**Path of the Dossier** – *University Library*

|  |  |  |
| --- | --- | --- |
| Preparation:  October - December   1. **All reviews:**   LHRD sends call letter to candidate & RI. Candidate & RI review call letter for accuracy and begin preparation for review.   1. RI meets with candidate to check in about the review process, 2. **Promotion and career status reviews:** Candidate submits list of reference letter names to RI. RI requests letters from references. 3. **Merit and special reviews:** Candidate submits list of reference letter writers to RI for greater than standard and off-cycle reviews, if appropriate. RI requests letters from references.   **Abbreviations**  CAPA: Committee on Appointment, Promotion & Advancement  GTS: Greater than Standard increase  LHRD: Library Human Resources Department  RI: Review Initiator  UL: University Librarian | Dossier submission:  December – February/March   1. **All reviews**:   Candidate composes self-evaluation,  updates curriculum vitae, compiles  documentation into a searchable pdf, and submits **copy** to RI.   1. RI writes evaluation and provides it to candidate for signature and/or optional response. 2. RI shares all dossier materials with AUL/Director for additional comments (comments optional for merit/special reviews). 3. **Promotion and career status reviews (and off-cycle or GTS reviews, if appropriate)**: RI sends letters of support to LHRD for redaction. LHRD supplies candidate with redacted letters for optional response. 4. **All reviews:** RI sends completed dossier to LHRD. LHRD contacts candidate to review and certify dossier. Candidate has minimum of 7 days to respond to any dossier materials. 5. **Promotion and career status reviews:** LHRD shares dossier with CAPA Ad Hoc committee for their review and recommendation on promotion and/or career status only. 6. **Merit and special reviews**: LHRD shares dossier with CAPA | Review:  March – July   1. **Promotion and career status reviews:** After receiving Ad Hoc recommendation LHRD shares full dossier with CAPA. 2. **All reviews:** CAPA reviews dossier, writes recommendation letter, and sends to LHRD for forwarding to UL. 3. After reviewing CAPA letter(s) and all other dossier materials UL writes decision letter. 4. UL decision letter delivered to candidate by July 1 (with copies to RI, LHRD, and CAPA). 5. Candidate receives copy of dossier from LHRD. |