Division-level Committee Year-end Report and Work Plan Template

Committee

Visit the ACRL Directory of Leadership to find your charge.

Committee Name: Leadership Recruitment and Nomination Committee

Charge/Tasks:

Identify and assess a diverse pool of potential candidates, and select nominees for ACRL Vice-President/President-Elect, ACRL representative on the ALA Council (as necessary), and Director-at-Large (as necessary). Report to the Board of Directors annually on composition of the candidate pool. Coordinate ACRL nominations to IFLA section standing committees and recommend the nominations to the ACRL Board for approval.

Committee leadership

Visit the ACRL Directory of Leadership to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2018–19): Amanda Peters
- Incoming Chair (2019–20): Sarah McDaniel
- Incoming Vice-chair (2019–20):
- Incoming Board Liaison (2018–19): Jon Cawthorne
- Staff Liaison: Megan Griffin

Submission information

Year-end report written by: Amanda Peters

Work plan submitted by: Sarah McDaniel

2018–19 Year-end Committee Report

This report will be included in the Committee's official record of activities maintained by the ACRL staff.

What were the major projects/activities accomplished by your committee in the 2018–19 membership year?

A brief bulleted list is suggested here; reference 2018–19 work plan projects

- The committee put together a slate for candidates for ACRL Board of Directors for the 2020 election
- The committee crafted excellent questions for the ACRL Presidential candidates
- The committee reviewed IFLA nominations and made recommendations to the board

How did you go about getting them done?

A brief bulleted list is suggested (correspond bullets to those above)

- The committee used Zoom for all of its meetings which was very efficient. Documentation was sent to the committee through ALA connect and reviewed by members prior to each meeting. A clear agenda and timeline was included.

What were the relevant results for your projects?

A brief bulleted list is suggested that includes assessment as appropriate (correspond bullets to those above). Be as specific as possible. For example: 300 proposals/applications reviewed, 32 selected; Developed and conducted three podcasts (list podcast titles, speakers, etc.) Reviewed ten standards and guidelines (list titles)

- Contacted 9 candidates for VP
- Contacted 16 candidates for DAL
- Crafted 5 questions for VP/PE Q&A
- Reviewed nominations for IFLA representation and made recommendations to the board

Are any 2018–19 projects ongoing?

A brief bulleted list is suggested here

- No

What worked well?

A brief bulleted list is suggested here

- Using Zoom for meetings

What could have worked better?

A brief bulleted list is suggested here

- To improve the work of the committee, we are suggesting improvements to the spreadsheet used to review candidates under consideration for ACRL Board positions.

- One idea is to have different tabs for candidates under consideration for the different positions (so a tab for Director-at-Large, VP, Councilor, etc.).
- A second idea would be to sort by new nomination or self-nomination instead of alphabetically.
- A third idea would be to have chairs communicate with the ACRL who was asked and declined but would be willing to be asked again in future years.
- Another idea is to keep track of those who have recently run and lost, so we know that going in to another ask.
- Also good to know who has already recently served on the board before asking them again.
- We had a large group of folks decline the VP nom this year--make sure you have a robust list.

How has the work/activities of your committee demonstrated commitment to equity, diversity, and inclusion, within or beyond ACRL?

A brief bulleted list is suggested here

- The Committee specifically took diversity of candidates into its process when reviewing potential candidates for Board positions. Diversity could be: race, ethnicity, gender, geographic location, and size institution

What do you wish someone had told you before starting work on this committee?

Optional

- It could be helpful for new members to know if there are any criteria to use when reviewing potential candidates for board positions.

What made this work most rewarding (observations/comments/accolades)?

Optional

- It was great to feel we had done due diligence in finding quality candidates.

Any other comments, recommendations, or suggestions?

Optional

2018–19 Committee Work Plan

Note: Each activity/project should be reported using the below form. Copy and paste the form as many times as needed to detail each activity/project. Plans should be **Specific, Measureable, Attainable, Realistic, and Timely or SMART).**

Activity/Project Name

Leadership and Recruitment Nomination Committee

Brief Description

Our two major responsibilities for the year are to develop a slate of candidates for the ACRL Board of Directors and to solicit and recommend candidates to the ACRL Board for IFLA positions.

Goal Area

Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
☐ 1. Articulate a research agenda that communicates the value of academic and research libraries.
☐ 2. Promote the impact and value of academic and research libraries to the higher education community.
☐ 3. Build on Assessment in Action to expand community of practice and professional development opportunities.
☐ 4. Support libraries in advancing issues of equity, access, diversity, and inclusion in higher education.
☐ **Student Learning**
- ☐ 1. Challenge librarians and libraries to engage learners with information literacy skills in a way that is scalable and sustainable.
- ☐ 2. Increase the impact of information literacy by forming strategic partnerships with relevant higher education organizations.
- ☐ 3. Build capacity for librarians to collaborate with faculty and other campus partners in instructional and curricular design and delivery that will integrate information literacy into student learning.
- ☐ 4. Articulate and advocate for the role of librarians in setting, achieving, and measuring institutional student learning outcomes.

☐ **Research and Scholarly Environment**
☐ 1. Increase the ways ACRL is an advocate and model for open dissemination and evaluation practices.
☐ 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship.
☐ 3. Increase ACRL's efforts to influence scholarly publishing policies and practices toward a more open system.
☐ **New Roles and Changing Landscapes**
1. Deepen ACRL's advocacy and support for a full range of information professionals.
☐ 2. Equip library workforce at all levels to effectively lead, manage, and embrace change.
☐ 3. Expand ACRL's role as a catalyst for transformational change in higher education.
x **Demonstrating Commitment to Equity, Diversity, and Inclusion within ACRL and/or the Profession.**
☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan

The LNRC will thoughtfully develop a ballot to include a slate of diverse and talented individuals who will support and enhance the work of ACRL.

Timeline

☐ continuous project assigned in charge
x short-term project that will be completed this membership year
☐ multi-year project continuing past this membership year (expected completion date: _____)

Note: Multi-year, strategic goal-area projects are tracked in a multi-year planning grid. Expect your staff liaison to follow-up with questions to add this project to ACRL's multi-year planning grid which is reviewed by the Board at its fall Strategic Planning Session and referenced for budget preparation.

Outline the steps and intermediate deadlines planned to complete the project.

(add rows as needed)

Specific Action	Due Date	Party Responsible	**Resources Needed** *(e.g., financial*, technology, staff support)*
Ask Board to submit candidate recommendations for the 2019 election.	November 2018	LRNC Chair and ACRL Board	
LRNC reviews the candidates and adds to the list.	February 2019	LRNC	
LRNC ranks candidates	March 2019	LRNC	
LRNC chair asks nominees if they are willing and able to be included on the ballot.	April 2019	LRNC Chair	
LRNC reviews candidates for IFLA appointments	June 2019	LRNC	

Assessment: How will success be measured?

Success will be measured by the election of a diverse and talented group of professionals who can further the goals of ACRL.

2019–20 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2019–20 program year. While the form is pre-populated with five activities, it is not required to generate ideas for all five activities. Please only complete this form for the appropriate number of activities that work for your committee. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	Solicit candidates for the 2021 Board of Director's Ballot
Brief Description:	It is the LRNC responsibility to choose two candidates to stand for the office of ACRL Vice President/President Elect (3-year term), and four paired candidates for the office of Director-at-Large (4-year terms) on the ACRL ballot for the ALA 2021 election. Two Director-at-Large candidates must have current or past history with ACRL's Communities of Practice (CoPA) and two must have current or past history with the College Libraries Section (CLS). The six candidates must have agreed in writing to stand for election by June 5, 2020.

Activity #1 Timeline

How long will this project take?

- ☑ **continuous project assigned in charge**
- ☐ **short-term project that will be completed this membership year**
- ☐ **multi-year project continuing past June 30, 2020. Expected completion date:**

ACRL Plan for Excellence

Check one box below. If applicable, select objective from drop-down.

☐ **Value of Academic Libraries**

Select from drop-down.

☐ **Student Learning**

Select from drop-down.

☐ **Research and Scholarly Environment**

Select from drop-down.

☐ **New Roles and Changing Landscapes**

Select from drop-down.

☐ **Core Commitment to Equity, Diversity & Inclusion**

☑ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Provide a brief sentence connecting your project to the goal area and objective you selected:

Activity #1 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	**Due Date**	**Party Responsible**	**Resources Needed (e.g., financial, tech, staff support)**
Ask Board to submit candidate recommendations	November, 2019	LRNC Chair & Board	
LRNC reviews the candidates and adds to the list.	January	LRNC	
LRNC ranks candidates	Jan-Feb	LRNC	
LRNC chair asks nominees if they are willing and able to be included on the	Feb - May	LRNC Chair	

Activity #1 Assessment
How will success be measured?
When all six candidates have confirmed.

2019–20 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2019–20 program year. While the form is pre-populated with five activities, it is not required to generate ideas for all five activities. Please only complete this form for the appropriate number of activities that work for your committee. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2	
Activity Name:	IFLA candidates
Brief Description:	To solicit and recommend candidates to the ACRL Board for IFLA positions.

Activity #2 Timeline
How long will this project take?
☐ **continuous project assigned in charge**
☐ **short-term project that will be completed this membership year**
☑ **multi-year project continuing past June 30, 2020. Expected completion date:** Nov. 2020

ACRL Plan for Excellence
Check one box below. If applicable, select objective from drop-down.
☐ **Value of Academic Libraries** Select from drop-down.
☐ **Student Learning** Select from drop-down.
☐ **Research and Scholarly Environment** Select from drop-down.
☐ **New Roles and Changing Landscapes** Select from drop-down.
☐ **Core Commitment to Equity, Diversity & Inclusion**
☑ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**
Provide a brief sentence connecting your project to the goal area and objective you selected:

Activity #2 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	**Due Date**	**Party Responsible**	**Resources Needed (e.g., financial, tech, staff support)**
Call for IFLA candidates	March, 2020	ACRL staff	
LRNC reviews candidates for IFLA appointments	June 2020	LRNC	
LRNC submits candidates in rank order for ACRL Board review	July 2020	LRNC Chair	
Board approves final rank order	November 2020	ACRL Board	

Activity #2 Assessment
How will success be measured?
By submitting the final rank order of candidates.