

Sample Supervisor Letter of Support D:  
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 would like to submit this letter as support for [Name]'s nomination for promotion. I am [Name]'s current supervisor. [Name] is currently at an "Assistant" level, and he solidly meets the criteria for the "Associate" level.

#### Overall Experience

[Name] has been working within the areas of scholarly communications, publishing, and repository services for 7 years, full time for the last 5 years. He has continued to grow his expertise and skill set in this area and was named manager of [Group] approximately a year ago, indicating the organization's acknowledgement of his competency in this area. [Name] is also eager to continue his overall growth and the growth of his team, participating in training opportunities as they become available. For example, he completed a [Leadership Program] in 2017 which he has directly applied to his work as a manager, and he is attending Scrum Master training March 2<sup>nd</sup> and 3<sup>rd</sup> in order to mature the team's practices around agile.

#### Professional Service

[Name] is an active participant and contributor to groups relevant to his area of expertise. He serves on the Library's CAPT Repositories, Preservation, and Access committee. He is also a member of the Digital Public Library of America's Technical Capacity working group, lending his knowledge and experience to a national effort.

#### Professional Knowledge

[Name] contributes regularly to his community. He has presented at the Open Repository Conference in 2015 (poster presentation) and 2018 (2 full presentations). He has jointly published an article in the Cataloging and Classification Quarterly journal with [Colleague] and [Colleague]. He co-taught a Savvy Researcher Workshop, "A Very Short Intro to R," with [Colleague] from Spring 2013 to Spring 2015. He actively collaborates across the Library, across campus, and beyond.

#### Institutional Leadership or Contribution

Most recently [Name] demonstrated his leadership abilities by leading the migration of the digital repository (Medusa), Illinois Databank, and the Illinois Digital Library to Amazon Web Services infrastructure. [Name] coordinated a cross functional team of staff to achieve this goal. He did an exemplary job, following IT best practices for this type of activity. The success of this project was in large part due to [Name]'s influence.

Overall, [Name] demonstrates the desired qualities of an "Associate" level rank, he acts as a role model for his team, and he fully believes in and supports the core values of the Library. I would strongly recommend his promotion.

Sincerely,

[Supervisor]

[Unit]