

Sample Self-Nomination Statement A: Associate to Senior Associate

Note: This is a sample self-nomination statement for someone seeking promotion from Associate to Senior Associate. An example of the level of detail and types of items to include in one's statement follows. Please use your judgment about what makes sense for you to include in building your unique promotion case and be sure to refer to the [AP Promotion Criteria Table](#) for a description of what is expected at each level.

1. Describe how your Overall Experience fulfills the criteria of the next promotion rank.

This category explores the experience, expertise, and leadership of the AP in her/his field. Recognition might be internal or external, either while a UI employee or elsewhere.

In terms of experience, I have worked in academic libraries since 2001. I held a tenure-track librarian position at Miami University, Oxford, Ohio and I was promoted to the associate rank and granted tenure in 2006. I accepted the position of [Position Title] at the University Library in 2012 with the goal to focus my career on library assessment and evidence-based librarianship. I also wanted to take on the challenge of working in a large and complex research-intensive institution like the University of Illinois. That was why I left a tenure position and became the first [Position Title], an Academic Professional position. With over 16 years of working in academic libraries, I have extensive experience in areas such as instruction, reference, web development and social science data services, which are detailed in my curriculum vitae. These experiences give me a broad range of expertise and disciplines from which to draw on in my current and future roles.

Although research and scholarship is not a primary part of my current job description, I continue to present my work at local, national, and international professional conferences and publish in peer-reviewed journals and other publications. That is a clear evidence that I have the expertise that qualifies me for the "Senior Associate" rank. In addition, as a data specialist at my previous institution and as the [Position Title], I provide consultation or data analysis for faculty and library faculty that directly contributes to institutional research and scholarship output. I will provide more examples in the "Professional Knowledge" section below.

I have not yet held a formal management or supervisory position. However, I have an understanding of how to manage and organize collaborative work, and am capable of leading team projects and committees with membership both within and outside of libraries.

Since my initial ranking, I have taken on new projects at the organization-wide level that contribute to a healthy and effective library. I provide examples of my contributions in the "Institutional Leadership or Contribution" section.

2. Describe how your Professional Service fulfills the criteria of the next promotion rank.

This category focuses on professional contributions to the unit, the library, the university community, and professional associations. Contributions could be committee work, editing, co-authoring,

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participating in or leading a committee. This category looks at AP contributions to the broader service field.

The “Selected Service Activities” section on my curriculum vitae lists my strong record of professional service. In the following paragraphs, I would like to provide additional information about a few important activities that qualify me for promotion to the “Senior Associate” rank.

I was appointed to serve on the Specialized Faculty Task Force and the Task Force to create a promotional Path for Academic Professional. These two important groups identified the direction, strategies and documents that led to the current AP promotion process. The fact that our library administration and the Executive Committee selected me to serve on these task forces demonstrated my experiences and abilities were recognized and were deemed valuable for working on organization-wide issues.

In addition to chairing the [Committee], which is part of my job description, I have led and participated in committee work for professional associations and the research library community. In 2014, I was part of a group of assessment librarians from then CIC (Committee on Institutional Collaboration) institutions that created the informal CIC Library Assessment group. Now called “Big Ten Academic Alliance Library Assessment”, we believe that there are particular challenges surrounding library assessment in land-grant, large research libraries. Thus this informal group provides a platform for BTAA library assessment colleagues to share knowledge and collaborate. I have been a facilitator for this multi-institutional group since 2015, and lead in-person and virtual meetings. These professional service roles meet the criteria for promotion to Senior Associate, as they support the research library community.

3. Describe how your Professional Knowledge fulfills the criteria of the next promotion rank.

In this category the AP should demonstrate how he/she is developing expertise and is considered as an expert by colleagues and other professionals. Speaking and writing for varying audiences, participation in Unit or library work, leadership roles within the library or the university community, or leading units or organization-wide efforts are all considered to be strong indicators of Professional Knowledge.

My curriculum vitae demonstrates a wide range of projects, professional development, grant, professional presentations and publications that I have accomplished over the years. I would like to provide additional information for a few important activities that qualify me for promotion to the “Senior Associate” rank.

As the [Position Title], I carry out assigned duties as well as continue to seek innovative solutions, behavioral or technological, to address issues and challenges. I have led campus-wide survey projects such as the Ithaka S+R Survey, the LibQUAL Lite survey and a library-wide survey CimateQUAL. The results and findings from these surveys have been used for library budget planning, space planning and various projects. In 2015, I collaborated with two colleagues on the “Exploration of Data Analytics Tools for Library Data” project, which was awarded by the Innovation

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Fund (\$10,413). In 2017, I collaborated with colleagues to propose a “Data Analytics and Visualization” residency in order to address and growing demand of support for analytics and visualization research.

I continue to make broad contributions to librarianship. I have been invited to give guest lectures and workshops related to library assessment to local (internal, CARLI and iSchool students), national (professional conferences) and international audiences (Mortenson Center Associates Program and Chinese Librarians Summer Program). I serve as an English editor and translator for the Journal of Educational Media and Library Sciences (JoEMLS) since 2012. JoEMLS is a peer-reviewed, “green” open access LIS journal that was first published in 1970. To serve as an editor for JoEMLS, one has to have an extensive knowledge about the field of library and information science as well as near-native proficiency in reading and writing with both the English and Chinese languages.

Although I am not a member of the faculty, I often support library faculty research by providing raw data (e.g., usage or reference statistics), consultation on research methods (e.g., reviewing a faculty member’s survey instruments or IRB applications) or assistance in creating graphs and charts to visualize data. When the library faculty work on grant applications, they often need to provide statistics such as the size of library collection, staff or library expenditures. I support these grant-seeking activities by providing accurate key statistics in a timely manner.

4. Describe how your Institutional Leadership or Contribution fulfills the criteria of the next promotion rank.

This category speaks to the influence that the AP has not only in the library but in the larger community. For example; impact on grants (leading or managing), projects (i.e. IT project in the library or on the campus, etc.), research and publications.

What does “Senior Associate” level of “Institutional Leadership or Contribution” look like? If a person who has not supervised a large unit, held important positions or led cross-institutional committees, does that mean he/she is not a leader? I reflect on this question often because through my career I have not held a position with significant managerial responsibilities.

In fact, I wrote an essay called “*Who You Are As a Leader*” for a book for early-career librarians in 2008 expressing my thoughts on this very issue. I believe the ability to lead and to make impactful changes should not be determined only by one’s status and rank, but also by his/her intentions and actions. To practice that belief, I participated in grassroots efforts led by [Colleague] and others on AP-related issues. We advocated the creation of L-CAP, a committee dedicated to AP issues within the library. We engaged connections to campus APs by helping two Library APs to be elected to the Council of Academic Professionals (CAP) and the Academic Senate.

I am the first person to hold the position as the [Position Title]. However, I have established the [Office] as the leader and the point of contact for library assessment. Within the library, I handle many data-related requests or filter the requests to appropriate units. Across the University of Illinois system, I have established working relationship with units such as the Division of Management

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Information, Law Library and Office for Planning and Budgeting in order to coordinate data collection and reporting activities.

My ability to lead has been recognized in different ways. I was selected to participate in the Emerging Women Leaders program (Illinois, 2014), Library Leadership Ohio (Ohio, 2006) and two ALA national initiatives (2009 - 2012). I have gained invaluable knowledge through these opportunities. I would like to point out that I have made contribution to world outside of academia as well. When I represented the Chinese American Librarians Association (CALA) and served on the ALA 2012 Presidential Initiative "Empowering Voices: Communities Speak Out for Libraries", I co-created the "Dai Dai Xiang Chuan" program [<http://daidai.cala-web.org/>]. It was a grant-funded, multi-library family literacy project that funded bilingual (English/Chinese) library materials in school and public libraries in the United States. This project aimed to improve literacy and life skills that every immigrant family needs to thrive. And I was part of the original team that conceptualized and implemented the project. Based on these experiences, I believe I meet the criteria for promotion to Senior Associate by demonstrating my ability to exert significant influence and impact within my unit, other areas of the library, and the overall profession.