

Promotion Review Timeframe for 2025 Cycle

Timeframe for Reappointment, or Promotion to Senior Assistant Librarian/Senior Assistant Archivist

- **January-February**
 - Email supervisors to alert them of who will need recommendation letters – cc to supervisory chain
- **July**
 - Courtesy email to supervisor about October 31, 2024 deadline – cc supervisory chain
- **October 31, 2024**
 - Recommendation letter is due from supervisor.
- **November**
 - University Librarian and Director of Human Resources meet and review recommendations
- **December**
 - Candidates receive written notification of decision.

Timeframe for Promotion Review to Associate Librarian/Associate Archivist or Librarian/Archivist

- **January-February**
 - Email to candidate from Library Human Resources regarding the promotion review process – cc to supervisory chain
 - Candidates at the Associate rank notify Library HR to confirm if they want to be reviewed for reappointment or promotion by **February 29, 2024**
 - Box access is set-up for each promotion candidate.
- **TBA**
 - Promotion orientation program on Academic Promotion process
 - Details will be announced when they are finalized.
- **April**
 - Academic Assembly Steering Committee selects Review Board members.
- **June**
 - Candidates upload list of references to Box by **June 3, 2024**. Candidate is responsible for sending any related materials to their references, including their supervisory chain. (eg: CV, etc)
 - Library Human Resources contacts listed references, plus entire supervisory chain, with a request for promotion recommendations. Supervisors must provide a current position description.
- **August**

Reference letters are due **August 9, 2024**.

 - Candidate uploads all promotion review materials to Box before **August 12, 2024**. Candidate should include: a cover letter, CV, and dossier of promotion items. Candidate's access to Box will be removed 8/12/2024.
- **Late August/Early September**
 - Review boards given Box access and begin to meet regularly. First meeting will include the University Librarian and Director of Human Resources.
- **November**
 - Review Boards provide recommendations to the University Librarian before Thanksgiving break.
- **December**
 - Candidates receive written notification of decision.

Frequently Asked Questions:

- What promotion reviews are required? (As described in CUL Procedure 13, pages 5 – 7)
 - Promotion to Senior Assistant Librarian/Senior Assistant Archivist is an automatic process which is initiated by Library Human Resources. Candidates do not actively participate in the promotion process for this rank. The candidate will be given 6 month's notification if promotion is denied.
 - Promotion to Associate Librarian/Associate Archivist is also an automatic process which is initiated by Library Human Resources. The candidate will actively participate in the promotion process for this rank by submitting their promotion materials or "dossiers". The candidate will be given 6 month's notification if promotion is denied.
 - Promotion to Librarian/Archivist is offered to eligible candidates, who may choose to be reviewed for reappointment or promotion. There should be support throughout the supervisory chain. Candidates who elect to go up for promotion will actively participate in the process by submitting their promotion materials or "dossiers". Candidates are allowed to be reviewed for this rank a maximum of three times.

- What information is collected about the candidates for the promotion review boards? (As described in CUL Procedure 13, Appendix D, pages 4 – 5).
 - The candidate's promotion materials or "dossier"
 - The candidate's position description
 - Reference letters that have been received (kept confidential: not seen by candidate or supervisors)

- Where do the candidate's files go when the process is completed?
 - Library Human Resources saves records securely. Except for the final decision letter and position description, promotion materials are not included in the employee's personnel files. Promotion review board members are instructed to destroy documentation, per university protocols. **Promotion materials are highly confidential and are restricted to the appropriate Review Board (while reviews are occurring), the University Librarian and Library Human Resources.**

 - The files may contain:
 - Decision letter from Human Resources to the candidate
 - Promotion review board recommendation letter
 - Candidate's cover letter (from "dossier")
 - Candidate's resume (from "dossier")
 - Candidate's reference list
 - All reference recommendation letters
 - Current position description

- Where can I find more information about the Promotion Review Process?
 - [Cornell University Library Procedure #13](#): Appointment and Promotion of Librarians
 - [Guidance and Best Practices for Cornell University Library Procedure #13 Appointment and Promotion of Librarians](#)
 - **Questions about dossier content?** Consult with your supervisor and/or AUL.
 - **Questions about the timeline?** Contact Library Human Resources, 213 Olin Library, 607-255-7021, LibHR@cornell.edu