

**Q: Is the self-assessment done by the AP alone, or in collaboration with their supervisor?**

A: The self-assessment should be done by the AP and does not need to be reviewed nor approved by their supervisor.

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**Q: What is the difference between the content in the job description, in the CV and in the self-assessment?**

A: Your CV should highlight your personal accomplishments and training – previous positions and experience, professional development, including conferences attended, presentations made, papers/posters accepted, journal/newsletter/web publications, committees that you serve on, etc.

Your job description should be about the position you are in, not you personally. Please think about this one as what would be expected of a person if you were to leave and we were searching for a replacement.

Your self-assessment should highlight what you have been able to do in the position and programs you have moved forward, etc. You certainly can reference points on your CV or job description, but not need to repeat information extensively from one to the next.

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**Q: Is there a curve or desired distribution of the AP rankings?**

A: No, each case is being evaluated on its own, independent merit.

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**Q: What will the promotion process look like after this initial ranking is complete?**

A: The promotional process has not yet been determined.

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**Q: What should I do if I feel like I fall between two levels in my self-assessment? Should I rank myself high or low?**

A: Rank yourself at the level that you fulfill completely, not one you only partially accomplish.

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**Q: Does the rank of my supervisor (whether AP, Assistant Professor, Associate Professor, Full Professor) or the size of my unit have any bearing on what rank I should consider myself?**

A: No, this ranking is about you, your position and your accomplishments only.

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**Q: What is the reason for participating in this ranking system given that this initial ranking is not connected to a raise or status?**

A: There has never been an established promotional path for APs in the University Library. Fortunately, the Library supports APs and recognizes the need for AP promotion. The Administration has taken steps to include all APs in the assignment of their initial ranks. One way to look at this process is to think about it as establishing the infrastructure for AP promotion in the Library. Since this is the first generation of APs to engage in this process, the principle task is to establish a fair and transparent process. Your participation is critical to ensuring the future success of this effort.

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**Q: Who will be evaluating my case?**

A: The members of the Academic Professional Promotion Implementation Team are:

- AULS: JoAnn Jacoby, Beth Namachchivaya, Thomas Teper (chair)
- BHRSC: Greg Knott (ex officio)
- L-CAP: Susan Schnuer
- Original TF: Tom Habing, Angela Waarala
- At Large Faculty: Jennifer Hain Teper

All APPIT members except Greg (as ex officio) will participate in the review. Review will be parsed out to teams of two with no reviewers working in areas of responsibility/direct peers.

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**Q: Are visiting APs required to participate in this process?**

A: Much like the Library does with review of visiting faculty, we are essentially giving visiting APs the option of submitting the requested documents for evaluation, but it is not required.

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**Q: Do all supervisors need to turn in position descriptions by April 15<sup>th</sup>?**

A: Most supervisors are currently engaged in the AP review process and as such will be submitting revised job descriptions as appropriate. If a job description needs major review, then it is best to submit that revised description by April 15<sup>th</sup>. If there is no revised position description submitted, APPIT will use position descriptions from last year for their review.

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**Q: Will my supervisor have a direct role in establishing this initial rank?**

A: No. APPIT has determined that the membership will reach out to and/or contact supervisors only if there are significant discrepancies between the ranking that the individual Academic Professionals provide in their self-assessment and the assessment of the implementation team's members.

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**Q: Will there be an appeals process?**

A: Yes, APPIT is working on establishing an opportunity for individual APs to appeal their initial ranking. The process is not fully established at present, but we are anticipating a three-person group of individuals not involved in the initial assessment providing the membership of the appeals group.

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**Q: Who will be eligible to appeal the initial ranking?**

A: Any individual Academic Professional that submitted an initial self-assessment and resume/vitae will be eligible to appeal the initial ranking. APPIT and the appeals group will not consider appeals from those individuals that do not submit the self-assessment and resume/vitae as part of the initial process.