

Path of the Dossier - University Library



preparation: *october - december*

1. **All reviews:**
LHRD sends call letter to CANDIDATE & RI. CANDIDATE & RI review call letter for accuracy and begin preparation for review.
2. RI meets with CANDIDATE to check in about the review process.
3. **Promotion and career status reviews:**
CANDIDATE submits list of reference letter names to RI. RI requests letters from references.
4. **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

AUL:	Associate or Assistant University Librarian
BioBib:	Biography for Academic Personnel plus supplement (aka CV)
CAPA:	Committee on Appointment, Promotion & Advancement
LHRD:	Library Human Resources Department
RI:	Review Initiator
UL:	University Librarian

dossier submission: *december – february/march*

1. **All reviews:**
CANDIDATE writes self-evaluation, fills out BioBib/CV, compiles other required documents into a searchable PDF, and **submits a single dossier file to RI, keeping a copy.**
2. RI writes evaluation and provides it to CANDIDATE for optional response or clarification.
3. RI shares all dossier materials with AUL/DIRECTOR for additional comments (comments optional in merit/special reviews).
4. AUL/DIRECTOR shares evaluation with CANDIDATE for optional response or clarification.
5. **Promotion and career status reviews** (and GTS and off-cycle reviews, if appropriate):
RI sends letters of support to LHRD for redaction. LHRD supplies CANDIDATE with redacted letters for optional response or clarification.
6. **All reviews:**
RI shares completed dossier file with LHRD. LHRD contacts CANDIDATE to review and **certify dossier.**
7. **Promotion and career status reviews:**
LHRD shares dossier file with AD HOC COMMITTEE for their review and recommendation on promotion and/or career status only.
8. **Merit and special reviews:**
LHRD shares dossier file with CAPA.



review: *march - july*

1. **Promotion and career status reviews:**
After receiving AD HOC letter, 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 and all other dossier materials, UL writes decision letter.
4. **UL decision letter delivered to CANDIDATE by July 1** (with copies to RI, LHRD and CAPA).
5. CANDIDATE receives copy of dossier from LHRD.

Path of the Dossier - *Affiliated Libraries*



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.
2. RI meets with CANDIDATE to check in about the review process.
3. **Promotion and career status reviews:**
CANDIDATE submits list of reference letter names to RI. RI requests letters from references.
4. **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
BioBib: Biography for Academic Personnel plus supplement (aka CV)
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, fills out BioBib/CV, compiles documentation and other forms into a searchable PDF, and **submits dossier to RI, keeping a copy.**
2. RI writes evaluation and provides it, along with any confidential reference letters (redacted), to CANDIDATE.
3. CANDIDATE reviews RI letter and any redacted reference letters for optional response or clarification.
4. RI shares dossier with DIRECTOR for additional, optional commentary. CANDIDATE should have at least seven days for optional response or clarification.
5. CANDIDATE receives and certifies final review dossier per local unit procedures.
6. Dossier goes to APO and then LHRD.
7. **Promotion and career status reviews:**
LHRD shares dossier with AD HOC COMMITTEE for their review and recommendation on promotion and/or career status only.
8. **Merit and special reviews:**
LHRD shares dossier with CAPA.



review: *march - july*

1. **Promotion and career status reviews:**
After receiving AD HOC letter, 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 and all other dossier materials, UL writes recommendation letter and shares dossier with 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.