Sample Supervisor Letter of Support K:
Assistant to Associate

Note: This is a sample letter of support from the supervisor of someone seeking promotion from Assistant to Associate. Every AP's role and career trajectory are unique, and letters must be tailored to their circumstances. As such, the sample letter that follows shows the level of detail and kind of examples that are useful as a candidate's application is evaluated. Letters of support are optional but are strongly recommended as part of the overall promotion nomination package.

[Date]

Dear Academic Professional Peer Review Promotion Advisory Committee,

I am writing in support [Name]'s self-nomination for promotion from Assistant academic professional to Associate academic professional. [Name] serves as [job title], a position she has held since [date]. As her supervisor, I observe that she has been successfully performing Associate academic professional level work. I would like to further support [Name]'s self- nomination by highlighting her achievements based on the AP Promotion Criteria.

Overall Experience

[Name] has established herself as an experienced [discipline] practitioner. In additional to her [position] responsibilities, she has participated in committee work in the Library as well as professional activities at the University (University of Illinois Urbana Champaign Senate AP Senator 2023-2025) and in the broader professional community. She successfully completed CARLI Counts, a continuing education library leadership immersion program (2021-2022). She has presented at the 2022 Illinois Library Association Conference (a peer-reviewed poster at a statewide professional conference) and the 2023 Library Assessment Forum (internal). In addition, her research on library online tutorials "Trials and Tribulations of Online Tutorials" was awarded a RPC (Research and Publication Committee) grant. This was the first single-applicant research proposed by an academic professional that RPC awarded to.

Professional Service

As an Assistant academic professional, [Name] demonstrates professionalism beyond many early-career individuals. She collaborates well with colleagues, and she is always an engaged and active participant in committees or groups. That is why she accumulated several professional service experiences since she joined the Library. In 2021, she was appointed by the Library's Executive Committee to serve as an ex officio on the Teaching and Learning Task Force. She has also been selected for the "Boldly Illinois: Strategic Plan 2030" university-side strategic planning brainstorming sessions, which only a few library employees were invited to attend. This year, [Name] nominated herself for the Council of Academic Professional (CAP) District 9's Senate seat, and she was elected by

her AP peers in the District. These achievements demonstrate her contribution to professional services and how they have been recognized by her peers, the Library, and the University.

Professional Knowledge

It is impressive how [Name]'s knowledge of assessment, Library and the University grew significantly during the past two years. She has become knowledgeable in IRB (Institutional Review Board) processes and colleagues often seek her advice when it comes to quantitative or qualitative studies and human-subject research. She has begun to coordinate library statistics data collections including annual statistical surveys for the Association of Research Libraries (ARL), Association of College and Research Libraries (ACRL) and The Integrated Postsecondary Education Data System (IPEDS). Many people are not aware of the complexity of library statistics data collections - Each year, the Library is required to report over 200 different statistics and metrics about library expenditures, staffing, collections or service trends. In fact, in the higher education assessment community, these data-collection activities are often conducted by individuals who are senior-level employees or administrators. [Name]'s ability to coordinate with statistics providers across the Library (e.g. Office of Collections and Technical Services, Business and Human Resources Service Center, etc.) and to ensure the statistics were accurate and submitted them to various agencies on time is a testament to her growing professional knowledge and institutional knowledge.

Institutional Leadership or Contribution

Much of [Name]'s work contributes to areas outside of her unit and directly to the Library. In Fall 2022, upon the [unit head] request, [Name] led a team of graduate assistants to conduct a space observation project. This project collected much needed qualitative evidence for the [unit] to request additional funding support. She also co-led library faculty and staff to complete projects such as the Unit Annual Report Post-Submission Analysis (Library Assessment Committee) and the library instructors focus groups (Teaching and Learning Task Force). The migration to LibInsight, the standard tool for all library units to track visitor counts, directional/reference transactions, instruction, outreach and public engagement activities, is undoubtedly the most difficult project Library Assessment has conducted, and it directly impacts almost all units. [Name] is co-leading the migration process by managing graduate student workers to create a LibInsight documentation, develop customized datasets for units, and provide consultation, training and technical support to library employees. The migration is currently going smoothly, and [Name] is a key driving force behind it.

I hope this letter helps as you review her self-nomination. I am happy to speak with you more if you have any questions.

Sincerely,

[Supervisor]