

## Sample Self-Nomination Statement G: Assistant to Associate

**Note: This is a sample self-nomination statement for someone seeking promotion from Assistant to Associate. 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.**

*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 completing this self-nomination form in order to request promotion from my current assistant level to the associate level. Based on my present levels of experience and leadership in the library, across campus, and in my professional field I maintain that the associate level is a more accurate reflection of my current accomplishments. Since starting as the [role] in [date] my responsibilities evolved to include many high-level projects and processes related to my field of library [specialization]. When I started here the [program] was comprised of many disparate services for books, newspapers, and microfilms, which I have now brought into a coordinated, standardized, and documented program. By providing central leadership to all of these related, yet distinct, areas our program is unique among peer institutions. As a result of my knowledge and leadership all workflows and practices have in turn served to eliminate a backlog that spanned years. This backlog consisted of damaged [materials] that were, as a result of lack of leadership, inaccessible for patrons.

During the previous fiscal year alone, as a result of my development of collaborative efforts with our in-house [unit] scanning center, we as a unit digitized 6,359 books totaling 1,585,930 pages. Under previous workflows hundreds of these books would have been marked for vendor- based [processing], which requires considerably more time and money. Identifying and pursuing these efficiencies ensures collection materials are scanned in an economic, swift, and above all preservationally-sound fashion. To this end I worked with [person] and [person] to alter previous, conventional workflows into a revitalized program that integrates local, in-house, and vendor digitization for HathiTrust ingest. I have greatly expanded and vetted out network of vendors and allowed us to direct work to more efficient and economical vendors.

One concrete example of this is eliminating inefficiencies with newspaper [processing] by finding a vendor that conducts the time-consuming process of collation in-house, allowing me to free up my own time as well as time of my supervised staff. These examples demonstrate my competence and expertise in the area and showcase my contributions to the Library's collections. I would like to highlight two projects that illustrate my contributions. One project I provide leadership for is the [national program] that enables the library to digitize hundreds of thousands of pages of historic newspapers for ingest into our own [collection] website as well as the Library of Congress run [series]. Over the course of these grants I have worked to highlight under-represented communities from across the state, with our current grant focusing on previously unavailable African-American newspaper titles. Furthermore, this project requires me to train and supervise a .5 FTE graduate assistant, establish and maintain project documentation, and represent Illinois at national conferences. I have presented work done on this project in exhibits in the Library, talks on campus and local libraries, as well as through presentations at national and international conferences. One aspect of this work I stress is the mentoring of graduate assistants for this project. As result of this training and mentoring, my assistants have gone on to find employment library work. The other example project for which I have dramatically improved are our general collections [process] workflows. Examples of this include moving the [unit] scanning center from [building] to the [building], allowing for greater oversight and increased collaboration with units across the Library and my work with the [collection] and [collection]. For both projects I have developed and maintained project workflow documentation and collaborated closely with [unit] and [unit]. Currently I am working with various Library patrons to develop a [form] that would allow for patrons to request books that are in public domain to be digitized free of charge to them and result in all digitized content made freely available on HathiTrust. This enables [unit] to be more active and user-driven in our efforts. In addition to the aforementioned graduate assistant I also supervise a civil service staff member and two graduate hourlies (totaling 2.75 FTE). All of these positions are ones for which I have created job descriptions. In addition to this I also oversee all of our vendor-based digitization efforts, working with collection managers to develop project specifications and preservation staff to facilitate digital stewardship.

**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.*

Over the course of the last three years at the University Library I have served on myriad committees both at the Library and campus level. These include chairing the [committee] as well as serving on the [committee], [committee], and as [elected role] on the [campus committee]. One demonstrable contribution is the development of a pilot project for AP mentoring during the onboarding process for new employees. Outside of the library I serve on the [CARLI committee]. This CARLI committee provides support and development opportunities for preservation efforts throughout the state. Through CARLI I plan and implement workshops across the state, develop CARLI's web presence to increase and update educational resources related to preservation, and write informative blogs in collaboration with colleagues both on and off campus. Often these blogs highlight work done on campus, such as a recent interview I conducted with our [role], [name], ([link to interview]), these efforts work to promote the Library across the state. On a national level I also participate in the Association for Library Collections and Technical Services (ALCTS), a division of the American Library Association (ALA). During my three years of membership I chaired the [national committee] and participated as a member on the Standards Committee as well as the Preservation Outreach Committee. These three groups serve as platforms to discuss and promote ongoing preservation projects and programs, culminating in annual meetings at the American Library Association conference. During my time on these committees I have led efforts to organize these conference meetings, arrange speakers, and write reports on proceedings that were subsequently published in Technical Services Quarterly, one of the leading journals for library technical services.

**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 strong indicators of Professional Knowledge.*

Some local and national examples that showcase my expertise as recognized by colleagues include: guest lecturing for IS 582 Preserving Information Resources at the University's iSchool, assisting with various CARLI workshops such as the Illinois Fire Service Institute: Burn Simulation & Recovery Workshop, and being invited by the Library of Congress Preservation Directorate to present on a panel to an audience of national peers at the Library of Congress during the 2019 NDNP Awardee conference. Library of Congress staff noted my experience and expertise in the area of [process] workflows and

experiences with engagement and outreach. On an international level I have presented at three International Federation of Library Associations and Institutions (IFLA) conferences, all dealing with topics relating to digital reformatting and preservation. IFLA serves as the main network for global scholarship regarding newspaper reformatting. During these presentations and proceedings I showcased the Library's newspaper preservation practices. I also presented work regarding digital file preservation at the 2019 iPRES International Conference on Digital Preservation. iPRES is one of the most premiere conferences in the field of digital preservation, and all accepted papers undergo peer review and publication. These activities demonstrate that I have knowledge in my area of preservation expertise that is sought after locally, nationally, and internationally.

**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.*

As a member of the [campus committee] I serve as a chair on the [campus committee] which helps facilitate AP grievances from across the University, preparing reports for the Chancellor and President. Additionally, I serve on the [committee]. These positions require election by my fellow AP peers. On these committees, I regularly disseminate information either from the library to the campus level and vice versa. I contribute ideas and develop programs. Some of these are in the process of being implemented such as the aforementioned mentoring and job shadowing programs. Beyond the ongoing positions mentioned in my professional service experience I also served on the Library Strategic Planning Team in the spring of 2019 to help shape and guide the Library's new strategic directions and priorities. My assistance managing grants such as the aforementioned [program] for which my managerial role play a critically important role to meet project goals and deadlines, along with projects that continue to shape preservation decisions such as restructuring how digital newspapers are organized in Medusa, our in-house digital repository, further illustrates my lasting contribution to the Library. For these grants I also mentor graduate students by assisting them with meeting their career building goals such as developing projects that resonate with their interests and helping with job application materials. Thank you for your consideration.