University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, July 29, 2011
Present: Lora Lennertz Jetton, Phil Jones, Dean Carolyn Allen, Juana Young, Judy Ganson, Jeff Banks, and Molly Boyd.

Faculty and Strategic Excellence
Lora Lennertz Jetton and Phil Jones discussed the role of scholarship in faculty evaluations and how it is rewarded, the need to standardize each individual’s goals to accurately reflect the Libraries’ strategic goals for the year and individual assignments, the need to regularize criteria for annual evaluations of faculty to be fair to all, and the need for accountability in group or committee work, possibly by tracking performance and tying that to annual evaluations. They also discussed the possibility of Human Resources providing annual training to supervisors before annual reviews are made to cover the evaluation process. For instance, what constitutes an “E” rating versus an “S” rating needs standardizing throughout the organization.

The Libraries have a hybrid faculty evaluation system that does not mirror the academic faculty model based on teaching, research, and service. The Libraries’ system is more flexible and adaptable to allow each individual to contribute to the best of their abilities and according to their skills and interests. Supervisors need to be more descriptive and evaluative in assessments. Committee chairs should track individual performance in committee members and provide feedback and evaluative comments to the members’ supervisors. All matters of faculty governance are the purview of the Faculty Concerns Committee. The Faculty Concerns Committee should address these concerns and make recommendations for improving the evaluation process.

The Faculty Concerns Committee should meet immediately after each year’s election to select a chair and set an agenda for the year.

Personnel Update:
- The administration and the Human Resources department will review the guidelines used previously for the proposed merit pay increases. They will meet to discuss within one week.
- The Interlibrary Loan position proposal was approved, and the job description was reviewed.
- Carol Gattis of the Honors College presented a lecture on the Honors College student grants system. Library faculty must partner with a sponsoring faculty member of the student’s academic department to submit a proposal for a grant.
- Ninety-one applications were received for the Librarian-in-Residence position, which are currently under review by the search committee.
- Human Resources will review the base compensation rates for librarians of different skill levels.
- The Diversity Committee will be reformed with Jeff Banks as chair, and Mary Gilbertson, Kathy Riggle (ex officio), Elaine Dong, Joshua Youngblood, Jennifer Rae Hartman, Lut Salisbury, and Matthew Kelly as members.

Collection Development and Systems Update:
- QR codes will appear on library Websites and publications such as exhibits and displays. [A QR code (abbreviated from Quick Response code) is a specific matrix barcode (or two-dimensional code) that is readable by dedicated QR readers, smartphones, and to a less common extent,
computers with webcams. The code consists of black modules arranged in a square pattern on a white background. The information encoded may be text, URL, or other data.]

Dean’s Update:
There is a newly forming campus group concerned with health and research programs called Faculty Stakeholders.

Associate Dean’s Update:
The Provost’s Office is conducting training for the launch of the Academic Integrity policy with every unit. The associate deans of each college and the library have been charged with monitoring the program. Ro Dibrezzo heads the pioneering program, which is based on a university initiative. Juana will check to see if they are using the LibGuide on plagiarism developed by library faculty, which can be viewed at http://uark.libguides.com/content.php?pid=207719&hs=a.