

# PROMOTION PROCESS

Because promotion plays an important role in the career of the librarian/archivist, the Libraries' Human Resources Department will present these guidelines to each new Libraries Faculty member soon after employment begins and discuss them in an orientation session. The librarian/archivist's supervisor and/or department head will also be responsible for reviewing the promotion process with the librarian/archivist and discussing opportunities and means to progress toward fulfilling the requirements.

## Nomination

Each spring the Committee on Promotion will distribute the promotion process timetable to the Libraries Faculty and initiate the promotion process by soliciting nominations for promotion. Nominations may be made by the University Librarian and Associate Provost, the librarian's/archivist's department head or supervisor, a peer, or the individual acting in their own behalf. The nomination will be sent to the chair of the Committee on Promotion and Executive Assistant. Before consideration is begun, each nominee will be notified and may request in writing not to be considered.

## Letters of Reference

Upon receiving acceptance of nominations, the Committee will ask each candidate to supply a list of three to five references. References should be able to address evidence of professional growth in any of the following four areas: a) Job Performance; b) Service to the University/Libraries; c) Professional Activities; or d) Research and Other Creative Activities. Service to the Community may be addressed for additional support.

In the event that at least three letters of reference are not received by August 15, the Executive Assistant should alert the candidate. The candidate should then either contact the writer who has not turned in their letter or find another person to write a letter.

References from outside the UGA Libraries are encouraged for promotion to Librarian/Archivist III and strongly encouraged for promotion to Librarian/Archivist IV.

## Dossier

Upon receiving acceptance of nominations, the Committee will ask each candidate to supply a dossier. Documentation of a candidate's readiness for promotion should be organized into an electronic dossier. Candidates may wish to consult with their supervisor and colleagues on the preparation of their dossier.

A typical dossier includes the following components:

1. A letter of application which explains why the candidate believes that they are qualified for promotion. In the letter of application, candidates may include a statement granting the Committee on Promotion permission to see previous evaluations from the candidate's personnel file.
2. A concise resume listing all of the candidate's significant accomplishments during their career(s). Candidates should be certain that the resume includes length of service information as relevant to each rank's criteria (example: professional

work outside of UGA may be included to indicate length of professional experience.) Professional service is defined as work as a qualified librarian/archivist with graduate-level training and experience, including the MLIS, and is not work typically performed by staff members. The Committee on Promotion will make the distinction between professional and non-professional work based on this definition. If non-professional work experience is included, it must be clearly indicated as such. Job titles may have a variety of meanings in different institutions. Terms such as technical, assistant or associate must be clearly defined.

3. The candidate's current job description and latest evaluation including Elements report. Only the latest Elements report is required to be included along with the latest evaluation.
4. Highlights of the candidate's professional experience, including the effective date of their last promotion and how many years in their current rank.
5. A chronological description of the candidate's service to the University/Libraries including committee activities, workshops presented, publications, etc.
6. A chronological description of the candidate's professional activities including continuing education courses and professional organization affiliations.
7. A chronological description of the candidate's contributions to research and other creative activities.
8. A listing of documentation provided for sections 5-7 above. Supplementary materials should be included in the electronic dossier.

If the candidate desires, the following may be included:

9. A chronological description of the candidate's service to the community. (Service to the Community may be used as additional support.)
10. Letters of appreciation.

Screenshots of an eLc dossier are available at Teams/Library Grapevine/Files/EDossier.

Dossiers should be uploaded to the eLC. Contact Hayley Cox ([hdcoc@uga.edu](mailto:hdcoc@uga.edu)) to ensure you have access to an individual eLC course where you can upload your dossier and other supporting materials.

## Decision

The Committee on Promotion, in strict confidence, will review all documentation and vote on all candidates. A Committee member who feels that he or she cannot vote in an individual case because of a conflict of interest will abstain. Voting will be by written ballot, and decisions will be determined by majority vote. For each candidate the Committee will forward its recommendation, the vote tally, and a narrative supporting the recommendation to the University Librarian and Associate Provost by the first Friday in November. After formal approval of the promotions by the Board of Regents (traditionally after the Board's April meeting), the chair will request authorization from the Libraries Faculty Advisory Board to destroy all ballots and delete eLc dossiers.

Original letters of reference will be retained according to the University of Georgia Retention Standards.

The University Librarian and Associate Provost will review the documentation and, within fifteen working days, notify the candidates by letter of his/her decision, that of the Committee, and provide the narrative report of the Committee. The University Librarian and Associate Provost will also inform the Committee on Promotion of his/her recommendation regarding each candidate. In the case of denials, the University Librarian and Associate Provost will confer with the candidate to specify clearly the reasons for the denial and to share with the candidate the narrative report of the Committee on Promotion.

In the event of a tie vote, the Committee will ask that each member review the criteria of the candidate in question and meet within a week for discussion and a re-vote. In the event of a second tie vote, the Committee will submit the results to the University Librarian for a final decision.

In mid-January, the University Librarian and Associate Provost will transmit all recommendations with supporting evidence to the Senior Vice President for Academic Affairs and Provost, except when both the University Librarian and Associate Provost and the Committee on Promotion have advised that promotion be denied.

## Appeals

A candidate may file a written appeal with the University Librarian and Associate Provost if the individual believes there are substantial grounds for disagreement with a decision in which both the Committee on Promotion and the University Librarian and Associate Provost have advised that promotion be denied. This appeal must be filed within five working days of the candidate's notification of the decision. The individual may consult the Libraries' Human Resources Department if further clarification of the appeal process is desired.

Within ten working days of the appeal the University Librarian and Associate Provost will establish an Appeal Committee to review the promotion decision. This Committee will consist of five members who will be selected as follows:

11. One member designated by the University Librarian and Associate Provost
12. One member of the Committee on Promotion to present the position of the Committee
13. One member designated by the appellant
14. Two members selected by the first three members

The Appeal Committee will select a chair from among its members. The chair will arrange for the appellant to have a hearing before the Committee within ten working days of the Committee's establishment. At this hearing the appellant may:

- Explain omissions or inaccuracies in the evidence presented to the Committee on Promotion, or;
- Present documentation of a failure to apply correctly the guidelines on the part of the Committee on Promotion, or;

- Outline procedural irregularities which may have affected the dossier's review.

The Appeal Committee will have access to relevant records and can call any witnesses that it deems necessary to complete its deliberations.

Committee proceedings will be conducted in strict confidence. Voting will be by written ballot, and decisions will be determined by majority vote.

Within ten working days of the hearing, the Appeal Committee will inform the University Librarian and Associate Provost in writing of its vote and the reasons for the decision. At this time, the Appeal Committee will also inform the appellant and the Committee on Promotion of the decision. The University Librarian and Associate Provost will contact the appellant within ten working days of the date of the notification letter to arrange for a meeting to discuss the decision.

When the Appeal Committee has recommended that the candidate be promoted, the University Librarian and Associate Provost will transmit to the Senior Vice President for Academic Affairs and Provost the Appeal Committee's decision, his or her earlier decision, the Committee on Promotion's decision, and all supporting evidence. When the Appeal Committee has upheld the decision of the University Librarian and Associate Provost and the Committee on Promotion, the matter of the candidate's promotion at this time will be closed.