Third Year Review
Provost Gaber would like to standardize the third year review across colleges and departments. Dean Allen had distributed via e-mail the draft of a template for a letter to be given to each candidate at the end of the candidate’s third year review. The department heads discussed the draft and suggested several ideas. A question was raised about how collegiality—which Provost Gaber would like addressed henceforth across all three areas of performance in annual reviews—could apply to scholarship. It was stated that scholars who regularly worked on solo scholarly projects would not be penalized.

Reports from Academic Affairs and Miscellaneous
Ganson reported that Provost Gaber announced that in FY 2014 the Libraries will receive 2% of indirect costs from grants received, which is in line with a recommendation of the Huron Report. Ro DiBrezzo raised the issue on consistent advising on requirements for graduation. Ganson also mentioned that Danny Pugh will meet with the associate deans, whom the University now recognizes as responsible for handling emergencies and monitoring student behavior. She also announced that Javier Reyes had completed a proposal for Provost Gaber to expand Global Campus. Ganson predicts that the report will be distributed for discussion. Dr. Reyes wants the program to grow and will ensure that classes offered through Global Campus are of a quality comparable to classes on the campus.

Hours for Intersessions and Summer
Lehman asked about the status of hours for the intersessions and summer. Jones, Lehman, Lennertz Jetton, Salisbury, and Zou discussed briefly their proposed hours, to which no one objected. Banks advised department heads to monitor their use of hourly personnel and the demands on their services during the intersessions and adjust as conditions indicate. He reminded everyone that Friday is the deadline for submitting requests for hourly employment for the intersessions and summer.

SAGE Publications
SAGE has begun to offer access to extensive online content to the alumni of the institutions that have its Premier service. The University Libraries do not subscribe to Premier, but Ganson will be in touch with the representative from SAGE about obtaining this access.

Security Gate in Fine Arts Library
Jones reported that the gate was fixed. Ganson advised him to submit an equipment request for FY 2014 at the appropriate time.

Attire
Banks recommended that managers and supervisors discuss appropriate dress with their staffs in light of the warmer weather. Dean Allen reminded everyone of the importance of upholding a professional image at work. Individuals working at the public desks should not wear a hat or chew gum. Shoes should cover the foot to maintain safety. Supervisors should use judgment in enforcing appropriate attire.
Those who counsel staff about their dress should avoid mentioning specific parts of the body in order to avoid this counsel being construed as harassment.

Respectfully submitted,

Phil Jones
University Libraries
Cross-training for University Libraries Staff and Faculty Program

DEFINITION:

Cross-training is defined as the opportunity to learn and work in a different department within the library for a limited period of time on a specific interest, while maintaining regular job responsibilities. This Cross-training Program provides opportunities for faculty, supportive professional staff, and operating staff to become more familiar with the operations of other departments within the library.

GOALS:

Cross-training can serve a variety of purposes, including:

- To allow employees to pursue work interests outside the home department
- To assist departments with accomplishing projects
- To strengthen ties with other departments
- To provide professional development opportunities
- To better understand one’s own job
- To sustain and improve service quality
- To provide backup or fill in for other staff
- To provide job variety
- To provide ergonomic diversity ????
- To expand the knowledge base of the library
- To foster a sense of community
- To support upward mobility
- To promote awareness and understanding of each department’s function and contribution to the library operations
- To increase commitment to the library as a whole

CROSS-TRAINING LEVELS:

1. Information/Knowledge Sharing level will enhance knowledge of other library departments in the library or provide training in specific tasks. The recommended period is 1-3 months and 2-8 hours per week, depending on the purpose of the employee’s assignment. There will be no need to rewrite standards. A final report and evaluation will be required.
2. In-depth Training level will provide opportunities for staff/faculty to gain new skills and for supervisors to gain back up for essential services. The recommended period is 3-6 months and 8-10 hours per week. This may require re-writing standards, depending on the nature of the training. A final report and evaluation will be required.

3. Job Sharing/Exchange level will provide a long-term training period up to 1 year and 8-10 hours per week. A longer commitment would allow for a post-training period where the trainee is making a real contribution to the work of the host department. Job sharing will follow the calendar year or evaluation period, as determined by the host and home supervisors. Standards will be re-written to document the nature of the project and training involved. A final report and evaluation will also be included in the employee’s annual documentation. Due to the time investment, the University Libraries will typically approve only one or two swaps per year.

PROCESS:

The Library Human Resources Office will call for applications to the program at the beginning of each semester. However, employees may apply at any time. The beginning and ending of an assignment will depend on workloads in the host and home departments. Employees who are in cross-training assignments may decide to withdraw after one month from any level of cross-training. This decision will not have a negative effect on the employee’s evaluation for the time spent in the host department. The evaluation will reflect the quality of work done during the assignment. The host supervisor may request ending the assignment, due to the failure of the trainee to meet two successive targets in the training schedule. An earlier exit will be possible in extreme circumstances.

Employees will be expected to master specific tasks and skills; it may be appropriate to mark stages and to end the assignment if the employee does not satisfactorily meet two successive targets in mastering skills.

A request does not require reciprocal staffing to the employee’s home department. The employee continues to maintain his/her current compensation rate.

Department heads of both departments involved need to consider cross-training requests in light of other demands on staff time in their departments, including projects, job vacancies, etc. However, it is hoped that staff will not feel automatically excluded from participation because they work in a particular department. All staff should be encouraged to consider cross-training as a potential avenue for development.
EMPLOYEE:

An employee seeking a cross-training assignment should explore options with his/her immediate supervisor (the home supervisor). The employee alone or the employee with the home supervisor may discuss options with the hosting department supervisor. All participants must approve of the plan before a Cross-training Program Application Form is filled out. The employee may fill out the form when LHRO sends out a call for applications or at any other time. The employee will document and define the proposed activity, tasks, or project, including the frequency, timing and duration of the cross-training. If resources are required, such as staff involved, materials and/or equipment, these should also be included. And finally, the expected results and criteria for assessing the success of the plan. All participants will sign off on the plan and retain a copy of the plan.

After the program is completed, the employee will submit a Cross-training Report Form. This documentation will become a permanent part of the employee’s personnel file.

SUPERVISOR(S):

All supervisors involved in the proposed plan must approve the plan and sign off on the plan. Supervisors will provide feedback on progress on attaining goals during the project and will perform the appropriate annual evaluations. All documents related to the training will be made available to the employee and all supervisors involved (home, host, and division/department heads) in the cross-training assignment. The evaluations and reports will become a permanent part of the employee’s personnel file.

Supervisors may also initiate requests to cross train employees in order to provide backup for essential services or to carry out special projects. Supervisors will work within their divisions and consult with division heads and other department heads as appropriate. Together they will determine the needs of the department or unit. The next step will be to consult with staff in the department or unit before filling out the Cross-training Application Form. Proposals should be specific, including times, duration and the activity.

Host and home department supervisors will agree upon the specific details for each cross-training assignment. If a department has a peak demand period, they should time the cross-training assignment when it is most convenient for both departments.

CROSS-TRAINING REPORT PROCESS

In order to evaluate the Cross-training Program, the employee and the supervisors will fill out the Cross-training Report Form. This document will be submitted to LHRO. LHRO will file the form in the employee’s personnel file. LHRO will review all reports in order to evaluate, assess, and improve the Program. Employees and supervisors are encouraged to assess the assignment: including, were the goals met? -- What part of the assignment was most useful? -
-are there suggestions for improvement? LHRO may exercise the option to conduct exit interviews.

2/6/2013 – 2/7/13