AP Promotion Criteria

Promotion criteria in the University Library are viewed as a cumulative assessment of an individual employee's accomplishments. Examples provided in the table below are intended to provide candidates for promotion with guidance as to how they may structure and develop their promotion case. Candidates are encouraged to work with their supervisors in framing and developing their individual case.

	Assistant	Associate	Senior Associate	Senior	Descriptive Information
Overall Experience	Candidate is at the beginning of their career, developing identity and competence in their area of expertise.	Candidate is competent in their area of expertise.	Candidate is experienced, and is recognized for their expertise and contributions to the library.	Candidate is an acknowledged leader in the organization or a recognized expert or leader in their chosen field and a 'master' at their expertise.	Examples of relevant Overall Experience may include a brief summary of the candidate's achievements since initial ranking or last promotion (including how the candidate has leveraged past relevant experience prior to joining the Library in the current role) and reflection on performance evaluations in the context of experience, growth, and the acknowledged value of the candidate's work.
Professional Service	Candidate is beginning professional activities and contributions to library/university community.	Candidate is established in professional activities and contributions to the library/university.	Candidate demonstrates well-developed skills in all aspects of their field, in particular as they support the research library community.	Candidate demonstrates sustained professional accomplishment and outstanding performance as a Senior Associate.	Examples of relevant Professional Service might include contributing to professional activities (serving as editor, co-editor, or reviewer for professional publications, service on committees of professional organizations, service in roles such as these for open source projects: community coordinator, technical writing/communications, project/product managers, code contributor, code maintainer, and core committer, etc.) and active participation on committees, service groups, and projects in the library/university and broader professional community.
Professional Knowledge	Candidate demonstrates basic skills as a professional in area of expertise.	Candidate demonstrates broader skills as a professional in area of expertise.	Candidate displays breadth and depth of skills as a professional in area of expertise.	Candidate displays mastery of skills as a professional in area of expertise.	Examples of Professional Knowledge might include progressive involvement and the application of expertise in the following: actively participating in unit or Library-wide efforts as part of primary position responsibilities, assuming additional leadership roles; contributing to professional, Library, and university committees and groups; demonstrating involvement in projects, career enhancement, grants, research and publication authorship, etc. Other examples might include: working with service groups having a wider scope within the library, university, and/or community; exerting significant influence and impact within unit, other particular areas of the library, and the profession. By

					attainment of senior rank, expectation is that the candidate would be leading organization-wide efforts.
Institutional Leadership or Contribution	Candidate works under supervision to contribute in the context of a unit include work that is well-defined and limited in scope.	Candidate exerts some influence and impact within the unit and larger organization; works in context of area of expertise doing complex yet well-defined tasks.	Candidate plans and manages within unit and among units; exerts significant influence and impact within unit, other particular areas of the library, and the profession.	Candidate mentors colleagues; initiates and is involved in projects, career enhancement, grants, research and publication, etc.	Examples of Institutional Leadership or Contribution might include demonstrating progressive levels of involvement and leadership within the institution; assuming increasing responsibility for management and supervision of personnel, projects, products, tools, etc. Other examples might include progression from being a participant in grants, programs or organizational management to being a leader in the development and execution, innovating new advancements or improvements, taking the initiative to resolve problems, etc.
Min. anticipated time between promotions	N/A	3 years	3 years	5 years	Note: all promotion candidates are reviewed on a case-by-case basis to determine promotion readiness.
Language added to Job Description if promoted	N/A	Demonstrates professional knowledge and exerts leadership at minimally the team or unit level through activities such as seeking out and contributing to committees, conducting presentations, developing proposals, leading team projects, etc.	Demonstrates professional knowledge and exerts leadership at minimally the organization level through activities such as chairing committees, leading organization-wide projects and efforts. Is actively developing an emerging profile of a leader on campus through participation on, and contributions to, campus-wide committees, initiatives, and working groups.	Demonstrates mastery of professional knowledge and expertise through sustained leadership roles and influence at the campus level and broader professional community. Effectively represents the Library through activities such as leading partnerships and collaborations with peer institutions and consortiums, chairing campus committees or working groups, presenting at national	

				conferences, being an invited speaker, etc.	