

Guidelines for File Preparation and Presentation

I. DEFINITIONS

A. Annual Evaluations

An evaluation of work performance completed annually by the supervising librarian.

B. Comprehensive Vita

A curriculum vita which covers the candidate's entire professional career, not just the portion served at Seattle University.

C. Cover Letter

A letter, written by the candidate, which requests consideration for promotion. The letter should indicate the candidate's current rank and length of service at that rank, as well as the rank to which the candidate aspires.

D. Position Description

A comprehensive description of the candidate's current duties.

E. Recommendations

Statement endorsing or disapproving of a candidate's petition for advancement in rank (see Section IV. RECOMMENDATIONS).

F. Solicited Evaluative Letters

Substantive, evaluative letters from Seattle University librarians and faculty colleagues, who have worked with the candidate and who can substantiate the candidate's professional accomplishments. At least two letters are desirable with at least one from a faculty colleague preferred. The candidate will supply the Chair with names of those who will write evaluative letters. The Chair is required to furnish to each individual from whom an evaluative letter is solicited a copy of the attached *Appendix B: Guidelines for Solicited Evaluative Letters*. Testimonials should be discouraged.

G. Statement of Qualifications

A summary (1-3 pages), written by the candidate, which condenses and highlights the academic and professional activities or accomplishments in the areas of job effectiveness, professional growth, and service to a department, the University or the community.

H. Supporting Documentation

1. Professional and Scholarly Activity

Copies of manuscripts, typescripts, publications and articles, reviews, computer applications, symposia contributions, library/curricular or grant proposals, reports, files, etc.; pertinent supporting documents generated from professional development and scholarly activity. If activities include coursework or continuing education courses, then supporting documentation should be included.

2. Service to a Department, the University or the Community

Documents exhibiting substantive assessment of work on/for professional library organizations and committees, Library and University committees, community organizations; copies of programs from conferences, workshops, seminars, copies of reports produced from committees, taskforces; summaries of consulting projects; outlines/summaries of public speaking activities outside the Library. Testimonials should be discouraged.

3. Miscellaneous Supporting Documents

This optional category should include materials that the candidate believes are essential, but that are not included elsewhere in the file. The candidate should be selective about this material.

I. Testimonial

A statement that, in general terms, praises a candidate for personal or professional skills, attitudes, behaviors or aptitudes but that does not provide concrete details that ground the statement in observed activities related to job performance, service or scholarship.

II. CANDIDATE'S PROMOTION FILE

A. Physical Form

The file for promotion shall consist of a single notebook or binder with dividers. Each section of the notebook should include an introduction to the contents of the section and provide information that will help to interpret the contents. If there are significant materials that cannot be contained within the single notebook, a maximum of one additional notebook (or the equivalent) may be submitted or, in the alternative, reference may be made to supplementary materials in the event that a binder will not suffice (e.g., multimedia productions or computer applications).

B. Contents

1. The following documents must be included in the candidate's review file: cover letter, statement of qualifications, comprehensive vita, position description, annual evaluations, recommendations, solicited evaluative letters.
2. The following documents may be added to the candidate's review file: supporting documentation, unsolicited evaluative letters. The candidate should include substantial supporting documentation that reflects verifiable evidence of Professional and Scholarly Activity or Service to a Department, the University or the community, so that the Committee may fairly assess the candidate's achievements in these areas. Documents that clearly verify the candidate's work or participation, such as letters of appointment or publications bearing the candidate's name, are highly desirable. Examples of other acceptable documentation are provided in section I. H. (above).

C. Housing of Files

Candidate files are housed in the University Librarian's or Law Library Director's office or the office of their designee.

III. CONFIDENTIALITY

A. Confidentiality in Evaluation

The University believes that the confidentiality of certain communications and materials is essential to a full and fair consideration for reappointment and promotion in that it promotes candor and honesty among the participants reviewing the various candidates. Therefore, all statements of fact and all statements of judgment (whether oral or written) made during (or for use in) any formal consideration of promotion (including, without limitation, recommendations and opinions made by persons outside the University) are and shall remain confidential. Only those involved directly in the consideration processes (but not including the candidate) shall have access to the confidential communications and materials. In addition, the percentage of Committee members voting yea or nay, at any level of the review process, shall remain confidential. However, while the confidentiality of individual Committee members is to be protected, candidates shall be informed of the final decision of the Committee, and of the reasons for a negative decision as outlined in the *Timeline for Librarian Evaluation and Promotion*.

B. Access to the File

The candidate shall have access to his/her file(s) up to the point at which the file is forwarded to the Provost, with the exception of the recommendations and solicited evaluative letters.

C. Recommendations or Solicited Evaluative Letters

Recommendations and/or solicited evaluative letters should be submitted directly to the Committee. The candidate will have access to the Committee recommendations in accordance with the *Timeline for Librarian Evaluation and Promotion*.

D. Recommendations or Solicited Evaluative Letters

Unsolicited evaluative letters will not be accepted as part of the promotion review process.

IV. RECOMMENDATIONS

A. Department Head

The Department Head's written and dated recommendation should be based on a thorough assessment of the candidate's performance in the areas of job effectiveness, professional growth, and service to a department, the University or the community. The recommendation should specifically address criteria delineated in the document entitled *Standards for Promotion in Librarian Rank* and the *Faculty Handbook* Sections 12.3 – 12.4.

B. Committee for Librarian Evaluation and Promotion

The Committee's recommendation is authored for the Committee by the Committee Chair and should reflect a full analysis of the candidate's file. The written recommendation should relate the candidate's suitability for advancement in rank to the characteristics enumerated in the document entitled *Standards for Promotion in Librarian Rank* and the *Faculty Handbook* Sections 12.3 – 12.4. The Committee's vote, the date of action and the signatures of all Committee members should be a part of the recommendation. The Committee's memorandum should be drafted according to *Appendix D: Format for Letter of Recommendation*. The file should be forwarded with a copy of *Appendix C: Timeline Checklist*.

C. University Librarian's or Law Library Director's Recommendation

The University Librarian's or the Law Library Director's written and dated recommendation should be based on observation, and a review of the file materials. The candidate's performance should be assessed on the basis of the characteristics enumerated in the document entitled *Standards for Promotion in Librarian Rank* and the *Faculty Handbook* Sections 12.3 – 12.4.

D. Law School Dean's Recommendation

This subsection applies to Law Librarians only. The Law School Dean's written and dated recommendation should be based on observation and a review of the file materials. The candidate's performance should be assessed on the basis of the characteristics enumerated in the document entitled *Standards for Promotion in Librarian Rank* and the *Faculty Handbook* Sections 12.3 – 12.4.

E. Provost's Recommendation

The Provost's written and dated recommendation to the President should be based on a review of the full file. The candidate's performance should be assessed on the basis of the characteristics enumerated in the document entitled *Standards for Promotion in Librarian Rank* and the *Faculty Handbook* Sections 12.3 – 12.4.