

Sample Supervisor Letter of Support G: 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]

To the Academic Professional Peer Review Promotion Advisory Committee:

I write this letter in support of [Name]'s interest in promotion from Assistant Academic Professional to Associate Academic Professional. I have known [Name] since he was a graduate student assistant in our department in [year], but began working with him in earnest when we hired him in [year] as our [position]. I have supervised him for the four years he has worked here as a full-time professional. In one sense, his position replaced the existing position of [position] but it is more reasonable to say that he began in an entirely new role, as the scope of his position is much broader than that covered by his predecessor. Whereas the [previous position] was responsible for the care and digitization of brittle books, the [current position] is responsible for this as well as digitization of newspapers, the largescale digitization of books bound for Internet Archive and the HathiTrust Digital Library, and other responsibilities related to microfilm and collections care.

The primary criteria for promotion to the Associate level [Name] is striving for is competence in his area of expertise. In my view, we have asked [Name] to take on a challenging set of responsibilities, he has excelled in his role in meeting them, and it would be impossible to do so without being competent at a high level. He has certainly been recognized as such by peers in his field, as he has been invited to speak on some of the innovative working practices he has developed at national and international conferences. In addition to excelling in his job duties, he has taken on meaningful service responsibilities within the department, in the library, and on campus. His work with the [campus committee] is good evidence of this.

While you consider his case, I'd like to share a few things that have impressed me most about working with [Name]:

1. I'm not aware of any other library in the BTAA with a position like his. There isn't a blueprint for how to be successful in it, but he has done so by virtue of his talent and

- persistence. As a result of his skill and coordination, we have a very effective program around largescale digitization.
2. In his work, he communicates to colleagues to coordinate work across multiple units in the library, and does so successfully.
 3. He has supervised student workers and graduate assistants and guided them well toward careers in our profession.
 4. He is active in service to our profession through CARLI, ALA, and IFLA, and has presented at prestigious conferences like iPres.
 5. I am one of the PIs on our ongoing [national project], an ambitious effort to digitize Illinois newspapers, and can easily say the project wouldn't be successful without [Name] coordinating it.

[Name] has been successful in taking a number of disparate services under the heading of largescale digitization and building them into an ambitious program in the [unit]. To me, he easily meets the criteria for an Associate AP; I even think he is already pushing into the expectations of a Senior Associate in several respects. I hope this helps as you consider his case. I'm happy to speak with you more if you have any questions.

Respectfully submitted,

[supervisor]