### Path of the Dossier – The Library

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<th>Preparation</th>
<th>Dossier Assembly</th>
<th>Review</th>
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<td>LHRD sends call letters to CANDIDATES and their RIs</td>
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<td><strong>2</strong></td>
<td>CANDIDATE reviews call letter and begins preparations for review</td>
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<td><strong>3</strong></td>
<td>RI reviews call letter and arranges a meeting with the CANDIDATE eligible for review</td>
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<td><strong>4</strong></td>
<td>RI and CANDIDATE meet and discuss the review process</td>
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<td><strong>5</strong></td>
<td>If applicable, CANDIDATE prepares a list of references for letters and submits this list to RI</td>
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<td><strong>11</strong></td>
<td>RI or AUL/DIRECTOR submits completed dossier to LHRD</td>
<td><strong>12</strong></td>
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<td><strong>13</strong></td>
<td>CANDIDATE certifies dossier</td>
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<td><strong>15</strong></td>
<td>CAPA reviews dossier (along with AD HOC COMMITTEE recommendations, if applicable)</td>
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<td><strong>17</strong></td>
<td>CAPA CHAIR walks the recommendation letter and dossier back to LHRD</td>
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<td><strong>19</strong></td>
<td>UL writes his/her decision</td>
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### 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** reviews **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**

**Review**

**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