced "*research in support*" of the professional services performed in the libraries. However, when APM - 360 was issued in 2016, the reference to "*research*" was erroneously expanded to "*carrying out research and creative activity*" in support of the professional services performed in the libraries. The research/creative activity mission of the University is not a subcategory under the broader category of professional library services, which is how the current policy reads. The substitution of "*acquiring information and knowledge*" for "*carrying out research and creative activity*" is intended to clarify this because the use of the word "*research*" in the original version of APM - 360 resulted in a misunderstanding of the intent of the word and was inadvertently expanded to include "*creative activity*."
- In addition to the professional library services provided by Librarians, academic Librarians engage in at least one or more of the following, to the extent they are relevant to the Librarian's career path: (1) professional activity outside of the library; (2) university and public service; and (3) research and other creative activity. Librarians who are academic appointees undergo academic reviews where these achievements have been recognized in APM - 360-10. However, these additional criteria have not previously been recognized in the Librarian definition in APM - 360-4. In recognition of the important contributions in these areas made by academic Librarians, the criteria from APM - 360-10 has been repeated in APM - 360-4 Definition but in a separate paragraph from the delineation of professional library services.

Key Policy Revisions

The policy revisions are proposed to.

- Update the definition of the Librarian Series

Systemwide review is a public review distributed to the Chancellors, the Chair of the Academic Council, the Director of the Lawrence Berkeley National Laboratory, and the Vice President of Agriculture and Natural Resources requesting that they inform the general University community, especially affected employees, about policy proposals. Systemwide review also includes a mandatory, 90-day full Senate review.

Employees should be afforded the opportunity to review and comment on the draft policies, available on the Systemwide Academic Personnel website. Attached is a Model Communication which may be used to inform non-exclusively represented employees about these proposals. Systemwide Labor Relations at the Office of the President is responsible for informing the bargaining units representing union membership about policy proposals.

We would appreciate receiving your comments no later than **June 17, 2025**. Please submit your comments to SystemwideAP-PolicyReviewComments@ucop.edu. If you have any questions, please contact Kelly Anders at kelly.anders@ucop.edu.

Sincerely,

Amy K. Lee
Deputy Provost
Systemwide Academic Personnel

Douglas M. Haynes
Interim Vice Provost
Faculty Affairs and Academic Programs

Enclosures:

1) Draft APM - 360, Appointment and Promotion / Librarian Series (clean copy)
2) Draft APM - 360, Appointment and Promotion / Librarian Series (tracked-changes copy)
3) Model Communication

cc: President Drake
Provost and Executive Vice President Newman
Executive Vice Chancellors/Provosts
Executive Vice President and Chief Operating Officer Nava
Executive Vice President Rubin
Senior Vice President and Chief Compliance Officer Bustamante
Vice President Brown
Vice President and Chief of Staff Kao
Vice President Gullatt
Vice President Lloyd
Vice President Maldonado
Academic Council Vice Chair Palazoglu
Vice Provosts/Vice Chancellors for Academic Affairs/Personnel
Deputy General Counsel Woodall
Assistant Vice Provosts/Assistant Vice Chancellors for Academic Personnel
Associate Vice President Matella
Associate Vice President McRae
Chief Policy Advisor McAuliffe
Executive Director Anders
Executive Director Lin
Executive Director Teaford
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Deputy Chief HR Officer and Chief of Staff Henderson
Chief of Staff Levintov
LBL Chief Human Resources Officer Crosson
Director Chin
Director Weston-Dawkes
Associate Director Menezes
Associate Director Woolston
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Policy Analyst Durrin
Policy Analyst Miller
Policy Analyst Wilson
Administrative Officer Babbitt