University of Arkansas Libraries – Faculty Department Heads Group – 10/17/2019

Present: Anderson, Birrell, Clark, Gibson, Gilbertson, Herr, Jones, Juhl, Kulczak, Lehman, Pierce, Reilly, Salisbury, Smith, Thornton

(a) Library HR organization and functions

Dean Clark sought input about strengths and perceived weaknesses relating to the Library Human Resources Department. The feedback will be useful as he is thinking about the vacant position.

An immediate need identified was to continue to have a representation on the Workday committee from the libraries.

The discussion included many strengths of Library HR. Many agreed that training provided through HR is helpful. Wellness and task specific training were specifically mentioned. Library HR has been able to interpret and fix problems resulting from incorrect answers from campus HR. Library HR has been very responsive and helpful to immediate serious and difficult problems.

The main weakness expressed was a perceived "bottleneck" in communication and slowness relating to completing forms, signing off on staff evaluations responses in job search related activities, etc. Misinterpretation of policies that were independently clarified by campus HR were reported.

Redundancy in student, staff, and faculty for time reporting were mentioned. It was noted that much of this redundancy should be solved by the Workday implementation.

There is concern about a lack of a career ladder for staff.

Discussion of the hiring process will be an item on the agenda for another meeting. It was noted that Campus HR is not currently screening out candidates who do not meet the minimum qualifications and this should be followed up as an option to ease the time and work involved in the hiring process. Another area to be reviewed is diversity and inclusion awareness and discussion.

Clarification was sought on the role of Library HR involvement as it relates to faculty governance. Dean Clark enquired about how the ongoing faculty conversations (values, hiring, recruitment, etc.) are taking place. Reilly reported that other institutions where she worked had a faculty chair with whom faculty could discuss issues.

Discussions on mentoring, more training and professional development, onboarding and clinical positions were identified as areas to be addressed.

(b) Faculty and staff research

Faculty research was tabled for another meeting.

Herr enquired how other department heads are helping and encouraging their staff to be involved in scholarly activities. It was noted that this may be a professional development issue.

Smith reported about an idea she implemented in Serials called Catch up Fridays. The last 4 hours of the day were set aside to work on building their skills. Some of the staff did work on an ARLA presentation when this model was being followed.

Pierce worked out an agreement with a member of her staff to incorporate a research project in her daily duties.

Salisbury has a research agenda that incorporates integrated activities with her graduate students and staff. This of course has to fit in the activities taking place in regards to the library activities, instruction, teaching etc.

Anderson expressed a responsibility to work-study students to ensure their graduation and to connect them to the right resources.

(c) Roundtable

Juhl reported that this Sunday the libraries are closed. Sierra will be down on the morning of October 22nd.

Salisbury inquired about Admin meeting minutes and was informed that they are posted on Staffweb. She requested an announcement be sent out on the library listserv when they are posted.

Lehman reported that the M's should be moved by the end of this week, back shifting in the P's will be next. Followed by moving Q-V to level 1.

Gibson reported that an Illiad upgrade is scheduled on October 25th.

Herr reports that Jason Ramage is returning to discuss Human Subjects Research on November 1, 2019 at 10 am in Mullins 104.

Respectfully Submitted

Mary Gilbertson

October 18, 2019