

Sample Self-Nomination Statement H: 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.

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 the rank of Senior Academic Professional (I was ranked as Senior Associate in [Year]). At this point in my career, I now meet the criteria for Senior ranking. I have more than 25 years of experience in [discipline]—the past 12 years here at the University Library.

I was hired in 2008 as [role]. While working in [unit], I was often asked to help out with projects outside the department and for other units. I served on a [Library working group] which produced a report in 2016 recommending the creation of a dedicated [role]. Library Administration and the Executive Committee (EC) recognized my leadership thus far and also saw there was a need for this important position. I became the Library's first [role] in 2017 on a three-year trial; in 2020, I was offered a 100% time appointment as the Library's [role]. Instead of leading [activity] for one unit, I am now leading a one-person office that provides baseline support for all units. I am honored to have become a leader and point of contact for all-things-[activity] within the Library, as well as represent the Library as a campus-level [role] (more under Professional Service).

During my tenure here, I have honed my skill set to provide a strong and clear message for the University Library with the ultimate goal to promote the Library in a consistent, professional, and coordinated manner. I meet the Senior rank as I am responsible for providing the overall vision and direction of the Library's [activities] to strengthen these efforts. In doing so, I contribute to and reinforce the institutional reputation of the Library.

[Colleague] said the following kind words: "[Candidate] has shared [their] extraordinary talent and expertise of weaving together a cohesive narrative that informs our campus and beyond about the varied and complex work of faculty librarianship. In just a few short years, [they have] developed a cohesive [activity] and collaborated across our decentralized Library in order to tell a consistent and effective story about how the Library contributes to the teaching, learning, and research activities of our campus."

I manage an immense amount of work leading [activity] for one of the largest public academic libraries in the country. I work in partnership with more than 20 departmental libraries and units. In 2020, two [supportive positions] were approved but then placed on hold due to the pandemic. Support from the Library's Administration and the EC for these positions acknowledges both a need that exists and is a testament to the amount of work I handle.

I have supervised seven students, a combination of both undergrad and graduate level, who have

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assisted me with [activity], [activity], [activity], and [activity]. While I have no other supervisees, I direct the work of several freelancers, including a [type of professional] and [type of professional], and coordinate with a multitude of vendors outside the Library and campus; this includes [type of company], [type of company], and [type of professional].

One of the biggest challenges I've faced at the Library is [activity] during a pandemic. Quite suddenly it became imperative to quickly get information to the Library's employees, as well as the campus, community, and other stakeholders. This involved crafting, editing, and disseminating a tremendous amount of [information] across various platforms and communication channels. My work increased significantly as a result of the COVID-19 pandemic; I often worked into the evening hours and on weekends. I met weekly, sometimes daily, with other members of Library Administration to talk through a [redacted] strategy. I carefully coordinated weekly update emails to Library colleagues—an effort still ongoing. I established an internal web page that indexed [information] so Library employees could quickly find the information they might need, including the weekly updates. As the Library's [role], I also met twice weekly with [campus department] to receive campus-level updates. In addition, I took fastidious notes during the monthly [meetings] with [department head] throughout the pandemic, quickly turning around Zoom recordings and providing comprehensive written recaps to the entire staff. While the past 16 months have been wrought with tricky challenges, I used my professional knowledge and skills to navigate them.

I am proud of my work ethic and dedication to the Library. I hope to illustrate my professional service, professional knowledge, and institutional leadership and contributions further below. Thank you for the Committee's consideration.

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.

The "Committees" and "Activities" sections of my resume list my extensive record of professional service. I would like to elaborate on a few as follows.

I have a strong track record of leading committees. The most recent example is chairing the search committee for the [position]. In addition, I have served on numerous search committees within the Library and throughout campus.

I have chaired the [Library committee] per the University Librarian's recommendation and the endorsement of the EC since 2010, and that role has become part of my job description. This committee offers [resource] to units and, under my leadership, has distributed more than \$31,000 to our colleagues to promote greater awareness of various Library projects and initiatives.

I served on the [Library working group]; this important group identified the direction, strategies, and documents that led to the current [library-wide] process. EC selected me to serve in this capacity; this demonstrates their confidence in my experience and abilities. I was then elected by [peers] to serve on the first [Library committee], which reviews [...] applications and makes recommendations to [department head]. I helped develop the committee's internal practices to foster a fair, consistent process and carefully reviewed documentation throughout my term, such as the [program description, websites, and forms]

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procedures] to ensure the language was clear and cohesive. My contributions helped this program get off to a successful start.

Along with the chairs of the [Library committee] and the [Library committee], I helped develop a proposal for improving diversity and combating systemic racism that was submitted to [department head] and led to a new [Library task force]. I was subsequently appointed by EC to serve on the [Task Force], focusing on areas of the charge relating to communications and developing a new vision statement [redacted] at the University Library.

I was also elected by my Library colleagues in 2020 to serve on the [Library committee]. Almost immediately, I took the lead in organizing a [forum] in March 2020 that included updates about topics important to [Library employees] and featured [campus leader]. [The committee] received positive feedback about the Forum.

In addition, I was elected to the [Library task force] as well as the ensuing, permanent committee, where we have elevated outreach and public engagement activities across the Library with the establishment of both a new annual award and grant.

I have also served on the Library's [committee] since 2018 to select the Library's Outstanding Academic Professional, Civil Service, Undergraduate Student, and Graduate Student employees (and as of this year, Outstanding Public Engagement, as well). In addition to helping select awardees, I have also reviewed and improved the consistency of language across the awards and our feedback process to strengthen our overall program. [Colleague], who has chaired the committee since 2018, shared, "[Candidate] has been integral to developing a robust department awards program that has helped the Library successfully showcase its talent to the campus community and demonstrate our deep appreciation of our colleagues who go above and beyond. [They have] thoroughly reviewed almost 100 nominations at this point, offering careful critique and astute observations to help us select winners from a slate of exceptional nominations and put forward our most competitive nominees to the campus level. [Candidate] is very modest, and the last person to ever bring up that [they] sit on Cabinet, but [their] strong insights into the Library as a whole from [their] position in the organization, as well as [their] many years of experience at the Library, have been incredibly valuable to other committee members, including myself. Despite that [Candidate] is on so many committees and projects, [they are] always willing to lend a hand with nuanced and often sensitive communications to strike that right note and meaning. I really cannot convey how tremendously helpful and generous [Candidate] has been on this committee as well as several others on which I've been honored to serve with [them]."

I represent the University Library at and serve on various campus committees and groups. For example, I am a member of the campus-level [organization], a group of [roles] who meet monthly; we share ideas and best practices and impart those with our individual units. I also represent the Library on the [campus-level committee] (providing operational guidance and recommendations that will lead to website solutions used by the entire campus) and the [campus level committee] (coordinating [activities] to support the work of the Illinois research community at Illinois).

I serve as the principal resource at the Library for [activity] and [activity]. I am also the [role] on the Library's disaster planning and response team. Should there be an emergency, I am responsible for liaising with campus Public Affairs, the Library's administration team, and our units to compose and relay messaging and updates to internal, campus, and external constituencies, as well as handling media requests.

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Finally, to keep those Library employees handling [type of work] connected and informed, I created the [Library listserv] in 2017.

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.

Thanks to the support of the Library and as a result of a myriad of experiences here, I feel I have attained Senior-level expertise in [discipline], which I share organization-wide.

I meet bi-weekly with [department head] to identify needs and craft plans for communication. The [department head] will often ask for my thoughts on strategy. For example, when it came time to announce the selection of the architectural and engineering firms for the new archives and special collections building (essentially the kickoff of a bigger, multi-phase building project), [department head] relied on me to create and provide feedback on the final messaging and deferred to my preference on when to make the announcement.

Research and scholarship is not a primary part of my current job description. However, I presented on my [professional] experiences and knowledge on multiple occasions to IS 505 (Administration and Management of Libraries and Information Organizations) at the iSchool in 2018 and 2019. This is additional evidence that I have the expertise which qualifies me for Senior ranking.

Shortly after becoming the [role], I developed the Library's first [resources]. These tools are designed to empower Library units, to enhance their work, and to help them meet their unit's unique priorities. I also make sure that our employees have access to University Library [resources] and an official, campus-approved Library [resource] so that our communications fulfill best practices of consistent styling and branding, and help the Library project professionalism across a multitude of situations, from presentations to grant applications to formal communications to other institutions.

I accepted an invitation from an Associate University Librarian to chair the [working group]. [Colleague] said, "They've proven an adroit administrator as well, handily taking charge of the [working group] and getting a set of policies and procedures in place to manage our content (and our user expectations). [They've] got an impressive technical skillset and is always eager to add new tools to [their] kit."

I support faculty by providing the templates/means necessary to present their research or advising them on communications matters. Upon hearing the news of my appointment as [role], [unit head] sent me this: "This is good news not only for you, but the Library too! It's so great to see that your hard work, dedication and creativity have paid off. I can't begin to count all the ways the [unit] has benefitted from your excellent feedback and insight."

The Office of Business and Financial Services (OBFS) has many intricate policies and procedures in place. This is particularly true when it comes to purchasing—a significant portion of my position's responsibilities. I've gained and used my knowledge of the P-Card process at Illinois to pay for tens of thousands of dollars of [vendor work]. Most recently, I successfully learned and implemented a new and

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complex process for submitting P-Card purchases.

I meet with new employees in leadership and unit head roles, such as the [role] and the [role], to give them an introduction to [role] at the Library and to provide resources to them so they can do their job better.

I was honored to be nominated for the Outstanding Academic Professional award in 2013. In the nomination, former [unit head] said, "Faculty are always promoting something within their unit or area of specialty and seek out [Candidate] for [their] help and advice on how to best accomplish getting the word out to their audience."

I was sought out for my technical expertise outside the Library and campus in 2013 and served as a peer content reviewer for a chapter on [discipline] in the Consultants Business Development Guide (American Society of Safety Professionals).

In 2018, I was nominated for the Academic Professional Leadership Program by the [department head]. In [their] letter of support, [department head] wrote, "[Candidate] is ideal because of the increasingly broad scope of [their] responsibilities and [their] growing importance as a leader in the Library. [They have] served in a [role] for several years, first and primarily in [unit]. Immediately prior to my serving as [campus role] I began a process of moving [Candidate] into [role]. This change was endorsed enthusiastically by the Library's Executive Committee, as well as by my Cabinet. As the Library's [role], [Candidate] plays a pivotal role shaping messages for the organization. [They serve] on my [Administrative group] along with associate and assistant deans, grappling with internal and external challenges. [Their] presence there has been invaluable: [they bring] an important perspective on messages and perceptions."

At all times I strive to use my knowledge of the job (and campus) to advance the Library's strategic direction and goals.

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.

My ability to lead has been recognized in several different ways. I was nominated by [department head] and selected to participate in the campus's [emerging leaders] program in 2013. I believe in the important vision of this program; I have since been asked to share my experiences with other participants and I always attend the annual program which recognizes new leaders.

[Department head] asked me to represent the Library as an Inclusive Illinois (II) representative alongside [colleague] in 2012. This important role connected diversity efforts in the Library with campus diversity efforts. As an II rep, I served on the Library's Diversity Committee as an ex-officio member for six years.

I've mentored several of the students I've supervised over the years to help them acquire positions outside the Library after their graduation. I have also provided peer coaching and mentoring to colleagues

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on developing strong resumes and cover letters, nominations, and other forms of career advancement. I hope to participate in the [Library program] next.

For the past seven years, I have been a judge for the University of Illinois Alumni Association and Student Alumni Ambassadors Senior 100 Honorary. My contributions as an evaluator help decide which graduating seniors are awarded this distinction. Honorees are acknowledged for their commitment to Illinois and carry their personal growth forward as an alumnus.

I served on the planning committee for the 2015 Center for Library Initiatives Annual Conference for the Committee on Institutional Cooperation or CIC for short (now the Big Ten Academic Alliance or BTAA). I helped develop a substantive program for the conference and also moderated a panel of university relations officers. This professional service role supported the research library community.

Prior to a campus-level [role] and staff being hired, I was invited to be part of a small and select group of campus [roles] who were the voice of the campus's social media accounts in 2012. Team Alma (named after the Alma Mater) was responsible for the university's voice on Facebook and Twitter.

I have working relationships with [campus-level department] in order to coordinate communications activities. [Associate Chancellor] said, "[Candidate] is creative, smart, and collegial. We depend on [them] for ideas, wisdom, and hands-on leadership. [They are] the type of [role] professional we wish every college and unit had."

I created a LinkedIn [professionals] group in 2013 with [professionals] at other libraries to establish a network for the exchange of ideas and best practices, and for support.

I applied for and received a United for Libraries/SAGE Academic Friend Conference Grant to attend the 2015 American Library Association Annual Conference. When I returned from the conference, I wrote the article "The best kind of overwhelming—an academic Friend's first ALA Conference" for The Voice, a United for Libraries' newsletter.

In 2020, [AUL] asked me to serve as both a subject matter expert for communication strategy and outreach and a co-principal investigator of the "Email Archives: Building Capacity and Community" program, which seeks to build email archiving capacity in archives, libraries, and museums. I assist with marketing and communications to designated communities and provide pre-submission feedback on proposals from institutions, specifically the communications plans and whether they promote awareness and effectively communicate findings of the program.

I serve as a webmaster for the Development Officers of Research & Academic Libraries (DORAL) group. DORAL gives fundraising professionals in Academic Research Libraries (ARL) a community in which to share opportunities and challenges particular to the library environment.

Based on these experiences, I believe I meet the criteria for promotion to Senior rank by demonstrating my ability to exert significant influence and impact across the Library, through campus-level roles and representation, and the overall profession through involvement in several consortial and national organizations.