

Promotion Review Process Logistics for 2018 Cycle

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

- **February**
 - Email to supervisors to alert them of who will need recommendation letters – cc to supervisory chain
- **June**
 - Email to supervisors reminding them recommendation is due **October 31, 2017** – cc to supervisory chain
- **October 31, 2017**
 - Recommendation letter is due from supervisor
- **November**
 - University Librarian and Director of Human Resources meet and review recommendations
- **December**
 - Written notification of decision is sent to candidates

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

- **Late January/Early February**
 - Email to candidate from Library Human Resources regarding the promotion review process – cc to supervisory chain
 - Candidates at the Associate rank will notify Library HR whether they choose remain at the same rank or if they choose to be reviewed for promotion by **February 28, 2017**
 - Box access is set-up for each promotion candidate by Library Human Resources
- **March**
 - Panel discussion on Academic Promotion process - **1:00-2:30pm, March 16, 2017, 106 Olin Library Training Room**
 - Late March or April - Review Board members are selected by the Academic Assembly Steering Committee
- **June**
 - Upload list of references to Box by **June 2, 2017**. Candidate is responsible for sending any related materials to their references, including their supervisory chain. (eg: CV, etc)
 - Library Human Resources contacts supervisors, department heads, AUL's, and other references, with a request for promotion recommendations (electronic communications). Supervisors will also need to provide a current position description.
- **August 11, 2017**
 - Candidate loads remaining promotion review materials to Box. Candidate should include: a cover letter, CV, and dossier of promotion items. Candidate's access to Box will be removed 8/14/2017.
 - All reference letters are due. Library Human Resources will scan hard copies and load to Box, if needed.
- **September**
 - Review boards given Box access and begin to meet regularly (first meeting is with the University Librarian in early September).
- **November**
 - Review Boards' reports due before Thanksgiving break to the University Librarian
- **December**
 - Candidates will be notified, before winter break, of the University Librarian's and Review Boards' decision
 - University Librarian will meet individually with each candidate regarding the decision

Frequently Asked Questions:

- What promotion reviews are required? (As described in CUL Procedure 13, pages 5 – 7)
 - The 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 months notification if promotion is denied.
 - The 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 months notification if promotion is denied.
 - The promotion to Librarian/Archivist is offered to eligible candidates, who may choose to go up for promotion or to remain at the current rank and be renewed. Candidate 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 has a locked file cabinet, kept separate from the Human Resources personnel files, where files are kept. **These materials are highly confidential and are restricted to the University Librarian and Library Human Resources.** All documents held by the promotion review board members are destroyed.
 - 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: https://confluence.cornell.edu/download/attachments/238224915/CUL_Procedure_13.pdf?version=1&modificationDate=1384895664000
 - **More questions or concerns?** Contact Library Human Resources, 213 Olin Library, 607-255-7021, LibHR@cornell.edu