**Path of the Dossier** – *Affiliated Libraries*

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| Preparation:  October - December   1. **All reviews**:   APO sends call letter to candidate & RI. Candidate & RI review call letter for accuracy and begin preparation for review.   1. RI meets with candidate to check in about the review process, 2. **Promotion and career status reviews:** Candidate submits list of reference letter names to RI. RI requests letters from references. 3. **Merit and special reviews:** Candidate submits list of reference letter writers to RI for greater than standard and off-cycle reviews, if appropriate. . RI requests letters from references.   **Abbreviations**  APO: Academic Personnel Office  CAPA: Committee on Appointment, Promotion & Advancement  LHRD: Library Human Resources Department  RI: Review Initiator  UL: University Librarian  VPF: Vice Provost for the Faculty | Dossier submission:  December – February/March   1. **All reviews**:   Candidate composes self-evaluation,  updates curriculum vitae, compiles  documentation, and other forms into a searchable pdf, and submits copy to RI.   1. RI writes evaluation and provides it, along with any confidential letters   (redacted), to candidate.   1. Candidate reviews RI letter and any redacted reference letters for optional response or clarification. 2. RI shares letter with director for additional optional commentary. Candidate should have at least seven days for optional response or clarification. 3. Candidate receives and certifies final review dossier per local unit procedures. 4. Dossier goes to APO and then LHRD. 5. **Promotion and career status reviews:** LHRD shares dossier with CAPA Ad Hoc committee for their review and recommendation on promotion and/or career status only. 6. **Merit and special reviews**: LHRD shares dossier with CAPA | Review:  March – July   1. **Promotion and career status reviews:** After receiving Ad Hoc recommendation LHRD shares full dossier with CAPA. 2. **All reviews:** CAPA reviews dossier, writes recommendation letter, and sends to LHRD for forwarding to UL. 3. After reviewing CAPA letter(s) and all other dossier materials UL writes recommendation letter and returns dossier to LHRD for forwarding to APO. 4. APO shares dossier with VPF. After review VPF writes decision letter and sends it to APO for forwarding to candidate (with copies to RI, LHRD, and CAPA). 5. Candidate should request copy of dossier from APO. |