

Sample Self-Nomination Statement E: Senior Associate to Senior

Note: This is a sample self-nomination statement for someone seeking promotion from Senior Associate to Senior. An example of the level of detail and types of items to include in one's statement follows. Please use your judgment about what makes sense for you to include in building your unique promotion case and be sure to refer to the [AP Promotion Criteria Table](#) for a description of what is expected at each level.

1. Describe how your Overall Experience fulfills the criteria of the next promotion rank. Please be sure to refer to the AP Promotion Criteria chart (linked in introduction above) for this question and the following 3 questions.

This category explores the experience, expertise, and leadership of the AP in her/his field. Recognition might be internal or external, either while a UI employee or elsewhere.

I am applying for a promotion to rank of Senior Academic Professional. My current position as [interim position title] presents the most challenging situation I have faced at the Library. However, it is a strong testament of how my institutional knowledge and leadership are recognized by the Library's administration. I manage a staff of four but have supervised as many as eight. In the past year, [my team] has gone through a major transition. Three employees retired with 80 combined years of service ...I believe my knowledge, experience and high level of expertise has kept the constant and superior level of service the employees of the Library expect...To summarize, currently I am responsible for managing over \$60 million dollars across different fund types...I directly supervise employees of [unit] making sure payroll, reimbursements, invoices and purchase orders are processed in a timely manner following university rules and regulations. I am the Library's Unit Security Contact, responsible for authorizing access to the University's information technology systems. I am a member of the Library's Budget Group. Requests from faculty for positions, upgrades, or any need for additional funding comes to me. I bring the requests to the Budget Group for discussion and provide any budget information required for the group to make sound decisions. I meet biweekly with Dean [name] and [interim position title] to discuss budget and HR matters. I also meet weekly with the [interim position title] to discuss vacancies, new hires, separations and any other issues requiring our attention. The most important aspect of my position is working on the Library's annual budget. This required a three-year projection of expenses to be completed in a spreadsheet provided by the Vice Provost for Budget and Resource Planning. As the [unit head] left...at the end of 2019, the library had less than two weeks to complete the FY21 budget. It was my institutional knowledge of the Library and expertise in budget preparation that helped me accomplish this important task under a tight time constraint. I will soon be working with the dean on implementing the FY21 Library Budget. The Dean will rely on my years of experience and expertise as we work through the process of increasing Faculty, Academic Professional and Open Range Civil Service salaries. We will also work closely together to ensure the Library's budget allocation is added to the appropriate budget lines.

2. Describe how your Professional Service fulfills the criteria of the next promotion rank.

This category focuses on professional contributions to the unit, the library, the university community, and professional associations. Contributions could be committee work, editing, co-authoring, participating in or leading a committee. This category looks at AP contributions to the broader service field.

I represent the University Library and serve on various committees and groups. I am a member of the Provost's Budget Officers Council. This includes all senior budget officers meeting monthly to disseminate information on budget and other fiscal matters. I meet with [name], Vice Provost for Budget & Resource Planning on a quarterly basis to discuss any issues with the Library's budget that might need attention. I actively participate in the broader professional community as a member of the

Business Managers Group, a volunteer group of business professionals on the Urbana-Champaign campus. The group helps develop business professionals on campus through discussion, information exchange and involvement. I have been responsible for replacing all civil service and academic professionals in my office for over 20 years now, including interviewing, contacting references, and selecting the best candidate for the position. I have served on multiple search committees involved in hiring vital administrative positions in the Library. Including Head of Human Resources, Director of Business Operations and Management Information and Assistant Dean of Libraries for Business Operations. I believe it is evident that for over two decades I have sustained a high level of commitment and professional service that has served the library and the university well.

3. Describe how your Professional Knowledge fulfills the criteria of the next promotion rank.

In this category the AP should demonstrate how he/she is developing expertise and is considered as an expert by colleagues and other professionals. Speaking and writing for varying audiences, participation in Unit or library work, leadership roles within the library or the university community, or leading units or organization-wide efforts are all considered to be an strong indicators of Professional Knowledge.

The University of Illinois system and the Champaign-Urbana campus are large organizations that operate on complex policies and procedures. This is particularly true when it comes to conducting business and financial services at the university. To make matters worse, these policies and procedures can change any time due to federal/state regulations or other compliance issues. My professional knowledge, institutional knowledge and my continued commitment to stay informed with university business practices have proved that I have achieved the Senior Academic Professional level. For example, I serve on the Dean's Cabinet and provide financial reports as well as respond to budgetary questions for Cabinet members. I meet with new library faculty to provide guidance and resources for them to manage their budget. I provide advice to faculty regarding budgetary issues and assist in resolving errors they find on their departmental funds. I am knowledgeable about the library budget both from an operational and a historical point of view. Each year, I compile statistics regarding library expenditures for the [position title] to be reported to Association of Research Libraries (ARL Annual Survey and ARL Salary Survey) and the Department of Education (the IPEDS survey). Conducting library science research or applying for grants are not my part of my job responsibilities. However, my staff and I support the library and the library faculty/staff in grant-related activities. For example, I meet weekly with the [position title] to discuss the status of grants and contracts while the permanent position remains vacant. Many library research projects involve human subjects and use cash or cash equivalent (e.g. gift cards) incentives as compensation. However, the university's procedure on human subject payments, especially when there are foreign national human subjects, is a complicated and time-consuming one. I led a discussion with the [position title] and the [position title]. We developed documentation and a web form [URL] to streamline the internal process of requesting payments for human subjects. Projects like this one directly impact many grant-funded research projects by instituting efficiency and ensuring compliance with funding agencies.

4. Describe how your Institutional Leadership or Contribution fulfills the criteria of the next promotion rank.

This category speaks to the influence that the AP has not only in the library but in the larger community. For example; impact on grants (leading or managing), projects (i.e. IT project in the library or on the campus, etc.), research and publications.

I am an acknowledged leader in the University Library because I have been appointed by the Dean of Libraries to serve in Interim positions seven times in the past 20 years. I can't possibly explain in detail all the responsibilities these positions required each time because it would be quite redundant; but I can provide the time periods and brief explanations as to why I was appointed.

[Date range]: Interim [position title]. I had been working in the Library less than three years when I was asked to step into this vital position when the previous person left on very short notice. I was there from January —June and during that time I had only one person on staff. We managed to keep searches going, process graduate assistantship appointments for the fall term and hire civil service positions, as needed.

[Date range]: Interim [position title]. I began my career in the Library as a [title] in [date], hired by [name], [title]. My responsibilities were limited to financial reporting and managing the day-to-day operations of the business office. However, I quickly learned all aspects of the operation and became the go-to person faculty and staff could depend on. In [year], [name] retired, and I served as Interim [position title] until [name] began in [month, year]. During this period, I managed a staff of eight, responsible for everything from processing payroll to handling facilities issues.

[Date range] Interim [position title]. [...] I was asked to be the Interim [position title] during the busiest time of the year. It was fiscal year-end closing and the annual budget planning and development period, all with hard deadlines to be met. This was a two-person task that [name] and I had perfected in the three years he had been in the office. It was now up to me to complete all this work and I managed to meet the deadlines by working countless hours, some days from 6:00am. to midnight. I am proud of my work ethic and dedication to the Library. My hard work did not go unnoticed and I was promoted from [title] to Associate Director [title] in [year].

[Date range]: Interim [title]. [...] I again was asked to be interim [title] [...]. As I write this, I find it difficult to remember much about this time, but I know expectations were met and the day-to-day requirements of staff in the office were met. The one thing that does stand out about this time was how closely the staff were in the [team]. We were family and we rallied one another whenever it was needed.

[Date range]: Interim [position title]. [...] I was appointed Interim [unit head]. The responsibilities and expectations were the same, but I appreciated being respected by the Dean and given this title. I know my dedication, trustworthiness, and years of service earned this distinction.

[Date range]: Interim [unit head]. [...] I served as Interim [unit head] until [name] was hired and I had worked with him to take over the position.

[Date range]: Interim [position title]. [Name] was appointed [title], and I was only given four days' notice that he would be departing. Much has changed in the years since I was last appointed as Interim. The position was combined with [team] and I have not been involved as closely with Library Administration. I have fewer staff to rely on and I must help train the new staff...I am only one person trying to do the work of three, if not more.

As these appointments show, over the years I have been relied upon to competently lead our library's [team] through very tough times. This has meant adjusting and taking on new responsibilities quickly, sometimes with only a few days' notice. If I were not willing to take on this interim position during the current period of instability, the impact to the Library and campus could be seriously detrimental. I am a dedicated member of the University Library and my history of interim positions summarized above demonstrates the level of institutional leadership and contribution that I have brought to the library over the years.