ACRL Advancing learning Transforming scholarship
Association of College & Research Libraries
A division of the American Library Association

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

Each year, ACRL division-level committees should complete a year-end report and work plan. The **report** section should be completed by the outgoing chair. By **July 19, 2019**, the outgoing chair should post the combined template with only the 2018–19 report section completed to ALA Connect.

The **work plan** section should be completed by the incoming chair. Committee members, Board liaison, and staff liaison should all review and approve the work plan. By **August 9, 2019**, the incoming chair should post the combined template with the 2018–19 report and 2019–20 work plan sections completed to ALA Connect. Projects included in a committee's work plan will be implemented September 2019 through June 2020.

Committee Name & Charge	
Committee Name:	ACRL Academic/Research Librarian of the Year Award Committee
Charge/Tasks:	Solicit nominations, market the availability of the award to the academic library community, facilitate the completion of the nomination process, select the award winner, monitor nomination pools and nomination updates, and recommend changes to award web site information.

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Jennifer L. Fabbi
Vice-Chair:	Jeannette Pierce
Board liaison:	Lauren Pressley
Staff liaison:	Chase Ollis
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Jeannette Pierce
Vice-Chair:	TBD
Board liaison:	Jon E. Cawthorne
Staff liaison:	Chase Ollis
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Jennifer L. Fabbi	**Date:**	6/14/19
Work plan submitted by:	Jeannette Pierce	**Date:**	6/17/19

2018–19 Year-end Report

This report will be included in the committee's official record of activities maintained by the ACRL staff. Brief bulleted lists are suggested for the responses.

1. What were the major projects/activities accomplished by your committee in the 2018–19 membership year (July 1, 2018 to June 30, 2019)?

1. Flyers provided by ACRL staff liaison were distributed; announcements were made to listservs; reminders were sent.
2. All applications were reviewed and vetted against award criteria.
3. Committee met at Midwinter to select award recipient; recipient name was communicated to ACRL.
4. A Media Profile Form and the Awards Promotion Activities worksheet was drafted and sent to ACRL.

2. What were the relevant results for your projects?

1. Members created a list of relevant listservs, divided them up based on membership on the various lists, and sent flyers and information about the award and/or distributed information at conferences; reminders were sent.
2. Members created and used a chart containing award criteria to vet nominees.
3. Members met in person at the Midwinter conference or provided their candidate review rubric in advance; candidates were discussed and a recipient was selected (7 nominees reviewed, 1 selected). The candidate's name was communicated to ACRL by the committee chair and Board Liaison.
4. The chair and vice-chair drafted a media profile of the candidate and forwarded it to ACRL staff

3. Which if any 2018–19 projects will continue next year?

None, cycle is completed and re-started each year.

4. What worked well?

1. The ACRL staff liaison provided all pertinent information regarding the flyer and chair and committee expectations; communication and support were excellent.
2. Publication and communication of the award was handled efficiently between the staff liaison and the committee.
3. Committee chair facilitated final selection using a forced-choice scale that allowed all members to be heard, while efficiently selecting an awardee.

5. What could have worked better?

1. Preparing a nomination packet is quite onerous. Award pre-information should go out in the summer. The committee has traditionally started formal recruiting in September, which is too late for academic librarians on a semester schedule.
2. Half of the committee members were not in attendance at Midwinter and did not submit their recommendations. All committee members had been engaged up to that point.
3. One nomination packet did not include letters of support, which was problematic.

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

Serious discussion about the purpose of the award. Is it a "lifetime achievement" award, or is it truly a "librarian of the year award?" The committee members participating in deliberations agreed that we chose an award winner who was symbolic of the LOTY award being attainable and accessible to all members.

7. Was there information you could have been provided before starting this project that would have made your work easier?

As mentioned above, an earlier (summer) start will work better for those planning a nomination. All support from ACRL was seamless! Having had the opportunity to participate in the previous three years of the award (and chairing last year) provided the appropriate knowledge of the committee's charge, procedures, marketing, and work of the committee.

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

It is a difficult decision, but it is rewarding when the committee comes to consensus on an excellent candidate. I truly had my mind opened and changed this year through committee discussion, and it was truly rewarding to facilitate that.

9. Any other comments, recommendations, or suggestions?

Follow up required with one nominator, who submitted an incomplete nomination packet.

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:	Distribute award flyer/information
Brief Description:	ACRL already promotes the award on a variety of official distribution channels. Committee members add to ACRL's publicity by promoting announcements on a wide variety of professional listservs.

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:
Promoting the opportunity to celebrate a deserving recipient strengthens member connections to ACRL and enhances member engagement.

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)**
Chair calls for volunteers to promote award flyer.	As soon as flyer available. Date can vary.	Chair	Flyer provided by ACRL
Members create a list of relevant listservs; divide them up based on		Members	
Members send flyers and information about the award to designated	No later than November 1st.	Members	

Activity #1 Assessment
How will success be measured?
Most members contribute to sharing award flyer. Members identify and use at least six publicity channels that are not part of ACRL's official distribution channels.

2019–20 Work Plan

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Work Plan Activity #2	
Activity Name:	Review and approve rubric
Brief Description:	Members review and approve rubric containing award criteria to vet nominees.

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:**

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.
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☐ **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:
Promoting the opportunity to celebrate a deserving recipient strengthens member connections to ACRL and enhances member engagement.

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)**
Members review rubric used to vet nominations.	By December 1st.	Chair	NA

Activity #2 Assessment
How will success be measured?
Chair initiates at least one meeting to review and discuss rubric in advance of sharing nominations with committee members for review.

2019–20 Work Plan

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Work Plan Activity #3	
Activity Name:	Selection of recipient
Brief Description:	Members meet in-person at Midwinter to discuss nominations and select a recipient. Members who cannot join in-person meeting submit completed rubrics for each nomination to the Chair in advance of the Midwinter Meeting.

Activity #3 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:

Promoting the opportunity to celebrate a deserving recipient strengthens member connections to ACRL and enhances member engagement.

Activity #3 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)**
Chair provides committee with information about	As soon as available.	Chair	ACRL meeting schedule; private meeting room.
Chair reminds members to complete rubrics for nominations and to	Dec/Jan	Chair	
Members complete rubrics for each nomination and come to	Dec/Jan	Members	

Activity #3 Assessment
How will success be measured?
An awardee is selected and the name is communicated to ACRL by the committee chair and board liaison.

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 #4	
Activity Name:	Draft media profile
Brief Description:	The chair and vice-chair draft a media profile of the candidate and forward to ACRL staff. This is usually done immediately after the selection process has been completed.

Activity #4 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:
Promoting the opportunity to celebrate a deserving recipient strengthens member connections to ACRL and enhances member engagement.

Activity #4 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)**
Prepare draft media profile about recipient for use by ACRL	Immediately after meeting at Midwinter	Chair/Vice Chair	

Activity #4 Assessment
How will success be measured?
Chair and Vice Chair submit draft media profile to ACRL staff in a timely manner after selection process is completed.