

To: LAUC-SD Executive Board
From: Ad Hoc Committee for Writing the Self-Review (K. Lucas, B. Slater)
Date: April 8, 2005

Subject: Recommendations regarding the Self Review writing workshop pilot project. [based on evaluation responses]

1. The Committee recommends that LAUC-SD conduct an annual workshop about how to write the self-review document that is included in the peer review file.
2. The Committee recommends that the self-review workshop participant packets for 2005 be modified to contain the following:

Retain as handouts:

- Writing the Self-Review
- Self-Review Outline Template
- Criteria, Comparison of Wording & Examples
- Advancement by Rank
- Tips Sheet

Eliminate as handouts:

- Librarian Series Fiscal Year Salary Scale
- UCSD Librarian Roster

3. The Committee recommends that all handouts distributed at the workshop be made available to the LAUC-SD membership by being posted on the LAUC-SD web site.
4. The Committee recommends an annual review and updating of workshop and handout content for accuracy and to reflect changes.

Background

It was determined that LAUC-SD could provide more in-depth training to its members about how to write the self-review document in the peer review process. Two members volunteered to conduct a pilot project to develop and conduct a workshop. Two very similar workshops were presented in December 2004. Evaluations were collected at the end of each workshop. A second evaluation was sent to each participant in March 2005 after the deadline for completed reviews to be submitted to LHR.

Workshop Evaluation:

- All agreed the content was not too redundant to the LHR workshop.
- All either Agreed or Strongly Agreed that they were better informed about writing the self-review than before the workshop.

Follow-up Evaluation:

Workshop

- All Strongly Agreed that they would recommend the workshop to librarians who have not been through a review.
- All Agreed or Strongly Agreed that they would recommend the workshop to librarians who have already been through a review.
- All Agreed or Strongly Agreed that the workshop content was valuable.

Ideas, Suggestions

- Provide a sample review
- Conduct a workshop for review initiators
- Conduct separate workshops for first time review candidates

2004 workshop summary of attendance & evaluations:

24 attendees:

- 15 undergoing review
- 07 not undergoing review
- 02 staff from Library Human Resources

30 evaluations:

- 20 workshop evaluations were returned
- 10 follow-up post review writing evaluations were returned