University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, October 6, 2011
Present: Carolyn Allen, Juana Young, Judy Ganson, Jeff Banks, and Molly Boyd.

Public Services Position
The Admin Group discussed at some length the report of the Organizational Structure Committee and subsequent comments from faculty and staff (see also below). A general consensus seems to be that issues of communication are more in need of work rather than a complete reorganization of the whole organization, although some shifts in titles or language may help to clarify future directions. Discussion centered on how we might develop position descriptions in future based more on a philosophy of how we work and to paint a picture of the institutional culture, rather than merely providing a catalog of job duties.

The retirement of Alberta Bailey gives the Library the opportunity to consider how best to utilize her Public Services position as we move forward. While no decisions will be made until the reports have been more fully scrutinized, the group did review a rough draft of a position, tentatively titled for now “Academic Services Director.” In the event the public/academic services position were to be filled, the group discussed requiring a statement from the applicants that indicates their philosophy of academic or research services, in an attempt to mesh important issues, something like, “Please provide us with a brief statement of your personal philosophy of the key aspects of academic services in a successful research library.”

Geosciences Librarian Job Description
The administration reviewed the suggested changes for the Geosciences librarian job description made by the search committee. Following on the earlier discussion, further suggestions for revisions include some indication that the person hired will be also working with faculty and graduate students to develop programs, and that the departments listed are too limited, and the description should also indicate that the librarian will work with interdisciplinary programs. Some key words to include in the description are: diligent, cooperative, outreach support coordinator, engagement, program development, and assessment. The description needs to indicate a philosophy of engagement with students, instruction, collection development, the Teaching Support Center, and with developing new services.

Once finalized, the job description for the Geosciences Librarian position can be used as a model for future job listings.

Strategic Reorganization Reports
The Admin Group reviewed the reports compiled from the faculty and staff forums that discussed the reports from the Strategic Initiatives Committee and the Structural Reorganization Committee. First step is to review the goals and determine which can be accomplished. Second step is to review those goals and determine what structure and staff are needed to accomplish them. Faculty should be consulted about who to include on specific goals and when and how they will be accomplished. We should be able to reassign staff to take on new goals and eliminate or reassign job duties that are not as strategic. Job duties should be able to be changed in the moment as needs arise, then accurately recorded and evaluated in annual evaluations. We should also include group work into evaluations, encouraging individuals to work together.
The Admin Group discussed several possible models for reorganizing the reporting structure tied to the public/academic services position and reached no conclusion.

The Admin Group will review the goals for discussion on Thursday, October 13.