

Sample Self-Nomination Statement L: 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.

I have 4 years of experience in [unit] where my valuable contributions have been recognized by my sustained exemplary annual reviews and the conversion of my role from temporary to permanent. I believe my achievements over the past 4 years exceed the criteria of the next rank, associate. During my tenure, I have helped lead efforts to establish a unified digital exhibits system; piloted and launched an on-promises web analytics platform; and developed numerous software solutions to support digital publishing in the library and beyond. As a member of the [project team], I have developed technological and educational tools for several cohorts of scholars working to develop digital scholarship on the black experience. I have also presented at a scholarly conference and university forums, and I have a publication under consideration at a scholarly journal.

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

I have established a professional service portfolio by taking leadership roles in national professional organizations; contributing to library technology interest groups; and collaborating with collages across the country on digital publishing initiatives with national scope and impact. I co-led the web refresh task force for the ALA Sustainability Roundtable, where we developed an improved digital communication and web strategy and redesigned the website. Since then, I have served as the co-chair of the ALA SustainRT web committee. I am an active participant in several digital publishing forums where I provide troubleshooting, uncover bugs, and discuss new features. Either through direct code contributions or investigation and testing, I have contributed to dozens of new features and bug fixes in Omeka S, Pressbooks, Scalar, Open Journal System, Open Monograph Press and Matomo. Colleagues at the University of Kansas working on a project called the Black Book Interactive Project asked me to help design a digital publishing solution for an NEH grant proposal and asked me to write the proposal's Data Management Plan. The grant was successful, and I was given a sub-award from the grant to supervise the digital publishing component's implementation.

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

Throughout my tenure I have deepened and expanded my professional expertise through campus sponsored information sharing events, like Caffeine Break and IT Pro Forum; by attending conferences; through informal collaborations; and through self-guided study. When IOPN needed to match more than 100 years' worth of records of Illinois Natural History Survey (INHS) publications from two different accounts, I used skills I learned through coursework and self-guided study to create a fuzzy matching pipeline to reconcile two sets of records so that IDEALS entries could reliably point to the digitized version of the INHS catalog published with IOPN. My success in this process was recognized by [unit head] when [they] asked me to help evaluate potential natural language processing and machine learning techniques for a name authority system for IDEALS. When I began working at the library, much of the digital publishing infrastructure needed to be updated and the existing architecture was blocking that work from happening without unacceptable downtime. While addressing these issues, I reduced maintenance overhead by consolidating our technology stack to use only a single variety of database management system, and I improved reliability and reduced downtime by separating production and sandbox database servers. The database consolidation involved intense study of legacy forums and documentation, which gave me a deeper understanding of the underlying DBMS architecture and helps me diagnose and debug database issues. And when I was asked to finish a long-awaited migration from OJS 2.x to OJS 3.x for the Undergraduate Research Journals' OJS application, that background knowledge was instrumental when I needed to migrate the application's data and debug legacy data artifacts. The Data Management Plan (DMP) that I wrote for the Black Book Interactive Project is another good example of the breadth of my professional knowledge because the DMP requires good understanding of all stages of the data lifecycle and the technical standards used to describe them. When reviewing the DMP, [colleague] noted, "This is hard and an unusual DMP that we've reviewed. [Candidate], you did a great job on it, despite how difficult it is." After I noticed that authors and editors at SourceLab, a class and publishing interest in the History Department, were having issues managing the footnotes in their Scalar publications, I began working on a software solution to address the issue. A SourceLab board member told me that the footnotes feature that I added to Scalar has been an immense help, improving usability while dramatically reducing errors and production overhead. The tool is now under review for inclusion in the core Scalar software.

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

I exert influence by managing complex projects that have an impact throughout my unit, the library, and the broader community. When I began developing a multi-tenancy admin solution for IOPN's Omeka S instance, called Teams, I leveraged my experience in the Omeka forums to uncover community needs that could fit under the umbrella of the Teams software development project. Through outreach and engagement with Omeka S users at other institutions on the forum, I was able to successfully scope additional use cases into my development plan so that the module would suit our needs in IOPN and also serve the broader community. One such community user,

who used the module to develop a web service for the Craft Council of British Columbia, wrote to me in an email, “I really can’t imagine the project working without Teams and your constant maintenance of the module. Thank you for your help,” and credited my work at the UIUC Library in the “Project Credits” section of their site: [link]. Users at other institutions have now contributed to the module through GitHub, and it continues to gain users. I also helped the [colleague] develop and launch a unified Digital Exhibits platform, which replaced a previous strategy that had resulted in siloed and bespoke digital exhibit projects that were difficult to track and maintain. As part of this project, I advocated for the development of a custom theme that could be used across the library and would address feedback we were getting from early adopters of the service. I supervised the development of the library theme, called KSharp, with RBML [graduate student]. I oversaw the scoping, coding, and documentation of the theme, which helped facilitate the unified digital exhibits experience that [colleague] had planned. KSharp has been widely adopted to build dozens of digital exhibits across the library. Beyond its impact in the library, I see this as an important project because it helped fill [graduate student]’s need for a professional development opportunity in software programming for library clients, which I was in a unique position to accommodate. Now, [graduate student] continues to enrich our professional community through his new job as a programmer at [academic library]. My leadership and expertise have also been recognized by other colleagues in the library, the campus community, and beyond through speaking invitations, invitations to help with library-wide efforts, and through supervisory projects. I have I have been invited to share my expertise in Git at knowledge sharing events in the library (Mind Meld) and at the campus level (Caffeine Break). I have helped lead Brown Bag training sessions to acquaint the library community with Omeka S and the custom theme. And I have been invited to give lectures on web technology to an international group of scholars who are learning about digital scholarship as part of a fellowship program and the University of Kansas.