Path of the Dossier – The Library

**Preparation**

1. **LHRD** sends call letters to **CANDIDATES** and their **RIs**

2. **CANDIDATE** reviews call letter and begins preparations for review

3. **RI** reviews call letter and arranges a meeting with the **CANDIDATE** eligible for review

4. **RI** and **CANDIDATE** meet and discuss the review process

5. If applicable, **CANDIDATE** prepares a list of references for letters and submits this list to **RI**

**Dossier Assembly**

6. If applicable, **RI** writes **CANDIDATE’S** references to request letters (to be received by deadline)

7. **CANDIDATE** composes self-evaluation, attaches documentation, fills out CV/biography form and other necessary forms

8. **CANDIDATE** submits dossier to **RI** (Tip: Keep a duplicate copy for your personal files)

9. **RI** receives and reads **CANDIDATE’S** self-evaluation and letters of reference

10. **RI** writes his/her evaluation of **CANDIDATE** and forwards dossier to **AUL/DIRECTOR** (if different from **RI**) for comment

11. **RI** or **AUL/DIRECTOR** submits completed dossier to **LHRD**

12. **LHRD** contacts **CANDIDATE** to certify that the dossier is complete

13. **CANDIDATE** certifies dossier

14. **LHRD** walks certified dossier to **CAPA** office (where it is kept in a locked cabinet)

15. **CAPA** reviews dossier (along with **AD HOC COMMITTEE** recommendations, if applicable)

**Review**

16. **CAPA** writes its recommendation to the **UL**

17. **CAPA CHAIR** walks the recommendation letter and dossier back to **LHRD**

18. **UL** reviews **CAPA** letter and all dossier materials

19. **UL** writes his/her decision

20. **UL’s** decision memorandum goes out to **CANDIDATES** by July 1st with copies to **RI** and **LHRD**

**Glossary**

**Ad hoc committee** Confidential committee that reviews cases for promotion and/or career status. It is comprised of three career librarians (at least two of whom hold a rank at or above that of the candidate) **AUL/Director** Associate University Librarian or Director of functional unit

**Call letter** Notice prepared by **LHRD** stating when a candidate is eligible for review **Candidate** Librarian eligible for review **CAPA** Committee on Appointment, Promotion, and Advancement **Certification** Process whereby Candidate inspects completed assembled dossier (with the exception of confidential letters and signs a statement to certify that the dossier is complete

**Dossier** Collection of review forms, self-evaluation, RI evaluation, letters of reference, and supporting documentation **LHRD** Library Human Resources Department **Merit** Merit increase; advancement in salary within a rank in the Librarian series **Promotion** Advancement to a higher rank (usually the next higher rank) in the Librarian series **References** Confidential letter writers for certain types of reviews (career status, promotion) **RI** Review Initiator, who is (usually) the supervisor of the candidate librarian **UL** University Librarian
Path of the Dossier – Affiliated Libraries
This is a general overview; specific Affiliated Libraries will have their own processes.

Preparation
1. APO sends call letters to CANDIDATES and their RIs
2. CANDIDATE reviews call letter and begins preparations for review
3. RI reviews call letter and arranges a meeting with the CANDIDATE eligible for review
4. RI and CANDIDATE meet and discuss the review process
5. If applicable, CANDIDATE prepares a list of references for letters and submits this list to RI

Dossier Assembly
6. If applicable, RI writes CANDIDATE’S references to request letters (to be received by deadline)
7. CANDIDATE composes self-evaluation, attaches documentation, fills out CV/biography form and other necessary forms
8. CANDIDATE submits dossier to RI (Tip: Keep a duplicate copy for your personal files)
9. RI receives and reads CANDIDATE’S self-evaluation and letters of reference
10. RI writes his/her evaluation of CANDIDATE
11. Dossier is certified per local unit procedures
12. Dossier receives final review per unit local procedures
13. Dossier goes to APO and then to LHRD where it joins the stream of dossiers from the Library to CAPA
14. CAPA reviews dossier (along with AD HOC COMMITTEE recommendations, if applicable)
15. CAPA writes its recommendation to the VP
16. CAPA CHAIR walks the recommendation letter and dossier back to LHRD
17. UL writes CAPA letter and all dossier materials
18. UL writes his/her recommendation, which is only advisory for Affiliated Librarians
19. Dossier returns to APO with the CAPA and UL letter. VICE PROVOST writes his/her decision.
20. APO sends final decision letters to CANDIDATES

Glossary
APO  Academic Personnel Office  Ad hoc committee  Confidential committee that reviews cases for promotion and/or career status. It is comprised of three career librarians (at least two of whom hold a rank at or above that of the candidate). Call letter  Notice prepared by APO stating when a candidate is eligible for review Candidate  Librarian eligible for review CAPA  Committee on Appointment, Promotion, and Advancement Certification  Process whereby Candidate inspects completed assembled dossier (with the exception of confidential letters) and signs a statement to certify that it is complete Dossier  Collection of review forms, self-evaluation, RI evaluation, letters of reference, and supporting documentation LHRD  Library Human Resources Department Merit  Merit increase; advancement in salary within a rank in the Librarian series Promotion  Advancement to a higher rank (usually the next higher rank) in the Librarian series References  Confidential letter writers for certain types of reviews (career status, promotion) RI  Review Initiator, who is (usually) the supervisor of the candidate librarian UL  University Librarian VP  Vice Provost

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