

## Sample Self-Nomination Statement C: Assistant to Associate

**Note: This is a sample self-nomination statement for someone seeking promotion from Assistant to 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. Please be sure to refer to the AP Promotion Criteria chart (linked in introduction above) for this question and the following 3 questions.

*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.*

I placed myself in the second rank of Associate based on the self-assessment chart. I believe my accomplishments in the last 2 years place me in this category. I serve the library community both internally and externally on committees and by participating and leading projects. I publish research, including co-authoring several articles in peer-reviewed journals. I have also grown my skillset by participating in professional development opportunities.

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

Externally, I am an active member of ALA and serve on the ALCTS Wiley First Step Award committee and the NASIG awards committee. I attended the ALA Annual Conference in 2017 (Chicago) and 2018 (New Orleans). I attended the NASIG conferences in 2017 (Indianapolis) and 2018 (Atlanta) and the Code4Lib conference in 2019 (San Jose). Internally, I was elected to L- CAP and served as chair from January-December 2018. I continue to serve as a member of the committee after stepping down as chair. I am a member of the Library Assessment Committee from 2016 to present. I am also on the Ithaka Survey Working Group to analyze the two surveys we are implementing in 2019. I am also a member of the Electronic Resources Working Group. Additionally, since 2017, I have worked on the InfoDesk at the Main library for 2-3 hours/week.

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 an strong indicators of Professional Knowledge.*

I brought 3 years of CONSER cataloging experience to this position from my role as an orders and cataloging supervisor at the University of Chicago Library. Since arriving here, I have learned how to apply that expertise to cataloging electronic serials. I learned local and national standards for electronic serials cataloging and used that to batch edit records using programs such as MARCedit, Voyager, and OCLC Connexion. Although I was hired to work with electronic serials, I have progressively worked with other formats and now regularly catalog print and microform serials. When hard drives needed to be added to the catalog (a format we have not added before), I developed a workflow and documentation for cataloging and processing these materials. I have expanded my cataloging skills in the last three years into authority work after taking the library's NACO training; I now create NACO authority records. In addition to cataloging, I continue to teach myself how to code, a skill I regularly use to aid in cataloging and maintaining serials records. I added over 100,000 summary of holdings statements to serials records in the catalog using Python scripts. I wrote a column for Serials Review about a program I wrote in Java that scores the quality of serials records. I use this program to select electronic serials to batch add to the catalog. I am often asked to make Voyager reports in Microsoft Access. An example of this is a report of print duplicate serials in our catalog I made for CMS. I worked with the CAPT Metadata and Cataloging Group to overhaul our policies on serials notes in holding records. I lead of group to develop policies and create new documentation. I am currently working on a training session called "Understanding Serials Records" for anyone in the library who works with serials.

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.*

I have co-authored several peer-reviewed articles since 2017, including an article in College & Research Libraries on copyright renewal and an article in Performance Measurement and Metrics on the Ithaka S+R Survey of graduate students. I presented on the Ithaka S+R survey at ALA 2018. I have published on the topic of serials in Cataloging & Classification Quarterly and Serials Review. I presented a poster at the last two NASIG conferences and gave a presentation at Code4Lib's Midwest meeting in 2016.