Sample Self-Nomination Statement F:
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.
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 have over a decade of information technology (IT) experience across the public and private sectors. I worked for Instructional Computing Services (ICS), at Technology Services, throughout my undergraduate experience, where I was responsible for making software applications available to users. While there I improved the process. We faced issues with a slow delivery time of large software applications, which used up our limited network resources. To solve this, I created a precise process to make the software applications virtual, which means programs were not downloaded, thus freeing up network resources. This enables students and instructors access to critical academic tools four times as fast. While with [unit], I have developed products that our staff and patrons use year-round. A service that I have created and implemented throughout the Library is the public kiosk machine. These computers provide open access to nonaffiliated university patrons by not requiring login, allowing the patron to use a machine for quick tasks like printing. In locations like the Undergraduate Library and Grainger Library, the staff has implemented my kiosk machines to assist patrons at the circulation desk to quickly search for information about library resources. The kiosk machines are important because they improved security by limiting the volume of machines which minimizes cyber-attacks and the potential to spread viruses. Since installing these machines, [unit] has not had any attacks. These machines also adhere to the campus policies as to who can use licensed software which saves the Library from legal consequences.

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.

I have sought out professional development and training such as the Microsoft Ignite Conference. This conference allowed me to attend many workshops designed to improve my workstation management and cloud management skills. With these enhanced skills, in an efficient and cost effective manner, I transitioned all Library computers to Windows 10. This transition improved our staff and public workflows, increased security, and fast-tracked the Library ahead of Campus IT standards as they did not mandate the change until Microsoft ended support. I have attended the University's IT Professionals Forum five semesters since I have been at the University Library. The IT Pro Forum, as it is referred to, enables research, innovation, and creates a space where IT professionals can grow and develop. I am currently on the 2020 IT Pro Forum Vendor and Outreach sub-committee, where I identify potential vendors and sponsors for this year's conference. With this

committee, I can help foster relationships with other IT professionals and with vendors that benefit the Library. These vendor-campus relationships can assess needs and identify opportunities to deliver bulk purchasing which enables the Library to purchase higher-quality equipment at a lower cost.

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.

My manager and colleagues turned to me to redesign how our circulation machines operated. The outdated circulation machines allowed for a shared account enabling outside individuals access to gain private information on our employees and other patrons. This old method additionally did not enforce accountability, allowing anyone to use the machines for any purpose. I have made staff and patron privacy and security my top priority with the removal of shared accounts. I have learned what makes every library unit different, and I was able to standardize circulation to fit common needs. With this standardization, I have enabled our IT staff to deliver a consistent product, enable employees to easily work across different units, and decrease ambiguity. With the removal of shared accounts, I have eliminated outside access and created the ability to know who was logged in at the time if an incident were to happen. I have created easy to understand documentation, workflows, and training materials. I have onboarded student employees instilling self-confidence which enables them to work autonomously and more efficiently. Currently, I have my student employees performing my public computer upgrade project in which they are replacing computers with new models. With my written and easy to understand workflows, they can inventory, image, and deploy machines without my presence. I created the onboarding workflows for our new student employees. However, this workflow can also be used by new full-time staff, allowing IT staff the ability to free up time for more involved tasks at work such as configuring networks. Within my unit, my managers and colleagues always assign me the task of greeting customers because of my ability to communicate complex subject matter in an effective and friendly way to people with varying levels of technical background.

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 leveraged knowledge gained from IT Pro Forum to implement better and faster service to our computers using System Center Configuration Manager (SCCM). With this tool, I have been able to deploy software automatically and on-demand. This not only provides our staff with the tools they need but also enables me to deploy tools for our students and community users to further their academic studies. With the departure of our [role] two years ago, I quickly learned the ins-and-outs of this management tool and my colleagues turn to me for tier 1 and tier 2 support. With this expertise, I can create, maintain, and evolve our task sequences; which are a list of complex commands that tells a machine what to do. Task sequences allow us to quickly get new computers fully functional and delivered to our customers. A current example of my contributions to the Library and the University is my involvement in the new Alma migration. With my team and I tasked with

getting printing working, colleagues within and outside my unit are looking to me to effectively communicate between IT and end-users. To learn how another university used Alma, I was in the Alma implementation group visit to Northwestern University. With the changes that come with Alma implementation, it is not possible to print at every station due to resource limitations. I play an important role in changing circulation workflows and challenge the current status quo to fit the new Alma changes by working closely with our Library units.