

Resolution of Cornell University Library Academic Assembly

Resolved,

1. That the Academic Assembly adopt the attached Guidance and Best Practices for Cornell University Library Procedure #13 Appointment and Promotion of Librarians.
2. That the Academic Assembly Steering Committee review the Guidance and Best Practices every two years to ensure that it remains current.

**Guidance and Best Practices for Cornell
University Library Procedure #13
Appointment and Promotion of Librarians**

Because Cornell University Library academics fill a wide variety of positions and responsibilities, Procedure 13 contains flexible and not overly prescriptive requirements that any CUL academic should be able to fit to their particular circumstances. While [Procedure 13](#) sets the criteria for promotion (see in particular part VI and Appendix B), this Guidance and Best Practices document is designed to provide additional guidance to CUL academics about the documentation past candidates for promotion have submitted. To the extent that this document and Procedure 13 are inconsistent, Procedure 13 is the controlling document and this Guidance and Best Practices document should be disregarded.

Documentation:

Quantity in the dossier does not necessarily equal quality. Voluminous documentation isn't required to make an effective case for promotion. Instead, the dossier should tell a coherent and compelling story, centered on the candidate's proudest and most influential activities. These activities could be major milestones, or they could represent a record of steady, long-term excellence. Candidates should focus on identifying their accomplishments in the context of their impact on colleagues in CUL, Cornell faculty, students, and staff, the local community, New York State residents, or the library profession. These accomplishments should be highlighted in the cover letter, with supporting evidence related to them provided in the CV, references, and other documentation in the dossier.

- **Cover letters** usually range in length from 3 to 8 pages. The cover letter should create the framework on which the entire dossier is based. It should focus on key activities that have taken place during the period of time covered by the review. It need not recount every activity; instead, the candidate's **curriculum vitae** should be complete.
- Candidates should choose at least three **references** that support the highlighted accomplishments. Diversity of reference is important and selecting those who can represent the breadth of your work is valuable. Procedure 13 does not require letters of reference from any specific category of persons, other than one letter from a member of the academic staff at CUL. It is valuable, however to consider interactions outside of your colleagues in CUL in choosing references. Candidates should keep in mind when identifying references that each additional reference requires time and effort on the candidate's part, on the part of the referrer, and on the part of review board members. Candidates should aim to provide about five high quality references; those who provide more than seven should include justification in their cover letter for the higher number of references.
- **Dossier** documents may include anything the candidate deems appropriate, including, for example, papers, book chapters, slides, research guides, and web pages, except for performance evaluations. Dossier documents should support the framework of the cover letter.

Characteristics:

Part VI and Appendix B of Procedure 13 include detailed criteria for promotion to Associate Librarian/Archivist and Librarian/Archivist. Candidates for promotion should be familiar with these criteria.

Additional recommendations for candidates:

- Candidates should keep an ongoing record of their accomplishments from the beginning of the review period. Updating it at regular intervals will make it easier for you to record your progress.
- Rather than attempting to be exhaustive, candidates should highlight selective achievements, connecting them to the unit and CUL's mission and current goals.
- Candidates should get feedback on the cover letter and dossier from the supervisor and others. It might be helpful to reach out to colleagues who you trust, have been through the rank promotion you are seeking, or who have served on the review board for the rank you are seeking.
- Candidates are encouraged to reach out to each other to form a support network.