2008/2009 Fiscal Year Report
of the Unclassified Professionals Committee,
Library Faculty and Professionals Assembly

Committee Members: John Brandau (Chair, 1-year term), Bayliss Harsh (2-year term), Rhonda Houser (2-year term), Sarah Kanning (LFPA Executive Committee liaison)

Accomplishments

• We developed an Unclassified Professionals Committee (UPC) web page on the Library Faculty and Professionals Assembly (LFPA) web site (http://www.lib.ku.edu/public/LFA/UPC/).
• We reviewed and recommended changes to the annual evaluation procedures and forms for UP staff, specifically pertaining to service and research. Staff may include achievements ‘above and beyond’ their job assignment but which fall within the Libraries or departmental mission, and these contributions may consist of research and service activities. We also recommended that the final overall rating categories include brief descriptions. These changes were approved by LFPA and library administration, and are reflected in the form and procedures here: http://www.lib.ku.edu/staff/evaluation/unclassified.shtml.
• We kept apprised of activities of the University Unclassified Senate and informed the membership that two KU Libraries UPs participated on this Senate. We also maintained awareness of LFPA Executive Committee activities, assisted by Sarah Kanning. We encouraged UP attendance at LFPA meetings, and communicated with library UPC staff primarily through group email, as well as our website and word of mouth.
• We held a fall lunch meeting for UPC staff, which included overviews of library governance, UPC history, and the UP evaluation process, as well as a discussion of this last item.
• We developed a proposal for a KU Libraries Unclassified Professional Employee of the Year award. We recommended that the ‘Unclassified Professional Excellence Award’ be annual and available to one or more UP staff members, for overall contribution to KU Libraries. The proposal was accepted by the LFPA Executive Committee.
• The Committee Chair produced minutes of most meetings and these will be posted to the UPC webpage before end of fiscal year.

Items for Carry-over and Follow-up
• Write documentation and coordinate ‘Unclassified Professional Excellence Award.’

Recommendations for Committee Work in 2009/2010