

THE UNIVERSITY OF
ARIZONA
TUCSON ARIZONA

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Office of the Dean

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26 February 1996

MEMORANDUM

TO: J. Robert Diaz

FROM: Carla J. Stoffle

RE: Fourth Year Review

I am pleased to inform you that you have successfully passed your fourth year retention review. With the recommendation of the Library Promotion and Continuing Status Committee and my recommendation, you will be retained as a professional librarian with the rank of Assistant Librarian.

The following summarizes your progress in the three areas which will be considered for your continuing status review in 1997/98. This summary is intended to help you as you prepare for that review which takes place in two years.

PRIMARY RESPONSIBILITIES

You have a split position with approximately 50% of your time devoted to the coordination and development of staff development activities and 50% devoted to diversity activities including affirmative action and professional recruitment. Your position also requires that you be an active member of the Dean's Cabinet.

You came to the Library with a strong background in reference, bibliographic instruction, and diversity programming. You had no previous experience specifically in staff development. Thus, you have had to spend considerable time during your first years in the Library learning how to develop and manage an active staff development program. At the same time as you arrived, your position was made even more challenging by the restructuring of the Library and the need to introduce programs to help staff develop the skills to make the needed changes. Finally, you have had to grapple with unrealistic staff expectations of your position (many assume that staff development is your full-time job).

In spite of all the foregoing, you have created high quality staff development programs designed to meet the priority needs of the Library and based on the Library's Strategic Plan. The number of staff development activities have grown each year and hundreds of staff have received development opportunities through in-house, specially-designed workshops; seminars and workshops prepared for the Library by outside experts; and participation in programs offered by other libraries, library organizations, and other educational and professional associations.

You have refined the coordination and systematized the management of the program. Staff written evaluation of the sessions offered has been consistently high. Publicity and timing have improved over the last two years, resulting in well organized and well attended programs, especially this last year. You learned from the critical feedback about required attendance and are doing a better job of explaining why specific training and development programs are being offered. Keep up this good work. Now, you need to clarify when and how Staff Development funds can be used. There is still a great deal of confusion in the Library.

A highlight of the work that you have done is the New Staff Orientation and the New Librarians Networking Program. The New Staff Manual and orientation sessions have provided an excellent way for new staff to be introduced to the organization. The New Librarian Networking Program has brought new librarians together to help them address trends in librarianship and learn from one another. These programs have been positively evaluated by the staff involved.

In your diversity efforts, you hit the ground running. Working with the Diversity Council, the Library has held multiple workshops each year and has received recognition from the campus for our diversity efforts. You have written several successful grant proposals and organized programs not only for the Library, but for the campus at large. You have also worked with the Affirmative Action Committee to update the Affirmative Action plan each year and to meet with the librarian search committees as prescribed in the Librarian Recruitment Guidelines. As a result of your education and recruitment efforts (you have developed a data base of underrepresented minorities to use in recruitment), the Library has managed to exceed ARL peers in minority recruitment and has increased the numbers of underrepresented minorities in both the librarian and career staff over the last two years. In addition to these activities, you have worked with Hispanic library school students as advisor to the student REFORMA Chapter.

In Cabinet, you have had a difficult role. Your job has been to ensure that diversity and staff development issues are understood and attended to in all aspects of policy setting. You have also taken seriously the role of Library-wide thinking and have worked hard to educate yourself on the issues that come before the Cabinet. You have also recently utilized your growing knowledge of quality improvement and the learning organization to help Cabinet deal with emerging issues.

Overall, you have made excellent progress in all aspects of your primary job and contributed positively to the Library's development over the last three years. You have been flexible and innovative. You have worked with a variety of staff within and outside the Library in a variety of situations. Initially, you encountered some difficulty in working with the Staff Development Committee and did not spend enough time interacting with staff outside the workshop or committee environment. You have identified this and other areas of weakness such as publicity and learning objectives for programs. You are attempting to be more involved with librarians. You need to continue to do this. Some librarians would like to see you work some at the reference desk so that you interact with them. You need to be aware of this. You also need to work on accepting criticism with less defensiveness. You have attended appropriate training sessions to improve your knowledge in the staff development areas and should again continue to do this, especially in areas that will help you identify staff needs. You are also training for

Information Desk work so that you will share some experiences with our customers and better understand staff needs.

SERVICE

You have a very active service record. You have participated on several internal committees including the LFA Task Force on Faculty Performance Appraisal, the SST Selection Committee, and the Library's United Way Committee. Within the University, you are currently serving on the University Diversity Council (an appointed position which is not based on your Library position). You have also been active in University Teaching Center programs on Diversity and Library Science presentations. You were also secretary of The University of Arizona Chapter of the Arizona Association of Chicanos in Higher Education.

You have also been very active in state and national library association activities. You have served on four ALA committees in the last five years; chaired the Arizona State Library Association Services to the Spanish Speaking Roundtable; reviewed papers for the 1995 ACRL National Conference; and served as President of the Arizona Chapter of REFORMA.

Finally, you have written several grant proposals and have had four book reviews published.

Reports on your performance on committees are that you work hard and come prepared. You are an active contributor. For this stage of your career, you are demonstrating excellent service and have an excellent service record.

SCHOLARSHIP

You have an excellent record of scholarship. You have given six presentations at national meetings and one at the AZLA Annual program. You have four publications. You also have a presentation accepted for the Harvard Conference next spring (one of thirty to be accepted out of 150 submitted) and an article under development. Clearly you have not only demonstrated a capability to do scholarly work, but a real commitment to continued contributions.

CONCLUSION

You took on a new position at a challenging time. You have not only mastered the basics of your work, but have developed real expertise at your job. That is not to say that you cannot continue to grow and refine your work and it would be expected that you would continue to learn and develop your expertise over the next two years. You need to maintain your performance and growth level and continue to work on your relationships with staff. As for your service and scholarship, you should continue your present pattern.

cc: Atifa Rawan
Amy Rule