

APPENDIX THREE
Professional Service and Outreach
Libraries

CONTENTS

Folders for APPENDIX THREE, Professional Service and Outreach

1. Libraries Folder

- Encore Evaluation Committee 2013-2014
- UNL Libraries Brown Bag, “Cultivating a Future for Tribal College and University Libraries in Increasingly Challenging Economic Times,” November 2013
- Staff Excellence Committee 2012
- Digitization Council, February – October 2012
- Search Committee for Accountant II position, 2011-2012
- Liaison Committee, COART representative, 2011, 2012
- COART, three year appointment 2011-2014
- Staff Development Committee, two year appointment
- Staff Excellence Committee 2009
- Search Committee for Digital Resources Designer position, 2008

2. University Folder

- Intercollegiate Athletics Committee, agenda
- Sub-committee work examples – Schedule Oversight Sub-committee, and Sub-committee to Assess Academic Support Services
- University Appeals Board

3. State Folder

- University of Arizona School of Information Resources and Library Sciences Knowledge River Steering Committee member, 2006-present, examples of work
- Nebraska Library Association Diversity Committee, Co-Chair 2010-2011

4. National Folder

- ALA Spectrum Scholarship Jury Selection Committee, selection tool
- ARL Visiting Program Officer for Diversity and Leadership, Fall 2011-Fall 2012 and Fall 2012-Spring 2013

5. International Folder

- IFLA SIG on Indigenous Matters, Outreach task force roster, 2010-present
- IFLA SIG on Indigenous Matters, submitted update for committee work

6. Significant Continuing Education

- Association of Research Libraries Leadership Career Development Program
- PhD in Managerial Leadership in the Information Professions, Simmons College

APPENDIX THREE
Professional Service and Outreach
Libraries

Brief Description:

Encore Evaluation Committee, 2013-2014

My Role:

I participate as a member of the Encore Evaluation Committee, 2013-2014, attending the committee meetings in preparation of developing an evaluation tool. Right now, we are currently conducting a literature review and gathering usability tests and resources.

Significance/Impact:

The committee is looking to determine how well and in what ways users like and use the current search tool, Encore. We are trying to determine if UNL Libraries should continue with Encore or consider looking at other products.

CORS Charter

Date:

8/20/2013

Title: Encore ES/ResearchPro Review

Project Description:

Review Encore ES and ResearchPro to determine what, if any, changes we want to make in our existing resources.

Overall Goals:

1. Review Encore ES and determine if it will better meet user needs than the Synergy product we are currently using. Make recommendation to Exec. Committee
2. Review ResearchPro and make a recommendation to Exec Committee about retaining the product.

Project Overview (brief outline):

1. Look at existing ES implementation and review the product for pros and cons.
2. Conduct user assessment to determine how our faculty, staff and students like the product.
3. Evaluate statistics on ResearchPro instances to determine how much they are being used.
4. Check with patrons about usage of the 2 ResearchPro instances.

Role assignments

Name	Role	Responsibility	Estimated time

Project Risks:

Cancel ResearchPro and receive complaints.
 Switch to Encore ES and receive complaints.

Communication:

To	From	When	What
----	------	------	------

APPENDIX THREE
Professional Service and Outreach
Libraries

Brief Description:

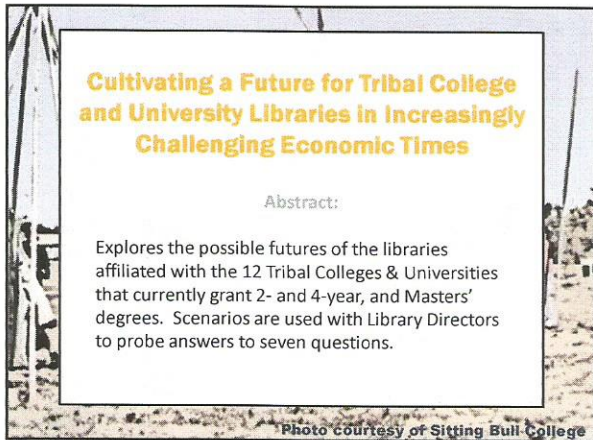
UNL Libraries Brown Bag, “Cultivating a Future for Tribal College and University Libraries in Increasingly Challenging Economic Times,” November 2013.

My Role:

I presented my research and findings during a UNL Libraries Brown Bag session.

Significance/Impact:

This presentation gave me the opportunity to share research findings and information to fellow library colleagues at UNL Libraries and practice presenting prior to a formal presentation at Penn State Libraries in December 2013.

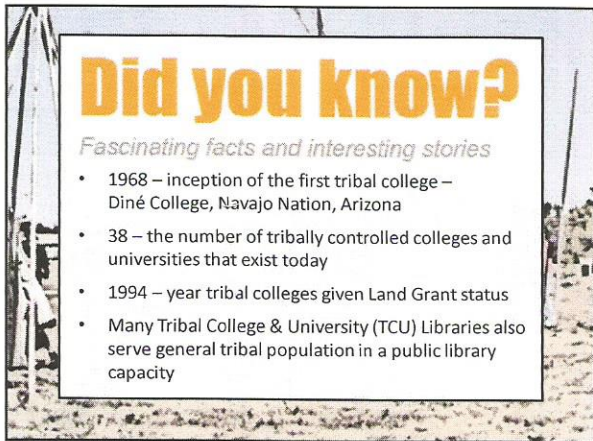


Cultivating a Future for Tribal College and University Libraries in Increasingly Challenging Economic Times

Abstract:

Explores the possible futures of the libraries affiliated with the 12 Tribal Colleges & Universities that currently grant 2- and 4-year, and Masters' degrees. Scenarios are used with Library Directors to probe answers to seven questions.

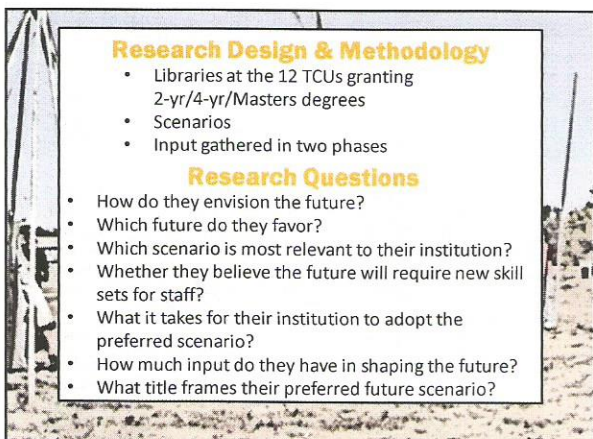
Photo courtesy of Sitting Bull College



Did you know?

Fascinating facts and interesting stories

- 1968 – inception of the first tribal college – Diné College, Navajo Nation, Arizona
- 38 – the number of tribally controlled colleges and universities that exist today
- 1994 – year tribal colleges given Land Grant status
- Many Tribal College & University (TCU) Libraries also serve general tribal population in a public library capacity



Research Design & Methodology

- Libraries at the 12 TCUs granting 2-yr/4-yr/Masters degrees
- Scenarios
- Input gathered in two phases

Research Questions

- How do they envision the future?
- Which future do they favor?
- Which scenario is most relevant to their institution?
- Whether they believe the future will require new skill sets for staff?
- What it takes for their institution to adopt the preferred scenario?
- How much input do they have in shaping the future?
- What title frames their preferred future scenario?

The 12 Identified TCU Libraries

STATE	TCU
1. Arizona	Diné College
2. Kansas	Haskell Indian Nations University
3. Montana	Salish Kootenai College
4. New Mexico	Navajo Technical College
5.	Institute of American Indian Arts
6.	Southwestern Indian Polytechnic Institute
7. N. Dakota	Sitting Bull College
8.	United Tribes Technical College
9. S. Dakota	Oglala Lakota College
10.	Sinte Gleska University
11. Washington	Northwest Indian College
12. Wisconsin	College of Menominee Nation

Table 3
Phase Two Input from Library Directors

TCU #	TCU Name	TCU Description	TCU Location	TCU Status
1	#3	All in Library		Usually some input
2	#4	Great. Consider. Put YOUR LIBRARY - YOUR LIBRARY		Always always some input
3	#4	A culturally based library		Always always some input
4	#4	Not leader in doing that. Librarian to Jacobs to		Usually some input
5	#4	We are a TCU, but typically we are not. Based on input		Always always some input
6	#4	The Tribal College Library of the 21st Century		Always always some input
7	#3	Library Vision		Occasionally some input
8	#3	Library as part of the tradition and center of the community		Always always some input
9	#4	The TCU includes the history of the Bureau of Indian Education, with a tribal affiliation and that that community do to. Information on the TCU input. Informationally and administratively on the TCU		Always always some input
10	#4	The best TCU library		Always always some input

APPENDIX THREE
Professional Service and Outreach
Libraries

Brief Description:

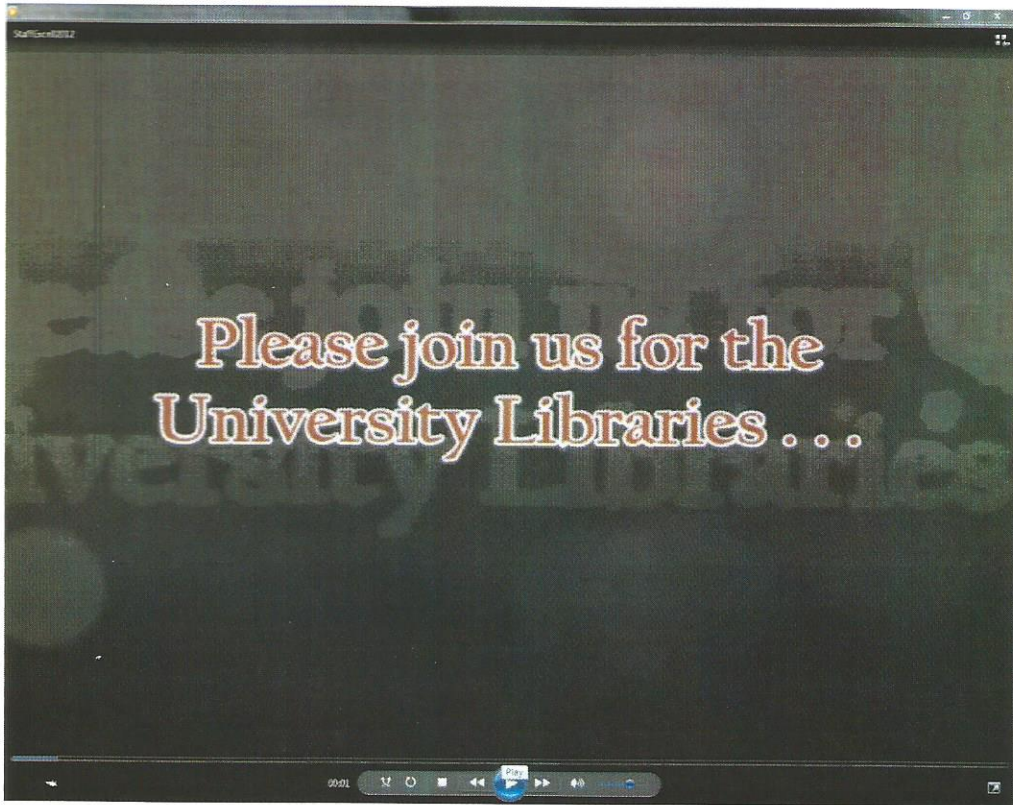
UNL Libraries Staff Excellence Award Committee 2012, short-term assignment

My Role:

I participated as a committee member to evaluate and consider nominated individuals. This committee's main charge is to recognize staff members whose outstanding contributions through service and job performance contribute significantly to the advancement of the mission of the Libraries. The committee identifies an individual and forwards the recommendation to the Dean for final decision. The committee organizes the celebration event in conjunction with the Dean's calendar. I participated by creating the invitation, and then by assisting with logistics and introduction of the dean on the designated day.

Significance/Impact:

The recognition of outstanding staff contributions is an important part of cultivating a positive work environment and organization culture.



APPENDIX THREE
Professional Service and Outreach
Libraries

Brief Description:

Digitization Council, invited to participate as a member by Elaine Westbrooks, February 2012.

My Role:

Participate as a member of the Digitization Council Committee, attending regularly scheduled meetings. In this role, I contribute by identifying topics and issues related to digital projects in the libraries, brainstorming ideas for best practices, standards, and technologies as well as development and discussion related to digital projects and endeavors in the libraries.

Significance/Impact:

The Digitization Council Committee met monthly since first meeting in April 2012, through October 2012. The committee was discontinued in November by a directive from Nancy Busch, Dean of Libraries.

Jolie Graybill

From: ewestbrooks2@unl.edu
Sent: Tuesday, February 14, 2012 3:03 PM
To: jgraybill3@unl.edu; kwalter1@unl.edu
Subject: Digitization Council Charge & Membership

Dear Jolie:

Please take a look at the following charge and let me know if you are willing to serve on this committee. Let me know no later than Friday 2/17. Don't hesitate to contact me should you have any questions or concerns.

Best,
Elaine

UNL Libraries Digitization Council

Charge:

As the libraries continues to focus resources on the creation of scholarly content in digital form and reformatting analog content to digital, we are forming a group with representatives from various library units to discuss, inform, promote, and assess the variety of digitization projects created by library faculty and staff. This council exists to be a resource when library staff and faculty embark on digitization efforts within the library as well as when faculty and staff collaborate with stakeholders outside of the library.

This group will take on the following tasks:

Build awareness of digitization best practices, standards, and technologies among Library staff and faculty
Make recommendations regarding the improvement of the workflow, management, and sustainability of digitization projects. This may include identifying deficits and gaps that may impede success as well as identification of strengths that should be promoted and sustained.

Highlight strategic opportunities for library engagement with campus units via digitization efforts.

Communicate about progress in digitization projects to library staff.

Membership

1. Jolie Graybill?
2. Judy Winkler
3. Kent LaCombe (Chair)
4. CORS person
5. TS person
6. SPEC or CDRH person

APPENDIX THREE
Professional Service and Outreach
Libraries

Brief Description:

Search Committee for Accountant II position, Fall 2011

My Role:

I participated as a member of the Search Committee for Accountant II position, 2011-2012, attending all the committee meetings in preparation of reviewing applications, and then selecting candidates for interviews after scoring candidates applications. In this role, I contribute by identifying viable candidates, and assisting in the interview process by participating in the interview schedule, and promoting the libraries as a great place to work.

Significance/Impact:

The Search Committee for Accountant II position completed interviews and made a recommendation for hire to the dean. The offer was extended and accepted, and the new hire is now in the libraries full-time.

APPENDIX THREE
Professional Service and Outreach
Libraries

Brief Description:

Liaison Committee, COART representative, 2011, 2012

My Role:

Participate as a representative of COART on the Liaison Committee. I have acted in this role for a second year, attending regularly scheduled Liaison Committee meetings. In this role, I contribute by updating the Liaison Committee on COART work and activities, and relay new assignments and charges as identified by Liaison Committee to COART.

Significance/Impact:

The representative to Liaison Committee keeps COART informed on new assignments and issues which ultimately assists in the workload schedule and projects assigned to COART members.



Liaison Minutes for Dec. 13, 2011
DeeAnn K Allison to:
Bcc: Jolie O Graybill

01/10/2012 03:50 PM

Liaison Committee Minutes

December 13, 2011

Present: Allison, Anaya, Barney, Boudreau, Graybill, Logan-Peters, Maxey-Harris, Pytlik Zillig, Wolfe

Minutes: November minutes were approved as amended.

New Business:

- Discussion of low attendance at December CAPC meeting. Chair will organize a faculty forum on the subject.

Dean's Report:

- no report

Chair's Report:

- Motions voted on at the most recent faculty meeting were forwarded to the Dean.

Committee Reports:

Academic Activities

- no report

Policy Program and Budget

- no report

COART

- no report

Faculty Senate

- Looking at the student bereavement policy and honorary degrees. President Milliken tentatively scheduled to speak at the January 10 senate meeting.

Meeting adjourned at 4:15

Submitted by Brian L. Pytlik Zillig
Dee Ann Allison
Professor & Director
COR Services
University of Nebraska-Lincoln Libraries
<http://library.unl.edu>

APPENDIX THREE
Professional Service and Outreach
Libraries

Brief Description:

COART, three year elected appointment 2011-2014

My Role:

Participate as a member of COART Committee. I attend regularly scheduled meetings on a monthly basis. In addition, I assumed the responsibility of COART representative to the Liaison Committee where I provide updates of the work COART is currently doing. In this role, I contribute by taking responsibility for sharing information to Liaison Committee, but also bringing new charges back to COART as identified by Liaison, Faculty Chair, or Faculty Forums.

Significance/Impact:

The past two years COART has assumed responsibility for review of several large documents, and overall Promotion and Tenure documents. As a committee, we have worked diligently to address the necessary discussions and then formulated documents for faculty review and approval at faculty meetings. Much of this work has streamlined documents and information for faculty, assisting in making the information coordinated and easy to find (web page reorganization and links).

COART Minutes November 29, 2011

Present: Judith Wolfe, Dana W. R. Boden, Leslie Delserone, Jolie Graybill, Brian Pytlik-Zillig

1. COART Minutes of the previous meeting were officially approved.
2. Faculty Values - special committee members Joanie Barnes, Charlene Maxey-Harris & Jeanetta Druke met with COART. There was good discussion of the document & it's use & function. There are questions about the document & what to do with the previous (1999) document. The approach decided on was to have steps to talk about at the December Library Faculty meeting & get input. Steps to discuss were:
 - a. Should the 1999 document be repealed?
 - b. Should references to the document be removed from the Promotion & Appointment Criteria?
 - c. Does the new document need approval?
 - d. Should the new document be included in the Promotion & appointment Criteria &, if so, how?
3. COART looked at the COART documents list on the Libraries Intranet, especially at the listing, headings & links. Changes in the arrangement will hopefully make the site easier to use & documents easier to find. It was also noted within documents, when other documents are referred to, links can be included in the document to enhance navigation & accessibility.
4. Changes in the COART Timeline documents regarding the naming of external reviewers was discussed. There was some concern for the clarity &, as submitted, would require a change in the Appointment and Promotion Procedures and Deliberations document. This will be looked at further.
5. The next regularly scheduled meeting is Tuesday, January 31, 2012, however to have items to present at the February Library Faculty Meeting there may be at least one earlier special meeting.

Submitted by Dana W. R. Boden

UNL Libraries Intranet | Faculty | Committees | COART - Windows Internet Explorer
http://libresources.unl.edu/intranet/faculty/committees/coart/index2012.php

File Edit View Favorites Tools Help
Convert Select
Suggested Sites Web Slice Gallery Free Hotmail ILLiad Main Menu RefGrab-It
UNL Libraries Intranet | Faculty | Committees | C...

UNL Libraries Intranet

Intranet | Libraries | Human Resources | UNL Home

Faculty } Faculty Committees } COART

COART

COART/CAPC Committee Documents

- [COART Procedures and Services May 7, 2009](#)
- [COART & CAPC Chair Checklist December 2011](#)
- [COART & CAPC checklist for Time of Hire Deliberations December 2011](#)

COART Timelines

- [COART Timelines for 2011/2012 Academic Year](#)
- [COART Timelines for 2011/2012 Academic Year By Date](#)

Tenure and Promotion Documents

- [Promotion and Appointment Criteria May 7, 2009 \(includes tenure standards\)](#)
- [Appointment and Promotion Procedures and Deliberations May 2011](#)
- [Library Faculty Values September 1999](#)
- [Library Faculty Workload Guidelines February 2011](#)

Documentation Development Guidelines

- [Guidance for Folder Documentation Development February 2008](#)
- [COART Attachment A Documentation Request \(University Libraries version\) May 2006](#)
- [COART Attachment B Preparing an External Review Portfolio September 2007](#)
- [COART Attachment C Documentation Request for Promotion for Professor of Practice September 2007](#)
- [COART Attachment D Documentation Request for Promotion for Research Professor May 2009](#)

Internet | Protected Mode: Off 100%

APPENDIX THREE
Professional Service and Outreach
Libraries

Brief Description:

Staff Development Committee, two-year term 2009-2011

My Role:

Participate as a member of the Staff Development Committee, attending regularly scheduled meetings. In this role, I contribute by identifying topics and issues for future sessions, brainstorming ideas for development, discussion and evaluation of previous sessions, implementation of sessions when applicable, and participation by attending sessions.

Significance/Impact:

The Staff Development Committee has successfully coordinated workshops, trainings, a website, and informational sessions relevant to the libraries' staff and faculty. This is reflected in employees participation and attendance of the sessions, and the participation of staff who volunteered to be highlighted in the Staff Development Spotlight on the Staff Development Web page. In addition, the committee voted unanimously to record sessions this year and post podcasts to the web page as an informational and archival service. These podcasts have been accessed both immediately following the sessions indicating that employees may have missed the session but wanted to hear the conversation; and at later dates with web urls indicating that the individual is from another institution and conducting research.

Staff Development - Windows Internet Explorer
 http://libraries.unl.edu/staffdev

File Edit View Favorites Tools Help
 Convert Select

Suggested Sites Web Slice Gallery Free Hotmail ILLiad Main Menu RefGrab-It

Staff Development

N UNIVERSITY OF NEBRASKA-LINCOLN Search this site, all UNL or for a person

UNL Libraries Staff Development

Home E-Resources Services Ask a Question Libraries @ UNL About

Libraries
 Staff Development

Recent Events


Academic Activities Brown Bag: Patron-driven acquisitions
 Elaine Westbrooks
 Tues., Nov. 8
 LTR

Many research libraries have already made the shift from librarian-mediated selection to patron-initiated selection largely because of economic pressures and technological advances. Although UNL Libraries has been allowing patrons to select content for our collection through ILL requests, the more recent foray into acquiring eBooks based on patron usage has given us a new look at what it means to build a collection for high use. This presentation will focus on what we can learn from the data that has been collected over the past year:

What eBooks are likely to be used?
 How does the currency of the content impact usage?
 How should we be acquiring large collections of eBooks?
 What workflows need to be in place to maximize access?

Libraries Staff Spotlight

Brian Keiser
 Library Associate, Engineering Library




Two truths and a lie:

- "I have one blog that I update regularly."
- "I am the founder of a running organization called Running Around Nebraska (R.A.N.)"
- "I have a run races in 5 different states."

Profile: "I serve as the Engineering Library circulation supervisor. I am

Libraries Staff Spotlight

Kent LaCombe
 Assistant Professor of Libraries, History Liaison



Two truths and a lie:

- "I enjoy both hunting and fishing."
- "I own two chainsaws, have felled a tree or two and cut my own firewood."
- "My first deer hunting equipment was a bow."

Profile: "I work directly with the history department

Done Internet | Protected Mode: Off 100%

APPENDIX THREE
Professional Service and Outreach
Libraries

Brief Description:

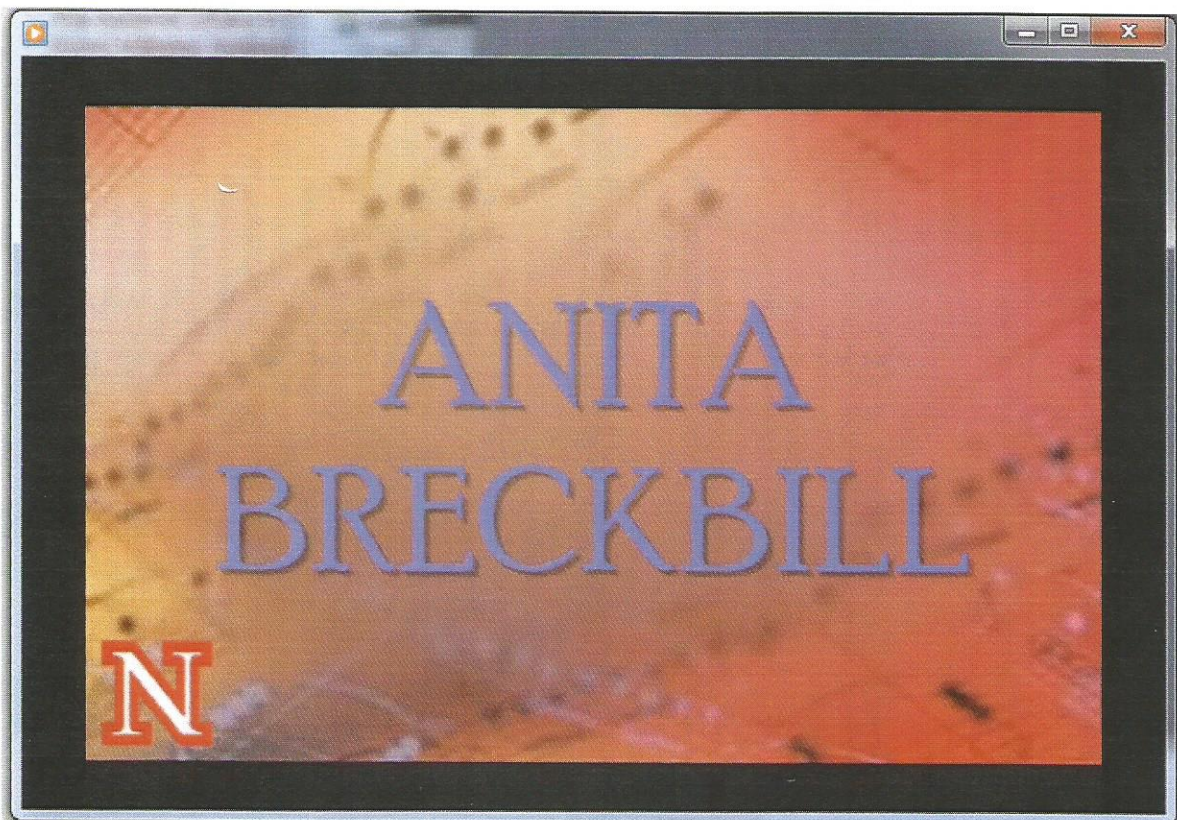
UNL Libraries Staff Excellence Award Committee, short-term assignment

My Role:

I participated as a committee member to evaluate and consider nominated individuals. This committee's main charge is to recognize staff members whose outstanding contributions through service and job performance contribute significantly to the advancement of the mission of the Libraries. The committee identifies an individual and forwards the recommendation to the Dean for final decision. The committee organizes the celebration event in conjunction with the Dean's calendar. I participated by creating the invitation, and then by assisting with logistics and introduction of the dean on the designated day.

Significance/Impact:

The recognition of outstanding staff contributions is an important part of cultivating a positive work environment and organization culture.



APPENDIX THREE
Professional Service and Outreach
University

CONTENTS

Folders for APPENDIX THREE, Professional Service and Outreach

1. Libraries Folder
 - Encore Evaluation Committee 2013-2014
 - UNL Libraries Brown Bag, “Cultivating a Future for Tribal College and University Libraries in Increasingly Challenging Economic Times,” November 2013
 - Staff Excellence Committee 2012
 - Digitization Council, February – October 2012
 - Search Committee for Accountant II position, 2011-2012
 - Liaison Committee, COART representative, 2011, 2012
 - COART, three year appointment 2011-2014
 - Staff Development Committee, two year appointment
 - Staff Excellence Committee 2009
 - Search Committee for Digital Resources Designer position, 2008
2. University Folder
 - Intercollegiate Athletics Committee, agenda
 - Sub-committee work examples – Schedule Oversight Sub-committee, and Sub-committee to Assess Academic Support Services
 - University Appeals Board
3. State Folder
 - University of Arizona School of Information Resources and Library Sciences Knowledge River Steering Committee member, 2006-present, examples of work
 - Nebraska Library Association Diversity Committee, Co-Chair 2010-2011
4. National Folder
 - ALA Spectrum Scholarship Jury Selection Committee, selection tool
 - ARL Visiting Program Officer for Diversity and Leadership, Fall 2011-Fall 2012 and Fall 2012-Spring 2013
5. International Folder
 - IFLA SIG on Indigenous Matters, Outreach task force roster, 2010-present
 - IFLA SIG on Indigenous Matters, submitted update for committee work
6. Significant Continuing Education
 - Association of Research Libraries Leadership Career Development Program
 - PhD in Managerial Leadership in the Information Professions, Simmons College

Jolie - Hope all is well.

Wanted to Thank you for
your outstanding service to
the IAC. Your time, attention
and service to well and our
student-athletes is greatly
appreciated. All the best!

SHAWN.

APPENDIX THREE
Professional Service and Outreach
University

Brief Description:

UNL Intercollegiate Athletics Committee, 2011-present of a 3-year term

My Role:

I participate as a committee member serving on the UNL Intercollegiate Athletics Committee, and as a sub-committee member on the Schedule Oversight Sub-Committee. The purpose of the IAC is to review and make recommendations on all Athletic Department policies, programs, and practices to ensure they are consistent with the educational mission of the University while supporting the student-athletes throughout their academic and athletic career at UNL. I attend regularly scheduled monthly meetings, and the meetings identified by the sub-committees. For example, as part of the Scheduling Oversight sub-committee, I review the schedules for the teams on a semester-basis to ensure the team coaches are adhering to established policy regarding schedules for competition and schedules for class attendance and finals. Each coach submits completed paperwork regarding scheduled competitions for the semester – each coach is aware of the policy on missed classes for student athletes and they adhere to the policy. Occasionally, there is an issue such as a cancelled flight or weird scheduling of competitions versus finals that needs to be taken into consideration – the sub-committee I am a part of addresses these on a case-by-case basis, reporting back to the whole committee as needed. As part of the Sub-Committee to Assess Academic Support Services, we are currently reviewing course enrollment from the past 3 years to assess whether student athletes are enrolling in certain courses over the 3-year period. I also assist with the ad-hoc committee that reviews the student athlete appeals regarding requests to transfer – convened on an as needed basis, and are confidential. Typically, the chair will poll members to see who is available, and then disseminate documentation from the student athlete and respective coach for sub-committee review. This is followed by a meeting to hear both parties, at that point the committee makes a decision. This year there have been no appeals.

Significance/Impact:

The student athlete population is significant at our institution, and that the student athletes excel in their studies is also significant. In addition, the institution overall relies upon donor contributions and we have an obligation to oversee the programs that are incentives for these donations. My past participation in sports during high school and college are the reason for my interest in serving on this committee. By serving on this committee, I am helping to insure that student-athletes are given the opportunity to participate in athletics without sacrificing their academic pursuits.

UNL Intercollegiate Athletics Committee

February 4, 2013 – 8:30AM

Room 303 – Athletics Department – North Stadium

1. **Call to Order (Woody)**
 - Introduction of new faculty committee member
2. **Approval of December Minutes**
3. **Athletic Department Comments (Eichorst)**
4. **Life Skills/Academic Support Center Comments (Zimmer, Leblanc)**
5. **Student Athlete (SAAC) Comments**
6. **Subcommittees Reports**
 - a. **Athletic Scholarship Appeals (Woody, Potuto)**
 - b. **Scheduling Oversight (Logsdon, Graybill, Shoemaker)**
 - c. **Transfer Appeals (Woody, Dahab, Potuto)**
 - d. **Subcommittee to Assess Academic Support Services (Dahab, Greybill, Potuto, Woody, Leblanc)**
 - e. **Subcommittee to Concussion Policy for Student Athletes (Shoemaker, Condon, Epstein, Potuto)**
7. **Old Business**
8. **New Business**
 - At the presentation of the annual IAC report to the Faculty Senate, a question was raised regarding the addition of sand volleyball as a sport. Since this is a spring sport, will volleyball players be further occupied with their sport that their spring class schedules will not accommodate heavier coursework as it may have in the past?
 - Possible revision of policy regarding student athletes enrolled in classes taught by Athletic Department staff members; family members of Athletics staff, or others with a close relationship with Athletics staff (Potuto).

UNL Intercollegiate Athletics Committee

December 3, 2012 – 8:30AM
Room 303 – Athletics Department – North Stadium

Call to Order (Woody)

The meeting was called to order by Chairman Woody at 8:30 am.

In Attendance: Bob Woody, Frankie Condon, Mike Epstein, Dennis Leblanc, Linda Olson, Amy Herman, Keith Zimmer, Pat Logsdon, Tom Osborne, Jo Potuto, Mohamed Dahab, Jolie Graybill, Ed Harvey, and Shawn Eichorst.

Absent: Paul Shoemaker, Sunny Russell

Approval of November Minutes

The minutes from the meeting on November 5, 2012 were reviewed. Minutes were approved.

Athletic Department Comments (Osborne)

Coach Osborne introduced Shawn Eichorst, the new athletic director.

Coach Osborne discussed Saturday's football game, the upcoming bowl game, the current conference realignment, and possible future conference realignments.

The issue of parking was discussed and how the new parking plans will limit the number of parking slots particularly during game days.

Life Skills/Academic Support Center Comments (Zimmer, Leblanc)

Husker Life Seminar was passed by 201 of 204 student athletes.

Rex Burkhead was honored as captain of the College Football "Good Works" team.

16 teams participated in the Growing Leaders Habitudes Training presented by Dr. Tim Elmore.

Recent outreach events: a) American Education Week (9 LPS schools, 45 student athlete volunteers, 2,000 youth impacted); b) football hospital visits (85 players visited 4 hospitals); and c) hospice visits (3 visits in November).

Shawn Buchanan, former Nebraska baseball student athlete and owner of All American Meats, is assessing the student-athlete experience of 1st and 3rd year African American student-athletes.

Plans for scheduling final exams for volleyball players were discussed. Some committee members may be asked to proctor final exams.

APR meetings will be held with 3 teams in December.

Jolie Graybill

From: Mohamed Dahab
Sent: Tuesday, January 29, 2013 3:49 PM
To: Robert Woody; Jolie Graybill; Jo Potuto
Cc: Dennis Leblanc (dleblanc@unl.edu); Linda Olson
Subject: IAC Subcommittee on Academic Services to Students

Hello: This is a reminder that we will meet tomorrow in the conference room (third floor in North Stadium) at 9:00. I am told that we need to be done by 10:00 as the conference room will be needed then.

If you need to look at that data files previously provided by Linda Olson, you find them here:
https://www.dropbox.com/sh/8w50e8jkh3zqn29/cF_FHZ8tJ2

I am hoping that Linda will also provide us with keys to abbreviations used in these files. During the meeting, I am hoping that we can accomplish the following:

1. Review the enrollment data, and try to identify possible areas of concern (I have none at this time).
2. Identify steps needed to complete the task (Bob: I will ask you for insights).
3. Identify a path and a timeline to complete the Subcommittee assignment.
4. Identify future meetings and venues.

Best regards,

Mo

M.F. Dahab, Ph.D., P.E., Professor
Civil Engineering - University of Nebraska
Lincoln, NE 68588-6105

E-mail: mdahab@unl.edu
Phone: 1-402-472-5020



TRACK & FIELD

603 ALL-TIME ALL-AMERICANS
104 CONFERENCE TEAM CHAMPIONSHIPS

To Whom It May Concern:

I am writing to ask for permission to travel with a small squad of throwers to San Diego for a track and field meet on Apr 25-27, 2013. This travel schedule would likely mean that we would travel back to Lincoln on Sunday, April 28, the day before final exams. The reasons this meet is critical to our schedule are: national-level competition, optimal weather conditions, and an important recruiting opportunity.

The competition at UC-San Diego is one of the best in the country, as several top university squads will be in attendance, along with many Olympic throwers from various countries. The other options that we have for competitions that weekend are the Drake Relays in Des Moines and the Penn Relays in Philadelphia. Both of these venues offer suboptimal conditions for throwers. Championship throwing events are contested early in the morning, and they take place on fields away from the track, so they are not highlighted events.

Here is an illustration of the higher level of competition that occurs at the Triton Invite. In this example, I have included the men's and women's discus results (top 5 finishers) from each of the three meets. Because the Triton Invite has historically produced excellent marks and has optimal weather conditions, many throwers from around the world compete at this meet. Part of the appeal to bring our throwers is that they would be exposed to very high levels of competitions in ideal conditions. Last year, the top 6 finishers in the men's and women's discus events at the Triton Invite competed later that year in the 2012 Olympics. **NCAA Champion and Husker Chad Wright finished 7th in this event in 2012, throwing the NCAA-leading mark.**

Place	UCSD Triton Invite-San Diego, CA	Penn Relays- Philadelphia, PA	Drake Relays-Des Moines, IA
Women 1	Stephanie Trafton-63.46m-Nike	Tremanisha Taylor-53.38m-N.C. State	Morgan Wilken-55.95m-Nebraska
Men	Erik Cadee-66.80m-Neth-Adidas	Andrew Evans-56.56m-Kentucky	Tim Nedo-58.30m-DePaul
Women 2	Monique Jansen-59.28m-Netherlands	Samia Stokes-52.61m-LSU	Skylar White-53.85m-Baylor
Men	Lawrence Okoye-66.25m-United Kingdom	Nick Jones-56.40m-Abilene Christian	Lonnie Pugh-56.16-Michigan State
Women 3	Jade Nicholls-56.90m-United Kingdom	Erin Wykoff-51.78m-Virginia	Kearsten Peoples-53.66m-Missouri
Men	Robert Fazekas-65.14m-Unattached	Rodeny Brown-56.12m-LSU	James Cole-56.02m-Air Force
Women 4	Summer Pierson-56.22m-Unattached	Melissa Kurzdorfer-48.57m-Penn State	Okwukwe Okolie-53.35m-Texas
Men	Rutger Smith-65.06m-Netherlands	Ryan Crouser-55.67m-Texas	Gabe Hull-55.70m-Iowa
Women 5	Hilen James-54.40m-Unattached	Taja Moore-48.13m-Indiana	Emily Pendleton-52.86m-Michigan
Men	Ronaldo Odair Juliao-63.20m-Brazil	Derrick Vicars-53.75m-Findlay	John Talbert-54.40m-Pittsburg State

The opportunity to compete where the throws events are highlighted and the weather is conducive to far throws (warm temperatures and optimal wind conditions) is advantageous to us. This is our last regular-season away meet of the year.

On the following page is a comparison over the last two seasons of the weather at the three venues:



TRACK & FIELD

603 ALL-TIME ALL-AMERICANS
104 CONFERENCE TEAM CHAMPIONSHIPS

Weather	UCSD Triton Invite-San Diego, CA	Drake Relays-Des Moines, IA	Penn Relays- Philadelphia, PA
Fri April 27th, 2012	61.8 °F with 6.21 MPH Wind No Precipitation	54.8 °F with 14.50 MPH Wind .54in precipitation Showers/Thunderstorms	54.9 °F with 15.19 MPH Wind .06in Precipitation Scattered showers
Sat April 28th, 2012	62.7 °F with 4.83 MPH Wind No Precipitation	49.6 °F with 11.85 MPH Wind .02in precipitation Thunderstorms/Light showers	47.9 °F with 7.48 MPH Wind .01in precipitation Light Rains
Fri April 29th, 2011	64.6 °F with 7.83 MPH Wind No precipitation	55.7 °F with 12.77 MPH Wind No precipitation	63.0 °F with 11.97 MPH Wind .04in precipitation (Scattered Rains)
Sat April 30th, 2011	64.3 °F with 5.64 MPH Wind No precipitation	63.8 °F with 15.88 MPH Wind .10in precipitation Light Rains	56.4 °F with 10.70 MPH Wind No precipitation

This meet also presents an important recruiting opportunity for us, as it is nationally and internationally known as a top competition to which throwers travel. It gives Nebraska an opportunity to show recruits that we will travel our top athletes to a meet with the best conditions and competition. It also gives our throws coach, Carrie Lane, a chance to contact several international coaches who are training the top high school athletes in their respective countries.

This meet ends around 6:00pm on Saturday April 27. This late end time may make it difficult to find a flight back to Nebraska on Saturday evening (although several airlines have not yet published their fares for this far in advance). With this return date falling on the day before final exams, I am asking for an exemption from the Sunday travel rule in order to take a select group of athletes to this competition.

At this point, here are the three most attractive return flight options, in order of preference:

Option 1

Depart Los Angeles at 5:45am PST on Sunday, April 28th on United Airlines
Arrive in Lincoln at 12:37pm CDT on Sunday, April 28th
5 hours total travel time

Option 2

Depart Los Angeles at 12:30am PST on Sunday, April 28th on Delta Airlines
Arrive in Omaha at 8:21am CDT on Sunday, April 28th (back in Lincoln at 10:00am)
6 hours total travel time



TRACK & FIELD

603 ALL-TIME ALL-AMERICANS
104 CONFERENCE TEAM CHAMPIONSHIPS

Option 3

Depart Los Angeles at 12:55am PST on Sunday, April 28th on American Airlines
Arrive in Omaha at 10:05am CDT on Sunday, April 28th (back in Lincoln at 11:45am)
8 hours total travel time

Below is a list of the possible athletes that may travel to the meet, along with their current GPAs (spring 2012) and their Spring 2013 finals' schedule, based off of information received in December:

Morgan Wilken	3.957	0 Monday finals
Chad Wright	2.373	1 Monday final
Veronica Grizzle	3.343	2 Monday finals
Annie Jackson	2.999	1 Monday final
Carlie Pinkelman	2.999	2 Monday finals
Tristen Sharp	3.236	1 Monday final
Mary Morales	3.909	2 Monday finals
Christian Hodson	freshman, no gpa yet	1 Monday final
Jake Griess	3.741	0 Monday finals
Landon Nelson	3.076	2 Monday finals
Cole Ingram	3.061	0 Monday finals

I appreciate your consideration in this matter.

Sincerely,

Gary Pepin

Outdoor

March 22 nd & 23 rd	Arizona State Invitational	Tempe, AZ
March 30 th	Arkansas Spring Invitational	Fayetteville, AR
April 6 th	Crimson Tide Invite	Tuscaloosa, AL
April 13th	Nebraska Quad	Lincoln, NE
April 17 th – 20 th	Kansas Relays	Lawrence, KS
	Mt. SAC Relays	Walnut, CA
April 24th	Pre-Drake	Lincoln, NE
April 25 th – 27 th	Drake Relays	Des Moines, IA
	Penn Relays	Philadelphia, PA
	Triton Invitational	San Diego, CA
May 4th	Nebraska Invitational	Lincoln, NE
May 10 th – 12 th	Big 10 Outdoor Championships	Columbus, OH
May 23 rd – 25 th	NCAA Championships Preliminary Round	Austin, TX
June 5 th – 8 th	NCAA Championships Final Round	Eugene, OR

**UNIVERSITY OF NEBRASKA
INTERCOLLEGIATE ATHLETICS
IAC – SCHEDULING OVERSIGHT SUBCOMMITTEE FORM**

Circle One: Fall 2012

Spring 2013Sport: Baseball

MON	TUE	WED	THUR	FRI
			February 14 – 1	February 15 – 1
February 18 – 1			February 21 – 1	February 22 – 1
				March 1 - .5
	March 5 - .5	March 6 - .5	March 7 - .5	March 8 – 1
			March 14 - .5	March 15 – 1
	March 26 - .5			
	April 2 - .5			April 4 – 1
		April 17 - .5	April 18 – 1	April 19 – 1
				April 26 - .5
Total = 1	Total = 1.5	Total = 1	Total = 4	Total = 7

Prepared bySport Sec: Renee BrinkmannCoach: Darin ErstadDate: 11/29/12Date: 11/29/12**Checked by Compliance Unit**

Name: _____

Approved by IAC Committee [Yes] [No]

Date: _____

Date: _____

TOTAL CONTESTS		CLASS DAYS MISSED		TOTAL DAYS MISSED
# Away	# Home	M/W/F	T/TH	
33	21	9	5.5	14.5

**University of Nebraska-Lincoln
Athletics Team Travel Arrangements**

APPENDIX THREE
Professional Service and Outreach
University

Brief Description:

UNL University Appeals Board, 2011-present of a 3-year term, appointed by Chancellor. The University Appeals Board hears appeals of decisions made by the University Judicial Board.

My Role:

I am one of three faculty members on the University Appeals Board.

Significance/Impact:

To date, the University Appeals Board has not met to hear any appeals.



Your Account v

UNL > Faculty Senate > Faculty Committees > University Appeals Board

- Welcome
- Faculty Senate
- Executive Committee Officers and Members
- Faculty Committees
- Faculty Senate Policies and Documents
- Faculty Resources

University Appeals Board

2012-2013 MEMBERS

NAME	EMAIL	TERM
ASUN		August 2013
ASUN		August 2013
ASUN		August 2013
ASUN		August 2013
Jolie Graybill, University Libraries	jgraybill3@unl.edu	August 2014
Gretchen Foley, School of Music	gfoley2@unl.edu	August 2015
Gustavo Larsen, Chemical Engineering	glarsen1@unl.edu	August 2015
Matthew Hecker, Dean of Students	mhecker2@unl.edu	cont.

News

Convocations Committee Award Applications Due April 1

UNL Faculty Senate Meeting on February 5, 2013

STRUCTURE

The University Appeals Board shall have seven members; four students and three faculty with the chairperson selected by members of the board. The four student members shall be selected by the Chancellor from the list of eight nominees provided by the ASUN. The Faculty Senate shall provide the Chancellor with a list of faculty that will include two nominations for each faculty opening on the committee. The Chancellor shall fill each faculty opening on the Board by selecting one person from the two nominations provided.

Student members shall be appointed for a term of one academic year. Faculty members shall be appointed to three-year terms, with one new three-year term commencing each year. Members may not serve more than two consecutive terms.

RESPONSIBILITIES

The University Appeals Board shall hear appeals of decisions by the University Judicial Board. See current UNL Student Handbook.

APPENDIX THREE
Professional Service and Outreach
University

Brief Description:

UNL Intercollegiate Athletics Committee, 2011-present of a 3-year term

My Role:

I participate as a committee member serving on the UNL Intercollegiate Athletics Committee, and as a sub-committee member on the Schedule Oversight Sub-Committee. The purpose of the IAC is to review and make recommendations on all Athletic Department policies, programs, and practices to ensure they are consistent with the educational mission of the University while supporting the student-athletes throughout their academic and athletic career at UNL. I attend regularly scheduled monthly meetings, and as a sub-committee member I review the schedules for the teams on a semester-basis to ensure the team coaches are adhering to established policy regarding schedules for competition and schedules for class attendance and finals. Each coach submits completed paperwork regarding scheduled competitions for the semester – each coach is aware of the policy on missed classes for student athletes and they adhere to the policy. Occasionally, there is an issue such as a cancelled flight or weird scheduling of competitions versus finals that needs to be taken into consideration – the sub-committee I am a part of addresses these on a case-by-case basis, reporting back to the whole committee as needed.

I also assist with the ad-hoc committee that reviews the student athlete appeals regarding requests to transfer – convened on an as needed basis, and are confidential. Typically, the chair will poll members to see who is available, and then disseminate documentation from the student athlete and respective coach for sub-committee review. This is followed by a meeting to hear both parties, then the committee makes a decision. I have served on three ad-hoc appeal committees this year.

Significance/Impact:

The student athlete population is significant at our institution, and that the student athletes excel in their studies is also significant. In addition, the institution overall relies upon donor contributions and we have an obligation to oversee the programs that are incentives for these donations. My past participation in sports during high school and college are the reason for my interest in serving on this committee. By serving on this committee, I am helping to insure that student-athletes are given the opportunity to participate in athletics without sacrificing their academic pursuits.

UNL Intercollegiate Athletics Committee

Agenda

Monday, Feb 7, 2011

8:30 am/Room 319

Athletics Dept-North Stadium

- 1) Call to order
- 2) Review December minutes (attached)
- 3) Athletic Department comments (Osborne)
- 4) NCAA report (Potuto)
- 5) Life Skills/Academic Support Center comments (Zimmer, Leblanc)
- 6) Subcommittee reports
 - a. Athletic Scholarship Appeals (Pearson, Potuto)
 - b. Subcommittee to Assess Academic Support Services (Rupnow, Swenson, Pearson, Potuto) "Evaluation of Academic and Athletic Course Conflicts"
 - c. Schedule Oversight Committee (Logsdon, Graybill, Carranza)
 - d. Transfer Appeals (Pearson, Potuto, Rupnow)
- 7) Old business
- 8) New business

SAAC dates: Monday, February 14th

Monday, February 28th (Tom Osborne meeting)

Unless otherwise indicated, SAAC meetings will occur in the Multi-purpose room of the Student-Life Complex in West Stadium. SAAC Meetings will begin at 6:30 p.m. with pizza available at 6:15 p.m.

**FACULTY SENATE
COMMITTEE REPORT TEMPLATE
INTERCOLLEGIATE ATHLETICS COMMITTEE
ANNUAL REPORT TO THE UNL FACULTY SENATE
*Submitted January 11, 2011 by chair Debra Pearson***

Responsibilities:

- (1) The Intercollegiate Athletics Committee shall review and make recommendations on all Athletic Department policies, programs, and practices to ensure that they are consistent with the educational mission of the University and that they are supportive of athlete-students in their academic as well as athletic endeavors.
- (2) These recommendations may be made to the Athletic Department, to the Institutional Representative to the Big Twelve Conference and to other intercollegiate athletics organizations, to the Chancellor, and to the Faculty Senate.
- (3) The Intercollegiate Athletics Committee shall make studies, reports, and recommendations on the following policies:
 - (a) the eligibility of varsity athletes to participate in intercollegiate competition and the overall record of those athletes in meeting UNL academic standards, including the requirements for admission, satisfactory grades and graduation;
 - (b) athletic scholarships and their implementation;
 - (c) academic support for athletes, including advising by advisors in their academic areas;
 - (d) schedules and changes in the schedules of athletic events to ensure conformity with academic standards and Senate policies on class attendance and examinations;
 - (e) institutional participation in various areas of intercollegiate athletic competition;
 - (f) evaluation of the athletic programs and the Athletic Department on its own initiative or as requested by the Athletic Department, the Chancellor, the NCAA, and other intercollegiate athletics organizations;
 - (g) issues on the agenda of the Big Twelve, CFA, NCAA or other intercollegiate athletics organizations at which UNL will be officially represented.
- (4) The Intercollegiate Athletics Committee shall adopt procedures designed to increase communication between the Athletic Department and the rest of UNL and the Committee shall report to the Faculty Senate annually.

Committee Members:

The Intercollegiate Athletics Committee shall consist of 13 members:
(a) seven (7) faculty members appointed by the President of the Faculty Senate, with no more than two faculty members from the same college; (b) three (3) students, at least one of whom must be a student member of an intercollegiate athletic team, selected by ASUN;
(c) the Institutional Representative of the University to the Big Twelve Conference;
(d) the Associate Athletic Director/ Senior Women's Administrator; and
(e) the Director of Athletics.

2009-2010

M. Meghan Davidson, Educational Psychology
Deb Pearson, Libraries, Chair
John Rupnow, Food Science & Technology
Scott Swenseth, Management
Jolie Graybill, Libraries
Miguel Carranza, Sociology
Robert Woody, Music
Erin Hannon SAAC
Makayla Hipke, ASUN
Tom Shires, ASUN
Pat Logsdon, Athletics continuing
Josephine Potuto, Big 12 FAR. & College of Law. continuing
Tom Osborne, Interim Director, Athletics continuing

Recommendations for Action by the Senate (if any):

Summary of Regular, Annual Activities (bulleted):

- Subcommittee to Assess Academic Support Services – The committee is charged annually to conduct a review of an academic program supported by the Athletic Department. The review is presented to the IAC for edit and approval. Following approval, copies are sent to the Athletic Director, the Chancellor, the Senior Vice Chancellor for Academic Affairs, and the Faculty Senate. The 2009-2010 report, “Evaluation of Academic and Athletic Course Conflicts” is expected in the spring semester of 2010. The 2010-11 topic will be discussed at upcoming meetings.
- Scheduling Oversight Subcommittee – This subcommittee consists of the Associate Athletic Director/Senior Women’s Administrator and two faculty members. The responsibility of the subcommittee is to review all athletic schedules for the academic year to assure that student-athletes do not exceed the maximum allowed missed class days due to athletic competition. The maximum

allowed missed class days are 9 M/W/F classes and 6 T/R classes. The Missed Class Days Policy was approved by the IAC in 1995. There were no violations during this reporting period.

- Transfer Appeals Committee – The Chair of the IAC convenes this committee at the request of a student athlete. Other members are the Vice Chancellor for Student Affairs, the President of the Student Athletic Advisory Committee (SAAC), another student-athlete chosen by the SAAC President, two faculty/staff members chosen by the Chair of the IAC, and the Big XII Institutional Representative. There were no appeals that came to the committee.
- Athletic Scholarship Appeal Committee – The Chair of IAC serves on this committee. The Director of Scholarships and Financial Aid chairs the committee. The Vice Chancellor for Student Affairs and the Big XII Institutional Representative serve as members of the committee. There have been no scholarship appeals this year.
- Student-Athletes of the Year – The reviewed applications and selected the Male and Female Student-Athletes of the Year. The Male and Female Student-Athletes for 2010 were Craig Brester (wrestling) and Kelsey Griffin (Women's Basketball).
- Student Athletic Advisory Committee – Members of the IAC are encouraged to attend the semimonthly meetings of the SAAC, an organization comprised of at least one representative from each athletic team. The SAAC coordinates campus and community service activities of athletes, addresses issues and concerns of student-athletes, and interacts with coaches, administrators, faculty, and other guests.

Summary of Additional Activities (if any, bulleted):

- The IAC will continue to review the Academic Support Services of the Athletic Department on an annual basis. Suggestions for an area of review are encouraged and will be entertained.
- IAC members will continue to attend SAAC meetings to keep lines of communication open with student-athletes.
- The IAC will periodically review Big XII and NCAA admissions and progress towards degree completion guidelines. The IAC receives annual updates on graduation rates for student-athletes from the Office of Registration and Records.

Recommendations for the Committee for the Next Year (if any, bulleted):

- The IAC will work with the Athletic Department staff to become aware of any issues that may impact student-athlete issues as Nebraska joins the Big 10 Conference.

**UNIVERSITY OF NEBRASKA
INTERCOLLEGIATE ATHLETICS
IAC – SCHEDULING OVERSIGHT SUBCOMMITTEE FORM**

Circle One: Fall 2010

Spring 2011Sport: Swimming & Diving

MON	TUE	WED	THUR	FRI
				January 28 - .5
	February 22 - 1 (Big 12)	February 23 - 1 (Big 12)	February 24 - 1 (Big 12)	February 25 - 1 (Big 12)
		March 9 - 1 (*Zone Diving)	March 10 - 1 (*Zone Diving)	March 11 - 1 (*Zone Diving)
	March 15 - 1 (*Qualifiers only)	March 16 - 1 (*Qualifiers only)	March 17 - 1 (*Qualifiers only)	March 18 - 1 (*Qualifiers only)
Total = 0	Total = 2	Total = 3	Total = 3	Total = 3.5

Prepared by

Sport Sec: _____

Coach: Douglas Humphrey

Date: _____

Date: 11/23/10**Checked by Compliance Unit**

Name: _____

Approved by IAC Committee [Yes] [No]

Date: _____

Date: _____

TOTAL CONTESTS		CLASS DAYS MISSED		TOTAL DAYS MISSED
# Away	# Home	M/W/F	T/TH	
6	2	6.5	5	11.5

E-MAIL BY November 19, 2010

An Overview of IAC Policy

In March 1995, the Intercollegiate Athletic Committee (IAC) adopted a “Missed Class Policy” that applies to all sport programs beginning with the 1995 Fall Semester. The primary purpose of the IAC Policy is to eliminate the uncertainties that had arisen under the old policy and to interject some flexibility into the scheduling guidelines.

The present Policy is substantially similar to the old policy and retains the same basic scheduling guideline: schedules should not require a team to miss more than 9-M/W/F class days and 6-T/Th class days. See Policy § V. But there are some differences. One difference is that the new Policy specifically counts afternoon home events during the week as ½ day missed. See Policy § V(b). Here is how “missed class days” are counted under the 1995 Policy.

Home Events

- (1) Home events that start prior to 1:30pm **1 day missed**
- (2) Home events that start **at or after 1:30pm but before 4:00pm** ½ day missed

Away Events

- (3) Departures prior to noon **1 day missed**
- (4) Departures **at or after noon but before 4:00pm** ½ day missed
- (5) Returns at or after 11:00am **1 day missed**
- (6) **Return to campus after 1:00am but prior to 11:00am** ½ day missed

Another difference is that the '95 Policy includes a provision about events on consecutive days. The Policy provides that **events should not be scheduled in a way that requires a team to miss classes on more than 5 consecutive class days**. See Policy § V(a)(3).

Perhaps the most important difference is that, under the new Policy, the Scheduling Oversight Committee can make exceptions to the basic scheduling guidelines if there are special circumstances that warrant making an exception. In determining whether to grant an exception, the Committee will focus on the impact of the exception on the academic progress of the student athletes. The grounds for granting an exception include, among others, participation in NCAA championship events, events scheduled during regularly scheduled practice times, new circumstances that require rescheduling or adding events, events that in fact do not involve any missed classes, and other special circumstances.

Here is how the procedure works. If a coach wants to seek an exception, the coach or his/her designee should make a written request to the chair of the Scheduling Oversight Committee within the first 10 days of the Fall or Spring semester. The request should explain why the exception is being sought and why the exception will not unreasonably interfere with the academic progress of the student athletes affected. The Subcommittee will review the request and either forward the request to the full IAC with a recommendation or ask for more information before forwarding the request to the IAC. The decision of whether to grant the request will then be made by the IAC. See Policy § VI.

As before, the IAC will review all team schedules to determine whether they are in compliance with the Missed Class Policy. Under the present policy, the review is initially conducted by the Scheduling Oversight Subcommittee which then reports the results of its review to the IAC.

MISSED CLASS POLICY

I. Purpose

- A. This policy is adopted to implement the three weeks absence rule of the Faculty Senate of the University of Nebraska-Lincoln. All prior implementation policies are hereby revoked.

II. Definitions

- A. As used in the Policy, the following words have the following meanings.

1. "Away event" means any event that is not a home event.
2. "Campus" means the campus of the University of Nebraska-Lincoln.
3. "Chair" means the Chair of the Intercollegiate Athletics Committee.
4. "Class day" means a weekday on which classes are officially scheduled to meet.
5. "Class time" means the total number of days that a course is officially scheduled to meet during the semester.
6. "Committee" means the Intercollegiate Athletics Committee.
7. "Event" means any intercollegiate athletic meet, match, game, or tournament and includes (but is not limited to) league championship and NCAA championship meets, matches, games, or tournaments.
8. "Home event" means an event that takes place in Lancaster County, Nebraska.
9. "Subcommittee" means the Scheduling Oversight Subcommittee of the Intercollegiate Athletics Committee.
10. "Team" means any intercollegiate athletic team that is sponsored by the University of Nebraska-Lincoln Department of Athletics and that competes in the Big 12 Conference.

III. Scheduling Oversight Subcommittee -- Composition

- A. The Subcommittee shall consist of three voting members of the Committee, one of whom shall be affiliated with the Department of Athletics and two of whom shall be faculty members who are not affiliated with the Department of Athletics.
- B. At the first Committee meeting of each academic year, the Chair shall appoint the three members of the Subcommittee and shall also appoint one of the two faculty members of the Subcommittee to serve as chair of the Subcommittee.
- C. The members of the Subcommittee shall serve until the conclusion of the first Committee meeting of the next academic year. Any member of the Subcommittee may be removed

at any time by a majority vote of the Committee. If a member is removed or resigns from the Subcommittee, the Chair shall appoint a replacement member.

- D. No appointment under this section shall be effective unless and until it is approved by a majority vote of the Committee.

IV. Subcommittee Responsibilities & Schedule Approval

- A. The event schedule of each team must be forwarded to the Subcommittee for review as soon as reasonably possible before the team's season actually begins.
- B. The responsibilities of the Subcommittee are:
 - 1. to review the event schedule of each item in order to determine whether the schedule complies with this Policy;
 - 2. to report to the Committee in a timely fashion the results of the Subcommittee's review of the event schedule of each team;
 - 3. to review requests for exceptions under section VI of this Policy, to make recommendations to the Committee on requests for exceptions, and, when the terms of this Policy so permit, to rule on requests for exceptions; and
 - 4. such other responsibilities as the Committee may from time to time delegate to the Subcommittee.
- C. After the Subcommittee has conducted its review and made its report pursuant to section IV(B)(1)-(2), the Committee shall either approve or disapprove the event schedule. The sole purpose of the approval process is to determine whether the event schedule complies with the requirements of this Policy.
- D. If the Subcommittee fails to make a timely report on an event schedule or fails to make a timely recommendation on a request for an exception, then by majority vote the Committee may dispense with the requirement of such report or recommendation and take action on the schedule or request.
- E. The Subcommittee may review the actual timing of events actually held in order to determine if the actual schedule is different than the schedule that the Committee approved pursuant to sections V or VI of this Policy. If the actual schedule is different than the approved schedule and if the actual schedule does not comply with the requirement of this Policy, then the Subcommittee shall inform the Committee of the same.

V. Scheduling -- Class Absences

- A. Events for a team shall not be scheduled in a manner that requires the team to be absent for more than
 - 1. nine class days that are Monday, Wednesday, or Friday class days,
 - 2. six class days that are Tuesday or Thursday class days, or
 - 3. five consecutive class days.

- B. For purposes of this section, the number of class days absent shall be computed as follows:
1. A departure from campus prior to noon for an away event is counted a 1 full day absent.
 2. A departure from campus at or after noon **but** before 4:00pm is counted as ½ day absent.
 3. A return to campus at or after 11:00am from an away event is counted as 1 full day absent -- unless the departure from campus for that event was on the same day.
 4. A return to campus after 1:00am **but** before 11:00am is counted as ½ day absent.
 5. A home event scheduled to begin prior to 1:30pm is counted as 1 full day absent.
 6. A home event scheduled to begin at or after 1:30pm **but** before 4:00pm is counted as ½ day absent.
- C. **No travel or events shall be scheduled at any time during the period designated as the final examination period (including the Sunday of finals week) for the University of Nebraska-Lincoln.**

VI. Exceptions

- A. Upon the written request of the head coach or his or her designee, the Committee may grant an exception from the requirements of section V. In determining whether to grant an exception, the primary consideration is the impact of the exception on the academic progress of the student-athletes. The Committee may consider all information relevant to the request, including the reasons for the request, the institutional interests of the Department of Athletics, historic enrollment patterns, the actual class schedules of the team's student-athletes, the team's practice schedule, and the team's overall event schedule.
- B. The Committee may exercise its discretion to grant an exception upon a showing that:
1. The event schedule will not require any member of the team to be absent for more than 20% of the class time for any course in which such member is enrolled;
 2. The team has been invited to participate or qualified to participate in an NCAA Championship event on a team basis;
 3. One or more members of the team will or may participate in a NCAA Championship event and, in light of the team's overall event schedule, granting the exception will not unreasonably interfere with the academic progress of the student athletes;
 4. The event for which the exception is sought will not require any actual class absences and granting the exception will not unreasonably interfere with the academic progress of the student athletes;
 5. The composition of the team varies from event to event and granting the exception will

- not unreasonably interfere with the academic progress of the student athletes;
6. The event for which an exception is sought is scheduled during the team's normal practice time and granting the exception will not unreasonably interfere with the academic progress of the student athletes;
 7. New circumstances exist that make it reasonably necessary to add events, schedule or reschedule events, or change the departure times to or arrival times from events and granting the exception will not unreasonably interfere with the academic progress of the student athletes; or
 8. Special circumstances exist and granting the exception will not unreasonably interfere with the academic progress of the student athletes.
- C. Any request for an exception shall be made initially to the Subcommittee. The Subcommittee shall review the request and gather any additional information that it deems necessary to determine whether the request should be granted or denied. The Subcommittee shall forward to the Committee both the request and the Subcommittee's recommendation. The Subcommittee shall also forward its recommendation to the head coach. The Subcommittee's recommendation shall be in writing and shall state the reason(s) why the Subcommittee recommends that the request be granted or denied.
- D. The Subcommittee may rule on a request without referring the request to the Committee only if
1. The Subcommittee determines that the request requires prompt action and further determines that a timely meeting of the Committee by telephone conference call or otherwise is impracticable;
 2. The Subcommittee informs the Chair both of its determination that the requirements of subsection (1) are satisfied and of the reason(s) supporting its determination; and
 3. The Chair concurs in the Subcommittee's determination and expressly authorizes the Subcommittee to rule on the request.
 - a. If pursuant to this subsection, the Subcommittee rules on a request for an exception, the Subcommittee shall prepare and furnish to the Committee in a timely fashion a written report that sets forth the reason(s) supporting its determination, states that the requirements of subsection (2) and (3) were satisfied, and sets forth the reason(s) supporting the Subcommittee's decision to grant or deny the request.
- E. The Secretary of the Committee shall maintain for each request for an exception a copy of the request, a copy of the Subcommittee's recommendation, and a record of the Committee's decision. The Secretary of the Committee shall also maintain for each Subcommittee ruling made pursuant to section VI(D) a copy of the request for an exception and a copy of the Committee report.

- F. The head coach shall be promptly notified of the Committee's (or the Subcommittee's) decision to grant or deny the request.

VII. Application

This policy applies to all event schedules for the Fall 1995 Semester and thereafter.

adopted March 15, 1995

2011-12 UNL ACADEMIC CALENDAR

First Semester, Fall 2011

August 22	Classes Begin
September 5	Labor Day
October 17 & 18	Fall Break
November 23-27	Thanksgiving Break
December 10	Classes End
December 12-16	<u>Final Examinations</u>
December 17	Commencement

Second Semester, Spring 2012

January 9	Classes Begin
January 16	Martin Luther King, Jr. Day
March 18-25	Spring Break
April 28	Classes End
April 30-May 4	<u>Final Examinations</u>
May 5	Commencement

Summer Sessions, 2012

Three Week Session

May 14	Classes Begin
May 28	Memorial Day
June 1	End of Session

Eight Week Session

May 14	Classes Begin
May 28	Memorial Day
July 4	Independence Day
July 6	End of Session

First Five Week Session

June 4	Classes Begin
July 4	Independence Day
July 6	End of Session

Second Five Week Session

July 9	Classes Begin
August 10	End of Session

**UNIVERSITY OF NEBRASKA
INTERCOLLEGIATE ATHLETICS**

IAC – SCHEDULING OVERSIGHT SUBCOMMITTEE FORM

Circle One: **Fall 2011**

Spring 2012

Sport: **Baseball**

MON	TUE	WED	THUR	FRI
			February 16 - .5	February 17 - 1
			February 23 - 1	February 24 - 1
			March 1 - .5	March 2 - 1
	March 6 - .5	March 7 - .5		March 9 - .5
March 12 - 1	March 13 - .5		March 15 - .5	March 16 - .5
			March 29 - 1	March 30 - 1
	April 3 - .5			
			April 12 - .5	April 13 - 1
	April 24 - .5			
Total = 1	Total = 2	Total = .5	Total = 4	Total = 6

Prepared by

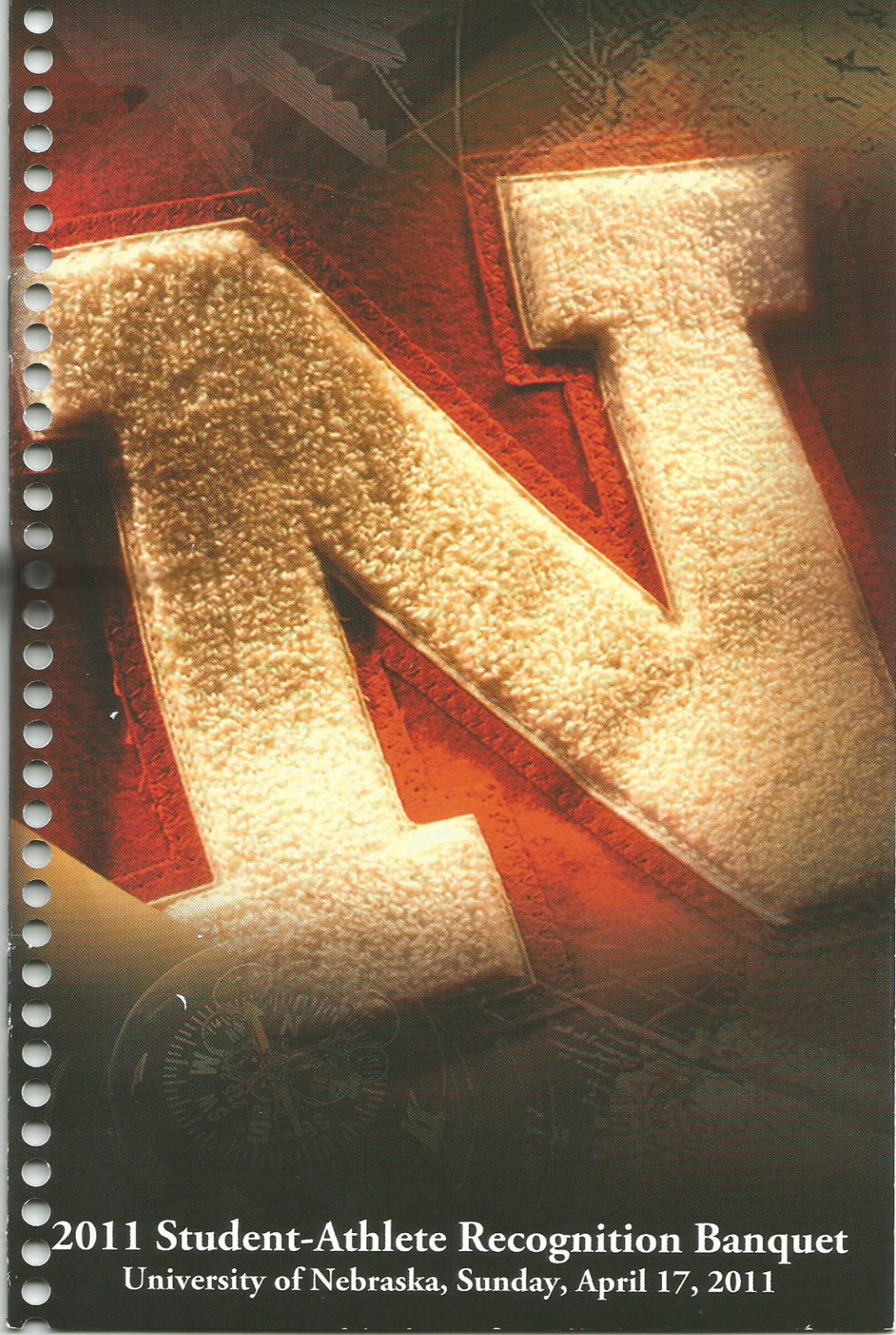
Sport Sec: Renee Brinkmann

Coach: Darin Erstad

Date: 11/9/11

Date: 11/9/11

Checked by Compliance Unit



2011 Student-Athlete Recognition Banquet
University of Nebraska, Sunday, April 17, 2011

Staff Excellence Bylaws

From Library Policies

LIBRARY STAFF EXCELLENCE AWARD

Bylaws updated April 2001

PURPOSE:

The Library Staff Excellence Award has been established to recognize staff members whose outstanding contributions, through service and job performance, contribute significantly to the advancement of the mission of the University Libraries.

ELIGIBILITY:

All regular full-time and regular part-time employees (at least 50% FTE) who have been employed by the University Libraries for at least three years shall be eligible for recognition. Both individuals and groups are eligible for nomination.

NOMINATION PROCESS:

In June, the Dean will send out an e-mail message announcing the upcoming nomination period. No later than July 1, the Dean's office will announce via e-mail that nominations are being accepted. The e-mail announcement will include this document and the nomination form (Word version) or nomination form (HTML version). Paper copies of the nomination form will be distributed to all department chairs and to each branch library.

Any member of the library staff may nominate any staff member or group that s/he considers eligible. The nominator shall get any nominee's approval before submitting a nomination. All nominations must be sent to the Associate Dean for Administration by August 1.

Nominations shall be submitted on the nomination form (see attachment), either on paper or through electronic mail, and should describe the nominee's distinctive contributions to the University Libraries.

Nominators are strongly encouraged to ask for support from other staff members. Staff members writing in support of a nomination should use a nomination form or show their support by signing the original nomination form. The nomination form includes space for up to three additional supporting signatures. The Selection Committee makes its judgements solely on the contents of the nomination form, supporting forms, and the position description. Thus it is important to be as detailed and specific as possible. Nominators should be cognizant of the "purpose" statement and "criteria" and their emphasis on service and job performance.

CRITERIA:

The following criteria will be taken into account in choosing recipients of the Library Staff Excellence Award. THESE CRITERIA ARE INTENDED TO DEFINE OR PROVIDE EXAMPLES OF THE

VARIOUS KINDS OF ACHIEVEMENTS THAT MERIT THE AWARD AND ARE NOT INTENDED AS A CHECKLIST NOR TO EXCLUDE OTHER TYPES OF CONTRIBUTIONS TO THE LIBRARIES. Additionally, the criteria, or the application thereof, shall be equally appropriate to all levels of staff.

Exemplary service and job performance in regular responsibilities and extra duties Actively working to make the Libraries a more humane place to work Responsible for innovative and/or creative ideas (may include risk-taking) Extensive contribution to committee or activity work within the Libraries
SELECTION COMMITTEE:

The Selection Committee will be formed by July 1 of each year, and will consist of two individuals from each line, appointed by the presidents of the three Library staff organizations (ACLP, MPA, and Library Faculty) and one representative from the Dean's office, who will coordinate the selection process. In the event that one of the committee members is a nominee or a nominator, an alternate will be appointed.

SELECTION PROCESS:

All deliberations of the Selection Committee shall be confidential.

The Dean's office representative will schedule the first meeting of the committee. At the first meeting of the Selection Committee, the Dean's office representative will explain the selection process. The Selection Committee will choose a chair. The chair will be responsible for scheduling the next meeting (s) and meeting location(s).

After the first meeting, each Selection Committee member will independently rank the candidates. Rankings will be submitted to the Dean's office staff for compilation. After compilation, rankings will be distributed to Selection Committee members.

At the next meeting of the Selection Committee, the chair will guide the committee through discussion of nominees and rankings results. At this meeting, or a subsequent meeting, the Selection Committee will reach agreement in recommendation of award(s). The committee may recommend that no award be presented.

The Selection Committee shall forward its recommendations to the Dean by September 1. The Dean will make the final decision as to who shall receive the award(s).

All staff nominated for the Library Staff Excellence Award will receive a letter from the Dean and a certificate recognizing this honor. The representative of the Dean's office will notify the person(s) receiving the award. The award(s) shall be presented at the Staff Excellence Award Celebration.

CELEBRATION PREPARATIONS

In July, the Dean's Office will work with the Selection Committee to set the date and time for the Staff Excellence Awards Celebration (generally during the 4th week in September), reserve space for the event and announce the date via e-mail.

In late August, the committee will begin to design the invitations for the celebration, so that they are ready to be mailed as early as possible after the recipient(s) is known. Invitations are to be mailed out three weeks prior to the award celebration, and will be mailed to retirees in addition to library staff.

In late August, the Selection Committee should also begin planning food for the event, working with the Dean's office to insure quality. The budget for the event, set by the Dean's Office, is currently \$500.

AWARD:

The award will include a certificate to be presented at the Staff Excellence Award Celebration. In addition, \$500 will be included in the winner's University paycheck. Up to three awards may be presented each year. A permanent plaque shall be engraved with the names of the individual(s) or group award winners and placed in a prominent place within the Libraries. Information about the awards shall be placed in the winner's personnel file in the Dean's Office.

TIMETABLE:

June

The Dean shall make a general announcement via e-mail of the upcoming nomination period and remind staff of what the award signifies.

July 1 - July 15

The Dean's Office announces the upcoming nomination period via e-mail with nominations due by August 1. Selection Committee is formed

Dean's Office sets the date for the Staff Excellence Award Celebration, reserves the space, and announces the date via e-mail.

July 1 - August 1

Nominations accepted by the Associate Dean for Administration.

August 7

The Dean's office shall forward all nominations to the Selection Committee by August 7.

Late August

Selection Committee begins to design the invitations and plan the event. September 1

The Selection Committee shall forward recommendations to the Dean by September 1. 3 weeks prior to celebration

Invitations to the celebration are mailed. The Dean's Office supplies the mailing labels. The Selection Committee writes a brief statement describing the attributes of each award winner. These brief statements will be read by the Dean of Libraries at the award celebration. E-mail Announcement

The Dean announces the recipient of the Award via e-mail. An announcement will also be made at an All Staff meeting if there is one between the selection of the recipient and the award celebration. The

Dean's Office sends a letter and certificate to all nominees recognizing the honor of being nominated. The award winner(s) do not receive this letter and certificate. 4th Week in September

The award presentation and recognition ceremony will take place at the Staff Excellence Award Celebration.

Retrieved from "http://libinfo.unl.edu/policies/index.php/Staff_Excellence_Bylaws"

- This page was last modified on 29 May 2009, at 21:04.

LIBRARY STAFF EXCELLENCE AWARD NOMINATION FORM

The primary criteria for consideration for this award are service and job performance that contribute significantly to the advancement of the mission of the Libraries. Examples of criteria to address include, but are not limited to:

- ◆ Exemplary performance both in regular responsibilities and extra duties
- ◆ Actively working to make the Libraries a more humane place to work
- ◆ Responsible for innovative and/or creative ideas
- ◆ Extensive contribution to committee or activity work within the Libraries

Name of nominee Anita Breckbill Length of time on staff 20 yrs

Current Department ABS Position Title Professor/Music Librarian

(If nominee is a group, please give group name and list names of individuals below.)

Please comment on the nominee's qualifications for this award:

see attached

RECEIVED

JUL 30 2009

DEAN OF LIBRARIES OFFICE

Use reverse or additional sheets if necessary.

Person completing this form Kay Logan-Peters

Signature Kay Logan-Peters

Signatures in support of nomination (up to three):

Robert R. Reynolds Linda Marsh Hlyman

July 22, 2009

Dear Dean Giesecke and members of the Staff Excellence Award Selection Committee:

It is my pleasure to nominate Professor Anita Breckbill for the 2009 Library Staff Excellence Award. I believe that Anita is qualified to receive this award based on all of the criteria outlined in the Staff Excellence Award policy.

Anita joined the Libraries staff in 1989 as a catalog librarian in Technical Services. She assumed leadership of the Music Library in 1994, around the time she received tenure. In 2002 Anita achieved the rank of Professor. Anita has been an excellent Music Library manager, subject specialist, liaison librarian, and supervisor. During Anita's tenure the Music Library has become integral to the teaching and learning of music here at UNL. Through Anita's leadership, the Music Library has introduced sound reserves, online music listening services, digitization of recitals, and other improved services to patrons. She has worked hard to make the library a more attractive environment in which to learn and study, spearheading efforts to improve the circulation desk, clean up the office area, and provide state of the art listening stations.

Anita has also been very successful working with donors. She established a relationship with Jack Rokahr and eventually received his personal collection of French opera scores as a gift to the library. These scores, and the accompanying art work, now constitute the Rokahr Family Archive. Anita also worked with the Butch Berman Foundation to acquire the PeeWee Erwin collection of early jazz materials. She continues to work with the Foundation to arrange for other gifts in the field of jazz studies. Finally, Anita interpreted and publicized the collection of materials on Ruth Etting, an early torch singer from David City Ne., and developed a web exhibit and ContentDm.

Scholarly activity is an area where Anita is consistently productive. Every year Anita makes a few presentations, publishes an article or two, and develops ideas for more articles and presentations. She has capitalized on the special collections in the Music Library and made many presentations on the unique materials housed there, such as the Andre Gill artwork in the Rokahr Collection.

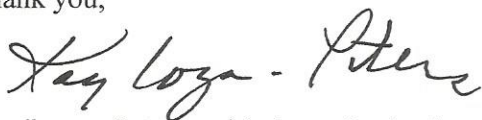
I would be remiss if I did not mention Anita's service on dozens and dozens of committees over the years. She has participated in all of the Library Faculty Standing Committees. She served as Secretary, Vice Chair and Chair of the Library Faculty. She served on a host of other committees, such as TOG, Collection Development, and ERPG; many search committees; and numerous committees within the School of Music. She has also served as a faculty senator, on the Academic Standards and Student Appeals Committees, and the Honorary Degree Committee. Finally, she is actively involved in professional committees for music librarians, currently serving as Vice Chair/Chair Elect of the Mountain Plains Music Library Association, and having served on a host of other committees within the national Music Library Association and the Mountain Plains Library Association. I occasionally meet Anita's music librarian colleagues and they always speak highly of her.

In addition to her excellent work as a librarian and scholar, Anita is also a great colleague. In the years I have worked with and supervised Anita, she has remained consistently cheerful, reasonable, productive, and positive. She offers solutions to problems, instead of just complaints. She works with others in a way

that results in successful outcomes. She is supportive of her staff without being a doormat and encourages them to use their talents to the fullest extent possible. She fosters their independence in carrying out tasks, but is always available for help and constructive criticism. It is a rare individual who can work at the same institution for 20 years and not acquire an enemy, but Anita has managed to do just that.

In terms of the criteria for the Staff Excellence Award, Anita certainly meets the first one—Exemplary Service and Job Performance. She also makes the libraries a more humane place to work, and is innovative and creative, as evidenced by the things I have already mentioned. I think Anita Breckbill is highly deserving of the Staff Excellence Award and would appreciate your serious consideration.

Thank you,

A handwritten signature in cursive script that reads "Kay Logan-Peters". The signature is written in dark ink and is positioned below the "Thank you," text.

Kay Logan-Peters, with the enthusiastic support of Richard Seymour and Linda Helfman.

APPENDIX THREE
Professional Service and Outreach
Libraries

Brief Description:

Search Committee for Digital Resources Designer, 2008

My Role:

I participated as a member of the Search Committee for the Digital Resources Designer position, 2008, attending all the committee meetings in preparation of reviewing applications, and then assisting in selecting candidates for interviews after scoring the candidate applications. In this role, I contributed by identifying viable candidates, and assisting in the interview process by participating in the interview schedule, and promoting the libraries as a great place to work.

Significance/Impact:

The Search Committee for Digital Resources Designer position completed interviews and made a recommendation for hire to the dean. The offer was extended and accepted, and the new hire is now in the libraries full-time.

**ANNOUNCEMENT OF VACANCY
THE UNIVERSITY LIBRARIES
THE UNIVERSITY OF NEBRASKA-LINCOLN - Lincoln, Nebraska**

- Position:** Digital Resources Designer
- Department:** Center for Digital Research in the Humanities (CDRH)
- Reports to:** Brian Pytlik Zillig
- Duties:** Design, develop, and update browser- and platform-neutral digital resources for the Center for Digital Research in the Humanities and E-Text for humanities research purposes. Apply appropriate information design and graphical design standards, creating sites that respond to scholars' research needs while meeting UNL style guidelines. Design searching systems and document catalogs that take advantage of web application frameworks and publishing platforms like Apache Web server, Tomcat, and Cocoon. Provide technical advice and information to CDRH faculty, graduate students, and project personnel. Supervise and train graduate and undergraduate student workers in information and graphical design and in understanding the linkages of public interfaces with back-end architecture in various platforms, such as Java, Ruby, Python, C++, and MySQL or other databases developed for GIS purposes. Other duties as assigned.
- Qualifications:** Required: Bachelor's degree in a computer field plus two years web interface design experience required; equivalency considered. Must have demonstrated experience with design and implementation of Web site searching systems, expert knowledge of XHTML and CSS (including web forms), a strong working knowledge of Web standards and accessibility guidelines, and experience developing browser- and platform-neutral Web sites. Demonstrated skill with scripting languages such as JavaScript (Ajax) or ActionScript essential. Excellent oral and written communication skills required. Excellent interpersonal skills and ability to analyze problems and make sound judgments necessary. Must have excellent training skills and ability to work with internal and external customers. Preferred: Knowledge of eXtensible Markup Language (XML) and eXtensible Stylesheet Language Transformation (XSLT) and experience with metadata document type definitions or schemas like Text Encoding Initiative (TEI) and Encoded Archival Description (EAD) preferred. Demonstrated knowledge of GIS and Web mapping desirable. Practical knowledge of server-side application frameworks and publishing platforms such as Apache Web server, Tomcat, and Cocoon helpful. Art background or good aesthetic sense preferred. Search engine and indexing skills desirable.
- Salary:** \$36,000; dependent upon the qualifications of the successful applicant.
- Application Deadline:** Applications will be accepted until the position is filled, but applications received by October 10, 2008 will be assured of full consideration. Candidates should submit a letter of application and current resume, which explicitly address how their education, relevant experience, and other relevant qualifications meet the responsibilities and qualifications for this vacancy. The candidate should also submit the names, current addresses, and current telephone numbers of three references who are knowledgeable of the candidate's qualifications for this vacancy to:
<http://employment.unl.edu> Requisition # 080846.
For more information about the UNL Libraries, visit our homepage at <http://iris.unl.edu>
Available: October 13, 2008
- For More Information Contact:** Brian Pytlik Zillig
319 LLS
402/472-4547

APPLICATION DEADLINE – October 10, 2008

In compliance with the Immigration Reform and Control Act of 1986 all persons hired will be required to show proof of their identity and right to work in the United States.

**UNL is committed to a pluralistic campus community through affirmative action,
equal opportunity, work-life balance, and dual careers.**

October 8, 2008

THE UNIVERSITY LIBRARIES
Office of the Dean of Libraries

MEMORANDUM

To: Scott Childers, Chair
Jolie Graybill
Andy Jewell
Laura Weakly
Nancy Busch (ex-officio)

From: Joan Giesecke

Subject: Membership on the Digital Resources Designer Search Committee

I am pleased to inform you that you have been appointed to the advisory search committee for the enclosed vacancy. The committee is charged to evaluate all candidates, and provide a list of not less than three candidates to Brian Pytlik Zillig no later than October 24, 2008.

I have appointed Scott Childers as Chair.

This position is extremely important to the future of the UNL Library system and I wish the committee all good fortune in fulfilling its responsibilities.

Brian Pytlik Zillig will be attending the initial advisory committee meeting. It is scheduled in the Dean's Conference Room on October 9 from 3:30 – 4:30.

The agenda includes:

1. preliminary remarks ✓
2. establish rating criteria ✓
3. establish timetable for rating candidates, telephoning references, and discussion of and agreement on "short list" to Brian Pytlik Zillig.

The Job Announcement and three documents are enclosed. The *University Libraries' Procedures for Advertising and Filling Managerial/Professional Vacancies*; the *Outline of Duties of Search Committee Chairs and Members* and the *Duties of Search Committee Chairs*. Please read the enclosed material before the meeting.

Enclosures (4)

cc: Brian Pytlik Zillig