FACTUAL RÉSUMÉ GUIDELINES FOR LIBRARIANS
UCI LIBRARIES

BACKGROUND

The purpose of these guidelines is to clarify the development of librarians' Factual Résumés in order to:

- make the process easier and more straightforward for the librarian under review;
- enhance both clarity and consistency, and reduce ambiguities and uncertainties faced by librarians in compiling their factual résumé;
- foster increased consistency and thus equity in the assessment of documentation and the evaluation of librarian performance and achievement across the libraries.

The philosophy and principles behind placements of activities under each criterion are guided by:

- an effort to follow the criterion as elucidated in the *Academic Personnel Procedures for Librarians,* Section I.D, "Criteria for Merit Increases, Promotions and Career Status." For example, all activities **within the Library** are included under Criterion 1, Professional Competence and Quality of Service Within the Library; and
- a determined effort, again, to reduce ambiguity to the extent possible while also providing requisite flexibility to account for and recognize individual positions and careers.

FORMS AND SUBMITTAL

The Review Dossier for Librarians includes the following documents submitted by the librarian under review:

1. Position Profile
2. Factual Résumé
3. Attachments to the Factual Résumé if desired

Librarians under review should prepare two (2) copies of the Factual Résumé: one for your review packet and the other for your own files.

The time period to be covered by the Factual Résumé depends upon the proposed action (e.g., merit, promotion and/or career status, advancement to Librarian VI). Please follow the guidelines provided in *Academic Personnel Procedures for Librarians*, Section I.F. 5, "Determining the Period To Be Covered by the Review Period."

CONSULTATION

Early consultation with your Review Initiator and/or members of the Library Review Committee on the preparation of your factual résumé is encouraged.

FORMAT AND CONTENT

Use plain white paper. Put your name and the inclusive dates of the period under review at the top of each page.

Factual Résumés are most beneficial when they are concisely written in outline format, provide an overview of the most significant activities engaged in, and clearly indicate the librarian's level of participation and noteworthy contributions. Factual résumés should be just that, and should not be evaluative or opinionated.

Please number and name each criterion and follow the guidelines for placement of activities under each. List activities, provide inclusive dates, and **briefly** describe them as above noting your contributions and significant roles and/or achievements. Use your best judgment in the judicious selection and description of activities and accomplishments.

Place each activity under one criterion only. Normally, your most recent activities should be listed first (i.e. reverse chronological order). All references to UCI and LAUC should be abbreviated. It is not necessary to list a criterion in which there is no activity.

ATTACHMENTS

Attachments to the factual résumé should be *highly selective*, providing examples if desired of publications or other supportive materials that illustrate *significant* accomplishments during the review period.

PLACEMENT AND DESCRIPTION OF ACTIVITIES WITHIN CRITERIA

➢ **Criterion 1.   Professional Competence and Quality of Service Within the Library**.

This criterion is of paramount importance and "trumps" all others. If an activity or accomplishment fits within the criterion of service within the library, it should be placed here.

Include in this category all significant activities required by or performed in direct support of your primary job responsibilities as well as other activities within the UCI Libraries. Normally, activities supported by administrative funding (e.g., CDL, UC consortial activities, etc.) will be included here.

Organize activities in categories by functional responsibility or service area where possible, e.g., Reference, Instruction, Collection Development, Faculty Liaison or Academic Program Support, Cataloging, etc.

List activities and **briefly** describe the significance of these activities to your performance during the period under review, noting your contributions and/or achievements.

Activities in this criterion include but are not necessarily limited to the following. Select only those that apply to you.

A. Primary position responsibilities by functional category: Reference, Instruction, Collection Development, Faculty Liaison or Academic Program Support, Cataloging, etc.

B. Offices and committee chairs in organizations, teams, committees and task groups within (or funded by) the UCI Libraries and/or directly related to primary position responsibilities.

   Includes CDL, UC consortial groups, Library Staff Association.

C. Membership in organizations, teams, committees and task groups within the UCI Libraries including departmental or cross-divisional teams, task forces, etc.

D. Search committees: Include UCI Libraries search committees.

   > Note: List search committees appointed by a UCI administrator outside the libraries under Criterion 3, University and Public Service.

E. Library instruction: Participation in library instruction including course-based bibliographic instruction, Writing 39C, Humanities 75, or other library-based or program-based instruction.

   > Note exception: Include teaching of credit courses for academic departments or other institutions as well as other types of teaching (*unless required by your primary job responsibilities*) under Criterion 2, Professional Activity Outside the Library.

F. Visits to libraries: Describe the purpose of *significant* visits to libraries, publishers, or other relevant visits made in relation to a specific library assignment or project.

G. Continuing education or training: Formal training or workshops taken within the libraries and/or courses required by your primary job responsibilities. Normally includes any training, workshops, or courses for which you have received administrative funding.

   1. Formal library training sessions or workshops: Format : List chronologically. Include name of session and dates.
   2. Courses taken for credit or audited: Format : List chronologically. Include name of institution, course number, full name of course, dates. Credits, CEU's, or certificates awarded should be noted.
   3. Degree(s) completed: Format : List institution, degree, major (if appropriate), date.

   > Note: List other elective/enhancement courses, workshops, or institutes under Criterion 2, Professional Activity Outside the Library; list theses or dissertations

completed within a degree program under Criterion 4, Research and Creative Activity.

H. Bibliographies, handouts, guides, websites, and other "publications" as well as exhibits produced in support of primary job responsibilities or other activities within the libraries, (e.g., bibliographic instruction guides or websites; collections websites; UCI Libraries Homepage; print or web bibliographies to support seminars, lectures or workshops offered by liaison academic program; articles submitted *to Library Items* or *UCI Libraries Update*).

I. Grants: Grants written and submitted and/or received in direct support of primary job responsibilities within the Library. Include title, dates, funding source and amount; provide brief description of scope, purpose and outcomes of the grant.

J. Other: Significant activities within the UCI Libraries other than those enumerated above.

➢ Criterion 2.   Professional Activity Outside the Library.

Include in this category all significant activities in and contributions or service to professional and scholarly organizations,

List activities and **briefly** describe the significance of these activities to your performance during the period under review, noting your contributions and/or achievements.

Activities in this criterion include but are not necessarily limited to the following. Select only those that apply to you.

A. Offices, committee memberships and other service to professional organizations: Include activities in scholarly and professional organizations on the local, state, regional, national, or international level. Include divisions, chapters, roundtables, etc. Include library alumni associations.

Note exception: Include local library boards and other related organizations under Criterion 3, University and Public Service.

Recommended format:
- Offices: Include offices held or significant roles played and dates of service. If more than one office has been held in on organization, list the highest office first. Provide brief description of focus and level of activity and contributions (including required business meetings attended if desired).
- List organizations with dates. List divisions, chapters, etc., under the name of the parent organization.

B. Conference attendance: List conferences, meetings, institutes, workshops, etc., which you attended as a member or observer. Include pre-conferences for which registration is separate or extra.

> Format: List chronologically. Include full name of conference, sponsoring body (if not part of name), location, and date. Note if attendance is either by selection against evaluative criteria or from an applicant pool.

C. Professional or scholarly memberships: Include memberships not included above if desired.

D. Teaching:

> Note exception: List bibliographic instruction, Writing 39, Humanities 75 and other course, library, or program-based instruction/training sessions in Criterion 1, Professional Competence and Quality of Service Within the Library.

> Format: Include name of sponsoring institution or association, name of workshop or institute, title of lecture, location, and date. Again, briefly describe the significance of the activity.

Include the following:
1. Courses taught: Formal courses, generally for credit, taught at either UCI or another institution.
    > Format: Institution, course number, course title, dates. Indicate the school, college, or department of the course if the title does not identify it.
2. Guest lectures: Guest lectures at other institutions or non-library instruction lectures for UCI courses or groups.
3. Teaching in workshops, institutes, etc.: Workshops and institutes are often arranged by professional organizations and in these cases the line between conference participation and teaching is blurred. No guideline satisfies all situations, however, so the listing of this type of teaching is left to the judgment of the individual.

E. Elective/enhancement continuing education, training, courses or degree/certificate programs:

> Reminder: Continuing education or courses supported by administrative funds normally should be placed under Criterion 1, Professional Competence and Quality of Service Within the Library.

1. Courses taken for credit or audited: Format: List chronologically. Include name of institution, course number, full name of course, dates. Credits, CEU's, or certificates awarded should be noted.
2. Degree(s) completed: Format: List institution, degree, major (if appropriate), date.

F. Honors and awards: Include honors such as medals, awards, citations, and prizes. Record honors such as invitations to attend a select conference in 2 B.

G. Consulting or advisory services: Include consulting or advisory services to government agencies, companies, professional associations, publishers, editors, or database producers.

> Note exception: List local libraries and library boards under Criterion 3, University and Public Service.

Format: List chronologically. Include, name of organization, dates, service rendered and significance.

H. Other: Include scholarly and library professional activities that do not fit elsewhere in 2. A. - F.

➢ **Criterion 3.   University and Public Service**.

Include in this category all significant activities in service to the UCI campus and/or community.

> Note exception: Do *not* include activities *required* within primary job responsibilities and focus, e.g., positions such as Outreach Librarians or activities such as library instruction or other activities within the libraries; list these under Criterion 1, Professional Competence and Quality of Service Within the Library.

List activities and **briefly** describe the significance of these activities to your performance during the period under review, noting your contributions and/or achievements.

Activities in this criterion include but are not necessarily limited to the following. Select only those that apply to you.

A. LAUC-I and LAUC activities, including offices and committees as well as related publications and websites.

B. Participation in UCI Academic Senate Committees as LAUC-I representative.

C. Academic department committees.

D. Membership in or chair of administrative committees appointed by the Chancellor or other university administrative officers.

E. Memberships or chairs of other University committees, including those of student or other campus organizations.

F. Offices held or significant memberships in local library boards or support groups.

G. Offices held or significant memberships in other community organizations.

H. Other professional librarian services to the community, state, and nation not otherwise covered above.

➤ Criterion 4.   Research and Other Creative Activity.

This criterion generally includes significant intellectual or creative work completed and presented or published some fashion.

> Note: Criterion 4 generally *excludes* activities that are required within primary position responsibilities, completed by assignment within that position, or service within the UCI Libraries; such activities normally will be listed under Criterion 1, Professional Competence and Quality of Service Within the Library. List continuing education in Criterion 1 or 2, not here.

List activities and **briefly** describe the significance of these activities to your performance during the period under review, noting your contributions and/or achievements.

Activities in this criterion include but are not necessarily limited to the following. Select only those that apply to you.

A. Presentations and poster sessions: List talks, poster sessions and other presentations provided at professional or scholarly conferences, workshops, programs, etc.

> Format: List chronologically with title, organization or venue, date, and role if applicable (e.g., panelist, moderator, reactor). Indicate if invited presenter.

B. Published writings: List anything written, edited, reviewed, or compiled that has been published during the period under review.

> Note exception: This normally excludes items that are self-published and/or have not been subject to some editorial oversight or review by another. Items published by the UCI Libraries, e.g., *Library Items*, *UCI Libraries Update*, as well as items "published" in support of UCI academic programs, should be included in Criterion 1, Professional Competence and Quality of Service Within the Library.

> Format: Arrange items by type of publication, e.g., books/monographs; articles in refereed journals; articles in non-refereed journals; book reviews. Be consistent and use a standard bibliographic format. List in reverse chronological order. List any available reviews as appropriate.

C. Websites: List only those professional web pages with significant content that are created and "published" independently from Criteria 1, 2, or 3 and are subject to editorial oversight or review. Web pages in support of activities in the other criteria—instruction,

collection development, faculty liaison and academic program support, LAUC, professional association committee work, etc.—should be placed within Criteria 1, 2, or 3.

D. Grants: Grants written and submitted and/or received (other than those in direct support of primary job responsibilities within the Library, which should be included under Criterion 1). Include title, dates, funding source and amount; provide brief description of scope, purpose and outcomes of the grant.

E. Submissions: Items included in B above that have been submitted for publication, accepted for publication, or are in press. Note expected publication date.

F. Research and creative activity in progress: Books, articles, papers, theses or dissertations in progress or completed but not yet submitted for publication or degree. List research projects completed or in progress, sources of support received or for which you are applying (if relevant).

SELECTED EXAMPLES

The following **selected examples** are offered to provide recommended ways to present your activities and accomplishments in **sample** functional areas across the criteria: Criterion 1 AND 2 or 3 or 4. Clearly, a factual résumé for a single librarian will not include all possible areas nor types and levels of activities, and will obviously include areas and activities not represented here. Your position responsibilities, professional activities, rank, and step will inform your selection of **significant** activities and their description. For each activity, indicate significance and/or level of contributions using a short concise narrative paragraph or a bulleted list (examples of both formats included below).

➢ **Criterion 1.   Professional Competence and Quality of Service within the Library**

Sample areas, activities and descriptions:

Bibliographic Instruction

Example:
- Worked with faculty in the departments of _____ to provide course related instruction, particularly to graduate students
  - Successful in adding two graduate courses to which I provide instruction.
  - As Bibliographer for _____ provided course related or course integrated sessions to the following classes from September 1997-June 1999:
    Department, Course #, Course Name, Quarter, Year
    Department, Course #, Course Name, Quarter, Year
    Department, Course #, Course Name, Quarter, Year
        I created a website for this course session, URL: _____
    Department, Course #, Course Name, Quarter, Year

Collection Development

Examples:
- Participated in Collections review of Yankee Book Peddler Services, 1997-98
  - Revised profile for subjects of _____ and _____
  - Participated in GOBI workshops (dates)

- UC Consortia
  Participated in meetings of _____ consortium at /in_____
    - Prepared survey response of consortium to CDL/JSC's call for identification of electronic sources, November 1998. URL: _____
    - Continue to coordinate Journal Last Copy Project for _____
    - Worked with (librarian)/UC Davis on Tier Two proposal, acquisition and licensing for the _____ database, Summer 1999.

- UCI Chancellor's Distinguished Fellows Series
  - Prepared bibliography on the works of _____ for event on April 12, 2000 (see Attachment #   )

Library Teams

Example:
- Internet Processing Work Group: 1998-2000 , Chair: 1999-2000
  Significant accomplishments: Created IPWG website (URL:). Regularly identify and distribute monthly list of new electronic resources. Completed workflow analysis/chart for acquiring and processing paid internet resources.

➤ **Criterion 2.   Professional Activity Outside the Library**

Sample areas, activities and descriptions:

A. American Library Association

- Attended ALA Annual meetings
  - San Francisco, June 26-July 2, 1997
  - Washington D.C., June 26-July 1, 1998
  - New Orleans, June 24-July 1, 1999

- ACRL _____Section
  - Publications Committee (elected member) 1997-1999
    - Committee responsible on advising Section on publishing opportunities and maintains standards and guidelines for (section name) publications
    - Developed and maintained website for committee projects, 1999-2000 URL: _____
  - Awards Committee (Appointed member) 1999-2000
    - Committee responsible for negotiating an award for Achievements in _____ Librarianship with Greenwood Press.
    - Developed guidelines, procedures and publicity for awards.

- ACRL National Conferences

- 8th National Conference, Nashville, April, 1997
  - Facilitated a Roundtable discussion on _____
- 9th National Conference, Detroit, April, 1999
  - Presented contributed paper on "Bringing LOGIC to Local Government Information: A Multi-type Partnership to Organize Electronic Local Government Information." One of 200 papers selected for presentation out of 1,000 proposals that were submitted. [see also Criterion 4]

B. Teaching:

Laguna Beach Public Library:
"Internet for Beginners" workshop. Offered monthly, September through June, 1998-99. (See Attachment #   for course outline). This workshop was subsequently used as a model for similar workshops offered by other libraries in Orange County including Irvine and Newport Beach.

University of California Irvine
Art History 112, Research Resources in Art History; 4 units, 10 students. Fall 1999. (See URL: _____ for course syllabus and web pages; see Attachment #   for compilation of student evaluations.)

➤ **Criterion 3.   University and Public Service**

Sample areas, activities and descriptions:

A. LAUC-I

- Professional Development Committee: Member 1995-1998; Chair: 1997-1998
  Significant accomplishments:
  - As chair responsible for initiating and overseeing disbursements for librarians' professional development requests.
  - Prepared annual report with comparative statistics that was used by the 1989/99 committee to secure additional professional development funds.

B. UCI Academic Senate Committees

- LAUC-I representative to the Committee on Privilege and Tenure 1996-1998
  This committee reviews faculty grievances. All work of the committee is confidential. I chaired several ad hoc committees, wrote reports for these ad hoc committees, and participated in formal hearings as well as attending and participating in regularly scheduled meetings, ranging from weekly to bimonthly.

➤ **Criterion 4.   Research and Creative Activities**

Sample areas, activities and descriptions:

A. Presentations

- "The future of librarian-bookseller relations in an electronic world."   Invited paper presented at International League of Antiquarian Booksellers (ILAB) Symposium, Santa Monica, September 9-10, 1998.
- "Antique Maps." Invited presentation at UCI University Forum, September 29, 1999. Illustrated talk with overhead transparencies and some early maps. Prepared and distributed related bibliography (see Attachment #   )

B. Published Writings

- "Method without Madness: Shelf-reading Methods and Project Management." *College and Undergraduate Libraries* 5:1 (May, 1998): 1-13. (See Attachment #   )
- "Bringing LOGIC to Local Government Information: A Multi-type Partnership to Organize Electronic Local Government Information" in *Racing Toward Tomorrow. Proceedings of the 9th ARL National Conference,* Detroit, April 8-11, 1999. Chicago: American Library Association, 1999. Pp. 87-93.
- Library Literacy and Instruction Strategies for the New Millennium. Chicago: American Library Association, 1997.
  Reviewed in *Research Strategies* 8:2 (Fall 1998): 16. (See Attachment #   )

C. Web Publications

1999 Core Bibliography on Reference Works in Women's Studies. B. Redfern and M. Adams, series editors. Series: Annual Core Bibliographies in Women's Studies.   URL: _____