JE 4/29

Office of Research
Division of Sponsored Research
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UF UNIVERSITY of FLORIDA

DSR—1

Sponsored Projects
Approval Form

Principal Investigator: Brian W. Keith

Multiple PI Project: ☑ Yes ☐ No — For Multiple PI Projects one Contact PI must be identified in the signature block.

Department: Libraries Finance and Human Resources Office

College: Smathers Libraries

Current UPN#: (DSR Completes) 09042903

Project Title: Academic Research Library Longitudinal Recruitment Study

Funding Agency: American Library Association

If Known:

PeopleSoft Proposal #:

PeopleSoft Project #:

Type:		Category:	
New	☑	Research	☑
Renewal	☐	Training	☐
Continuation	☐	Extension	☐
Supplemental	☐	Clinical Trial	☐
Revised	☐	Other*	☐
Change of PI	☐		
Change Dept ID	☐		

*(Fellowships, patient services, public service, conference, etc.)

UF/Dept Person to discuss Applicaton (name/phone/email):
Bess de Farber/273-2519
bdefarber@ufl.edu

Application Deadline:
☐ Postmark ☑ Receipt ☐ None
Date: 04/30/09

Check all that apply:	Yes	No	Pending
*Human Subjects (IRB)	☐	☐	☑
*Animal Subjects (IACUC)	☐	☐	☐
Recombinant DNA/RNA	☐	☐	
Biohazards	☐	☐	

*(If yes, attach the IRB and/or the IACUC approval letter)

Application Mailing Instructions:
Mail Original and ____ Copies to:
return to PI

☐ Grants.gov
☑ Other Electronic System
☐ FedEx
☐ Other Overnight
☐ First Class Mail
☐ Fax to:
☐ Email PDF
☐ Release back to PI
☐ Internal Only (no mailing)

(FedEx Account Number)

Cost Sharing:
Yes ☐
No ☑

If yes, complete the following:
Mandatory: $ 0.00 Attach the required cost share letter and agency guidelines
Voluntary Committed: $ 0.00 Attach the "Dean's Approval" Letter

(DSR Use) DSR Staff: JE 4/29 **Received** _____ **Action** _____ **Date** _____

Multiple Principal Investigator Projects: For those projects designated as a Multiple PI Project the listed PIs share the responsibility for directing and managing the project in accordance with University and Sponsor policies and procedures. The Contact PI will be responsible for relaying communications between all of the PIs, University Officials and the Sponsor.

Principal Investigator Endorsement: By signing below you agree to perform the work and manage the project in accordance with University and Sponsor policies and procedures.

Investigator(s) Assurance Statement as Required by Federal Regulation: Investigator (s), by signing this DSR-1 form, further certify that. (1) the information submitted within the application is true, complete and accurate to the best of their knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the Investigator(s) to criminal, civil, or administrative penalties; and (3) that the Principal Investigator(s) agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports and the final report if a grant is awarded as a result of the application.

University Endorsement: This project has been reviewed by the officials whose signatures appear below as they relate to their areas and are satisfied that all faculty involved in the project have agreed to participate and that all obligations and commitments described herein are acceptable.

Indirect Cost Distributions: Upon receipt of DSR's Notice of Award, Principal Investigator(s) are instructed to use the Office of Research web-based F&A Manager to declare how the indirect costs collected under the award shall be distributed. The return of indirect costs generally occurs in the Fall of each year and is based upon the indirect costs collected from grants and contracts during the preceding fiscal year (July 1 - June 30).

Principal Investigator: Check here if Contact PI ☑

NAME: Brian W. Keith DATE

TITLE: Financial & Human Resources Officer - Assistant-In

UFID #: 7010-1710 TELEPHONE #: 273-2624

DEPARTMENT: Libraries Finance and Human Resources Office

Co-Principal Investigator:

NAME: Bonnie J. Smith DATE 4/23/09

TITLE: Employee Relations & Development Coordinator - Assistant-In

UFID #: 9834-4121 TELEPHONE #: 273-2603

DEPARTMENT: Libraries Finance and Human Resources Office

Department Chair:

NAME: DATE

DEPARTMENT: Libraries Finance and Human Resources Office

Other Endorsement (Where Needed):

NAME: DATE

TITLE:

ACADEMIC UNIT:

College Dean:

NAME: DATE

COLLEGE: Smathers Libraries

Vice President for Research:

NAME: DATE 4/29/08

Division of Sponsored Research

Brian Prindle
Associate Director of Research

DSR-1.PDF (May 1, 2008)

Please add additional signature sheets as needed.

2009-2010 ALA Annual Diversity Research Grant Program Proposal
Meeting Diversity Goals in the Context of Economic Challenges

Academic Research Library Longitudinal Recruitment Study

Abstract

This project proposal is Phase I of a multi-year longitudinal study to investigate the efficacy of the current recruitment strategies employed by Academic Research Libraries (ARLs). These strategies include advertising job vacancies and soliciting applications from a broad spectrum of applicants, with the purpose of recruiting traditionally underrepresented groups in the academic library workforce.

During this first phase, researchers and partners from peer institutions will: 1) define the study parameters, 2) establish the data collection tool and methodology, and 3) initiate data collection. The collected data will be used to compare current recruitment strategies in ARL libraries and assess the efficacy in generating qualified applicants for librarian and staff positions. Because many searches utilize underrepresented and minority advertising venues, this study will inform ARLs on which of these successfully contribute to meeting diversity goals while minimizing financial outputs during economically challenging times.

Participating peer institutions include the University of Massachusetts - Amherst, University of North Carolina - Chapel Hill, University of Minnesota, Texas A&M, University of California – Irvine, University of Chicago and Duke University. Participation by other ARLs will be promoted through announcements to ARL Personnel Officers via that group's email listserv and presentations at the ALA 2009 annual and 2010 mid-winter conference discussion group meetings.

Justification and needs for the research project

Most ARL libraries have the stated goal of developing a diverse work force; however, according to Barbara Dewey and Jillian Keally, "research libraries, in particular, are far from reflecting the growing racial, ethnic, and linguistic diversity in the US. The 2006-2007 ARL statistics indicate, for example, that only 13.5 percent of professional staff at ARL libraries are from underrepresented groups."[1] Given the limited number of library school graduates from traditionally underrepresented groups, achieving diversity is extremely challenging; and therefore, ARLs have invested considerable time and expense to maximize applicant pools through targeted recruitment efforts. Currently there is no collaborative, national, multi-institutional data collection tool or data available to assess the results of these efforts. This project will provide an overview of existing recruitment strategies and their effectiveness across a spectrum of ARL libraries. This will permit comparisons among position types, geographic settings, and other significant parameters.

For example, at the University of Florida, the George A. Smathers Libraries' records indicate that for the 23 library faculty positions advertised from January 2006 to the present no completed applications were received as a result of advertising on 11 different diversity job posting

[1] Dewey, B. and J. Keally. (2008) "Recruiting for diversity: strategies for twenty-first century research librarianship." *Library Hi Tech, 26(4)* 622-629.

websites and listservs. These include solicitations through members of the Joint Conference of Librarians of Color, and web sites such as: Diversity Web, Diverse Issues in Higher Education, Diversity at ALA, the Affirmative Action Register job site, and the Chinese American Librarians Association.

According to Winston (1998):
"The importance of recruitment efforts related to diversity is based on the need to ensure that a broad range of perspectives is represented in library decision-making, that library staff are representative of the community served, that they are sensitized to the needs of library users, and that equitable service is provided to minority students and other researchers."[2]

Nationally, many ARL libraries are experiencing budget cuts. Consequently, the HR and financial resources needed to handle these changes are being stretched. The Academic Research Library Longitudinal Recruitment Study is timely in that it will inform future decisions regarding the most effective recruitment venues, thus reducing spending and management effort. As stated by one of the ARL deans: "I am very interested in what you all find out. As we continue to look at our budgets and determine how we can best allocate our funding, it is going to be even more important that we get the best 'bang for our buck.'"

Research Project Goal for Phase I and II
To assess the efficacy of various advertising efforts, including those targeting minority applicants, based on recruitment outcomes.

Research Objectives
Phase I -
1) partner with other ARL HR representatives to ensure a significant sample size
2) establish the scope of the study and procedures
3) establish a viable web-based data collection instrument
4) broadly promote the study and data collection effort to ARL HR representatives and solicit participation
5) collect data from ongoing recruitment efforts at participant institutions
6) broadly disseminate iterative results

Proposal for Phase II –
1) assess scope of project according to expressed needs of larger ARL community
2) further refine research parameters
3) assess research tool in light of anticipated increased interest and refined goals
4) disseminate results of study for possible use in other data driven research projects
5) disseminate results for use by ARLs in refining and targeting job advertising efforts

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[2] Winston, M. (1998), "The role of recruitment in achieving goals related to diversity." *College and Research Libraries, 59(3),* 240-247.

Phase I - Design, Methodology and analysis of the project:

Time period	Activities
Preparation accomplished prior to award announcement	Contact academic library HR representatives who have expressed an interest in partnering on this project Determine the scope of the initial study and timeframe Identify the research parameters and data to be collected Explore options for data collection, storage and access by participating institutions Select research instrument Complete a usability test Gain commitment from a minimum of five participating ARL institutions for Phase I Secure IRB approval if necessary
Aug – Dec 2009	Phase I(A): Orient and train participants in data collection methods Initiate data collection Share initial results with the broader ARL community
Jan – May 2010	Phase I(B): Produce sample summary reports Further determine output options for analyzing data Refine data collection method and processes if necessary Share results with participating ARL institutions Present preliminary results at 2010 ALA mid-winter conference
June 2010	Summarize Phase I findings Refine summary based on input from participating institutions Explore options to expand research to include new participating academic libraries
July 2010	Attend 2010 ALA Annual Conference: • Prepare and present Phase I research conclusions • Seek feedback from the broader ARL community

Phase I - Expected outcomes and benefits

Inputs	Activities	Outputs	Outcomes	Evaluation Method
UF Libraries Staff: Financial/Human Resources Officer; Employee Relations & Dev. Coor.; Purchasing Agent	Gain commitment from participants Orient and train participants in data collection methods and processes Initiate data collection	6 ARLs successfully input job posting data during the grant period	Collaborative forum among ARL institutions for sharing HR recruitment data: both successful and unsuccessful	Survey participating ARLs to determine: 1) Study value 2) Level of participant effort 3) Collection efficiency 4) Future commitment to participate in Phase II 5) Future usefulness of information
Anticipated partner ARLs: UMass, UNC Chapel Hill, University of Minnesota, Texas A&M, University of California - Irvine and Duke University	Produce sample summary reports Refine the instrument if necessary	Publish evidence-based analysis of recruitment success	Data driven decision making on advertising placement by position type and other parameters	Analyze quality and consistency of participant data entry

Inputs	Activities	Outputs	Outcomes	Evaluation Method
Software TBD	Share interim and final reports w/ participating ARLs	Public presentations at: ALA Mid-winter 2009; ALA Annual 2009	Data driven projections for return on investment and effort	Ongoing analysis of data collection instrument and methods
	Conference participation and promotion of research project	Raw data and reports that analyze data results to inform decision-makers	New collaborative relationships among ARL HR Officers	Solicit and consider input from broad ARL community to further inform usability and practicality of data and collection method
			Use of raw data output for research by other institutions	

Proposed Budget

If awarded, ALA Diversity Research funds ($2,000) will be allocated for approximately 100 hours of staff time to monitor incoming data for accuracy and consistency; identify gaps or problems; design reports through consensus; and run and disseminate reports as requested. Monitoring the study is expected to take 10% of one finance department staff member's time during the grant period. Each participating institution will contribute substantial staff time to collect and input data, and review the data reports.

The principal and co-principal investigators will manage Phase I of this project. In addition to the requested $500 for ALA travel, the PI will travel to ALA Annual 2009 and ALA Mid-winter conferences to promote the study.

Project Leaders

Combined, the HR management experience of project leaders is over 28 years and includes managing recruitment strategies, adhering to EEO regulations, and working with institutions committed to a diverse workforce.

The PI for this project, Brian W. Keith, has 13 years of human resources experience with four years in libraries. He has been an invited presenter at ALA, FLA and ARL conferences on several occasions including presentations to the ARL diversity scholars. Keith participates in the ARL Personnel Officer's Discussion Group and serves as the ALA section chair for LLAMA HR. In 2008, he won the national SirsiDynix-ALA-APA Award for Outstanding Achievement in Promoting Salaries and Status for Library Workers.

Bonnie J. Smith, the Co-PI for this project has over 15 years of human resources experience including, international public health recruitment and training for projects in Africa as well as Central and South America, over five years experience in higher education, and expertise in international project management for projects funded by the United Nations High Commissioner for Refugees.

Progress to Date

Human Resources Management personnel and other senior managers representing the ARLs of University of Florida, University of Massachusetts - Amherst, University of North Carolina - Chapel Hill, University of Minnesota, Texas A&M, University of California – Irvine, University of Chicago and Duke University have participated in an ongoing collaboration to define the parameters and scope of the Academic Research Library Longitudinal Recruitment Study. Based upon the work to date, the participating ARLs will submit the following information for each search:

1. A comprehensive and specific list of advertisement sites and other activities used by the institution to maximize the applicant pool size and diversity, with special granularity for data associated with diversity efforts
2. For each advertisement site or other activity, the resulting number of complete applicant submissions received, telephone interviews conducted, onsite interviews conducted and offers of employment extended.
3. Information about the vacant position, including:
    a. exempt or non-exempt status and for exempt status, whether the position is a professional librarian, other professional, or library support staff
    b. the applicable job category (derived primarily from those used in the ARL Annual Salary Survey), including:
        1. Functional Specialist (Archivists, Finance/Budget/Accounting, Human Resources Management, Grants Management, Development/Fundraising, Facilities Planning and Management, Public Information/Communication, IT (by specialization), Media Specialist, and Preservation
        2. Administrator
        3. Head, Branch
        4. Department Head (Acquisitions, Reference, Cataloging, Serials, Documents/Maps, Circulation, Rare Books/Manuscripts, Computer Systems, Other (identified by submitter)
        5. Reference
        6. Cataloger
        7. Subject Specialist
        8. Public Services
        9. Technical Services
        10. Other (Identify)
    c. position's working title (for example, Chemistry Librarian)
    d. employment type, including temporary, time limited, permanent, tenure accruing, continuous appointment eligible or permanent status eligible
    e. library type, including law, medical or other library
4. Information for each search, including:
    a. first posting date
    b. if the search resulted in a successful placement
    c. date search closed
    d. gender and ethnicity of person hired

Brian William Keith, MBA and SPHR

Professional Experience

The George A. Smathers Libraries, University of Florida **Gainesville, Florida**
Library Financial and Human Resources Officer ***2008 - Present***

- Serves as the most senior Fiscal Resources professional for the University Library System. The Libraries annual operating revenues include over $29,000,000. The fund sources include state appropriations, development, numerous grants, and funds from a variety of auxiliary and agency programs. Library fiscal management operations include 5 FTE of fulltime staff.
- Serves as the most senior Human Resources professional for the University Library System. This system includes 250 benefited and 350 non-benefited employees and includes representation by multiple labor unions. The work setting includes 10 locations. Library human resources management operations include 4 FTE of fulltime staff.

Library Human Resources Officer ***2005 - Present***

- Serves as the most senior Human Resources professional for the University Library System. This system includes 250 benefited and 350 non-benefited employees and includes representation by multiple labor unions. The work setting includes 10 locations. Library human resources management operations include 4 FTE of fulltime staff.

The Cathedral Foundation, Inc. **Jacksonville, Florida**
Director of Human Resources ***1996 - 2005***

- Serve as the most senior Human Resources professional for a 325 plus employee organization with corporate entities and profit centers in the commercial property management, healthcare, social services, apartment management and food service industries
- Administration of property and casualty coverages, comprised of 20 insurance policies and 6 bonds, representing annual premiums in excess of $2,000,000, with responsibilities including: applications and underwriting processes, the coordination of the efforts of 6 competing brokers, site inspections, coverage audits, risk management, and claims investigations and administration.

Academic and Professional Credentials

1994 Bachelor of Science, University of Florida

- Major: Psychology
- Phi Kappa Phi Honor Society (top 10 percent of college class).

1996 Master of Business Administration, University of Florida

- Concentrations: Management and Human Resources Management
- Ranked in top 25 percent of graduating class.

2004 Senior Professional in Human Resources (SPHR) Certification

- The highest professional designation awarded by the national Society for Human Resources Management.

- Represents a demonstrated mastery of all areas of the human resources management body of knowledge.

Vita

Bonnie Smith - bonniesmith@mail.ufl.edu

Work Experience:

University of Florida - Smathers Libraries – September 2008 to Present
Personnel Services and Employee Development Coordinator

University of South Florida - March 2007 to September 2008
Human Resources Representative

Ringling College of Art and Design - October 2004 to March 2007
Human Resources Generalist

Pinnacle Towers Inc. - October 2002 to November 2003
Sr. Human Resources Representative

Global Health Council - June 2000 to September 2002
Human Resources Manager

Montshire Museum of Science - June 1999 to June 2000
Science Educator and Summer Program Coordinator

Management Sciences For Health - June 1994 to August 1999
Project Manager – Senegal, West Africa

Management Sciences For Health - October 1990 to May 1994
Benefits Manager

UNICEF New England Regional Office - October 1987 to September 1990
Administrative Assistant

CORD - May 1985 to December 1986
Administrative Assistant – International project management – Bangkok, Thailand

Education:

BA in Religious Studies	London School of Theology	1985
MS in Environmental Studies	Antioch University New England	1996

Continuing Education:

PHR2002

Languages:

English	Mother tongue
French	Fluent
Spanish	Working knowledge