Faculty Promotions FAQ

This FAQ is intended to clarify, not replace, the Guidelines for Promotion. Please become familiar with the Guidelines for Promotion when beginning the promotion process.

This document was revised in April 2023.

Planning and preparation

How can I plan ahead for promotion? When should I start?

Start your first day on the job. Keep records of your activities, accomplishments, etc. To get a head start on compiling your dossier, organize your records by promotion criteria:

- job performance
- professional development
- research and creative activities
- service to the University and Libraries
- community service

Make sure your position description is up-to-date each year as part of the performance appraisal process.

Become familiar with the Guidelines for Librarian/Archivist Rank and Promotion.

Get permission from your supervisor and other colleagues to list them as references.

Talk to your supervisor, to be sure of your supervisor's support.

Talk to colleagues who have been promoted recently, and/or colleagues who have served on the Promotion Committee.

Examine a sample dossier.

One is available at Teams/Libraries Grapevine/Files/

EDossier/Example dossier – html

Examine dossiers of colleagues. Dossiers are made available at the Dossier Clinic sponsored each Spring by the Committee on Promotion and the Committee on Professional Development and Research (PDRC).

How should I determine whether I am ready to go up for promotion? Whom should I consult for guidance?

The Guidelines give typical lengths of service that candidates for each rank will have completed before applying for promotion:

- Librarian II: 2 years
- Librarian III: 5 years
- Librarian IV: 10 years

Length of service is the number of years from start of your professional career to the promotion application deadline, not necessarily the beginning of your employment at the UGA Libraries. Candidates may be recommended for early promotion if they are especially meritorious.

Discuss your readiness for promotion with your supervisor-- it is very important to have your supervisor's support.

Show resume to experienced colleague(s) for candid appraisal.

Eligibility and nomination

I am an archivist rank with an ACA (or other approved) certification. Do I need to maintain the certification to be eligible for promotion?
No. Once certification has been achieved, continued recertification is not required.

I have several years of professional experience from another institution. How will this be considered in determining eligibility?
Years served elsewhere count the same as years at UGA; years elsewhere were considered when your rank at UGA was first assigned. The Committee on Promotion will expect you to include them, and your significant professional activities, when applying for promotion.

Does it matter who nominates me? May I nominate myself?
It is most common, though not required, for candidates to nominate themselves by writing a short letter to the Committee on Promotions. The letter, due the first Monday in June, may be no more than a brief notice to the Committee of the candidate's intention to apply for promotion.

Are there consequences of being turned down?
No, the process is confidential; nothing is added to your personnel file, and the Committee on Promotion destroys its records at the end of each promotion cycle.

If I am turned down, should I try again? How soon?
If turned down, we encourage you to review the Committee's suggestions and strengthen your dossier in those areas, seek guidance from your supervisor, UGA Libraries colleagues, and attending the Committee on Promotions workshop in preparation for resubmitting for promotion.

Deadlines and submission

When are things due?

For a complete timeline of the process see the Promotions Committee Homepage on the Libraries website.

- First Monday in June:
  - Letter of nomination for promotion (this can be a simple statement of your intention to pursue promotion; a more detailed list of your qualifications for promotion should be included in the cover letter of your dossier).
- First Monday in July:
  - Names of references who have agreed to write letters of reference for you. The Executive Assistant will make a formal request to your references to provide letters.
- Tuesday after Labor Day:
  - Complete dossier and letters of reference.

Where should I send all my promotions materials?

All dossier materials should be uploaded to eLC.

Send other materials to:

Committee on Promotion
c/o Hayley Cox, Administration

Dossiers

Can I use work time, supplies, and equipment to compile my dossier?

Yes.

What does a dossier include?

A dossier must include:

a) a cover letter
b) your current position description
c) your most current performance evaluation
d) 3-5 letters of recommendation
e) your current CV, listing in detail your professional accomplishments that fulfill the promotions criteria
f) chronological lists of accomplishments annotated in detail for each promotion criterion, linked to supporting documentation

Cover letter

What information should the cover letter include?

A cover letter should include:

- your qualifications for promotion, including length of professional service
- a summary of your activities, significant contributions, and other reasons why you should be promoted
- permission for the Committee on Promotion to examine your personnel file (this is optional, but if you decide to grant permission, it is helpful to do so in the cover letter)

If I don't give the Committee on Promotion permission to view my personnel file, could this have a negative effect on my application?

There are no direct negative effects from not giving permission, but if the Committee has questions that can't be resolved from the documentation at hand, lack of permission could work to your disadvantage.

Position description

Where can I get my current position description?

Position descriptions are available on Teams at Library Grapevine/Files/PERS/Position Descriptions. Please ensure that the position description you provide is the most up to date. The Manager, Human Resources Department can provide you with one, if needed.

Performance evaluations

May I include more than my most current performance evaluations in my dossier?

The most recent evaluation is the only one required, but because the Committee evaluates your entire professional career, more evaluations are encouraged. Candidates relatively new to the profession may wish to include all evaluations; those with more years of service may prefer to include selected evaluations, or refer the Committee to their personnel file (if you are being selective, it is helpful to explain the basis for selection).

If I can't find copies of my performance evaluations, where can I get them?

You should get a copy of your evaluation every year from your supervisor. Copies are also kept in your personnel file, available in Administration.

Letters of recommendation

How many names of references should I submit?

Your application requires a minimum of 3 references, but you may submit up to 5. The Executive Assistant will reach out to all references provided, however only the first five people to submit letters will be included in your dossier for the Promotions Committee to review.

How should I submit my references?

Professional etiquette requires:

- consulting with your references before submitting their names
- making sure your references will be available over the summer to write letters
- providing the Committee on Promotion with current addresses for your references
- providing your references with your resume, an explanation of the Guidelines, or other information as needed

* 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.

Does it matter who writes letters of recommendation for me?

A letter from your immediate supervisor is expected. You may also include letters from colleagues in the library with whom you have worked closely.

Letter(s) from UGA faculty or administrators outside the Libraries are encouraged. Letter(s) from those who can attest to your professional contributions either regionally or nationally are also encouraged.

All references must be sufficiently familiar with your work to write a letter sufficient for the Committee to make an informed decision. Letters that do not demonstrate an adequate knowledge of your professional activities may not be considered by the Committee.

What happens if I do not have a letter from a supervisor? Can a person go up for promotion without a letter from their direct supervisor?

Yes. Your latest evaluation will have information from your supervisor, and you may ask colleagues who are familiar with your work to write letters for you. Because a letter from your current supervisor is expected, you may wish to note in your cover letter if one will not be included in your dossier.

Can I ask members of the Committee on Promotion to write letters of recommendation?

Yes. It is customary for committee members to recuse themselves from voting on candidates for whom they have written letters, though they may participate in any discussion.

Supporting Documentation

What kind of supporting documentation should I include in my dossier?

Include material that succinctly documents and explains your work to the people who will review your dossier. It is impossible to compile a complete list of things you may wish to document, but your dossier may include items like:

- citations to publications, with links to text where available
- conference programs with abstracts of your presentations
- in-house reports and publications
- photos of exhibitions you have created
- screen shots and links to web pages you have created
- links to code repositories
- PowerPoint slides from conferences or in-house presentations
- thank-you notes and certificates of participation

How much detail should I provide in the dossier about my activities?

Different levels of detail are appropriate for different sections of the dossier. You should briefly mention your most important contributions in the cover letter. Your resume can be concise or lengthier depending on whether you also include highlights section. The chronological descriptions should be the most detailed part of the dossier. The amount of detail in each section will also vary with rank. You may be quite inclusive applying for the move between I and II, but more selective when moving between higher ranks.

What type of proof should I include to document my activities?

The purpose of including documentation is to enhance and explain, not to prove; for example, you may wish to include the program from a conference where you presented a paper, but you do not need to include programs from every conference you have simply attended. If in doubt, it does no harm to include something.

Should I include copies of in-house reports and publications?

Yes.

How should I document web pages and other electronic creations?

Because web pages change frequently, include dated screen shots of your work as well as Internet links.

What types of things should NOT be included?

Remember that your dossier represents your professional career. Include items that represent your growth as a faculty member; consider carefully its impression on the Committee on Promotion before adding anything that may be overly detailed, personal, or negative.

If my activities fit under more than one category, should I include them more than once?

No. Choose one category where each item fits best. It's always better to include an activity even if you aren't sure it fits in the category than to leave it out. There is no penalty for miscategorizing an activity.

Format

Is there a preferred format for the dossier?

Your dossier should be organized according to the promotion criteria: job performance, service to University/Libraries, professional activities, contributions to research, and community service. List each activity under only one category. Avoid repetition as much as possible.

An electronic dossier via eLC is the preferred format for submission and should be arranged according to the template provided for eLC dossiers.

Accommodations may be made for candidates with special circumstances who require a print dossier or other option.

I've never used eLC. Is there a tutorial?

UGA maintains a detailed eLC resource which includes how-tos at
https://help.elc.uga.edu/creating_content/

Dossier evaluation

How will the Committee judge my dossier?

Each dossier is evaluated individually against the promotion criteria. Promotion is not competitive. Committee deliberations are confidential.

Are all the criteria given equal weight or are some considered more important than others?

Job performance is the most important. Service to the University/Libraries, professional activities, and contributions to research are weighed equally. Community service is least important.

Do I have to be equally strong in service to the University/Libraries, professional activities, and contributions to research? Is strength in only one category enough?

The Guidelines require "…contributions SELECTED from the following three areas": service, professional activities, and contributions to research. Your dossier should demonstrate consistent job performance, growth in professional activities and responsibilities, and a well-rounded career.

An extreme imbalance (e.g. great strength in one area; no strength in another) may represent a more difficult decision for Committee, especially at higher levels.

Is there any difference in the way the criteria are applied at different ranks?

More is expected at each rank: the Guidelines require "involvement" for I-II, "significant contributions" for II-III, and "extensive contributions" for III-IV. The criteria are not weighed against each other differently for different ranks.

Does the Committee consider my entire career, or just what I've done since the last promotion?

Your entire career, though the dossier you submit should emphasize your activities since your last promotion.

Since its membership changes, can the Committee on Promotion be consistent in evaluating dossiers?

Checks and balances are in place to encourage fairness and consistency:

- all Committees are instructed to follow the Guidelines
- only half of the Committee membership changes each year; majority rules when votes are taken
- the University Librarian and Associate Provost reviews dossiers and makes his/her own decision
- the Senior Vice President for Academic Affairs and Provost also reviews the decision
- the Board of Regents makes the final decision
- candidates may appeal

Are publications more important than in-house reports?

Both are important, but may fall in different categories. Publications are usually listed as contributions to research, while in-house reports may be part of job performance or service to University/Libraries.

How much participation in professional activities is required for each rank? Do I have to be the chair of a committee or present papers to be promoted to the two top ranks?

There are no set rules or goals regarding professional activities; the amount of your participation should be appropriate to the rank you're applying for. More consideration is given to more active participation:

chairing a committee is more impressive than serving, and presenting at a conference is more impressive than attending a conference, but neither is required for a given rank.

Do national organizations count more than local/regional ones?
What counts is what you did for an organization, not whether it is national or regional.

Is community service worth including? Would it ever be the deciding factor in a promotion decision?
Community service helps to complete a well-rounded dossier, but it is highly unlikely to prove the deciding factor in a promotion decision.

Promotion decisions

When will I know whether I have been promoted?
The Committee on Promotion forwards its recommendations to the University Librarian and Associate Provost by the first Friday in November. The University Librarian and Associate Provost reviews the documentation, and within fifteen working days notifies candidates by letter of his/her decision as well as that of the Committee.

By the second Friday in January, the University Librarian and Associate Provost sends 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 have advised that promotion be denied.

The Senior Vice President for Academic Affairs and Provost forwards his/her recommendations to the Board of Regents, who usually act on promotions during the first two weeks in April.

When the University Librarian and Associate Provost receives official notice that the Board of Regents has approved the promotions, he/she sends a letter to each candidate apprising them that their promotion is officially approved.

If I am promoted, when does my rank change and raise take effect?
July 1 following the announcement of promotion.

What are my options if I'm turned down for promotion? Who can advise me?
You may accept the decision or appeal it. The appeals procedure is described in the Guidelines. Your supervisor, the University Librarian and Associate Provost, or chair of Committee on Promotion can advise you.

Monetary compensation

What does my promotion mean monetarily?

Promotion from Librarian I to II- a $2000 addition to your base salary

Promotion from Librarian II to III- a $3000 addition to your base salary

Promotion from Librarian III to IV- a $4000 addition to your base salary

If ordinary yearly raises are suspended because of budget issues, will my promotion raise still take effect?

In past years when there has been no merit raise, or when merit raises have been delayed, promotion raises have still taken effect on July 1. Budget information is shared with faculty and staff as soon as it is available.