

APPENDIX D

[Example of Committee Recommendation if decision is to promote candidate. The “Committee Recommendation” and “Committee Statement” sections provide a general template that will need to be adjusted with specific language and evidence based on the candidate’s file]

FORMAT FOR LETTER OF RECOMMENDATION

DATE:

TO: (Name) President (Name) President
(Name) Provost (Name) Provost
(Name) Law Library Director **OR** (Name) Dean of the Lemieux Library
(Name) Law School Dean

FROM: Committee for Librarian Evaluation and Promotion

RE: (Name) Candidate

Committee Recommendation:

The CLEP committee **[unanimously recommends/recommends]** **[Name]** for promotion from the rank of **[Rank]** to **[Rank]**

Committee Statement:

[Name] filed a timely notice of request for promotion and submitted a portfolio for evaluation to the Committee according to the guidelines enumerated in the *Timeline for Librarian Evaluation and Promotion*. After due consideration, the Committee makes the following findings with respect to the application for promotion.

[Provide list of Standards of Promotion for the rank followed by 2-4 paragraphs which explains criteria and evidence from file used by CLEP to arrive at the recommendation.]

- 1) The Candidate meets the degree and the time in rank requirements designated in section 11.4.3 of the *Faculty Handbook*.
- 2) Demonstrates a high degree of professional competence that results in an outstanding achievement of job responsibilities.

- 3) Satisfies the requirements for scholarly activity and professional development directly related to current responsibilities; and
- 4) Makes a significant contribution to library, the University and library profession through commitment to service.

In considering the candidates application, the Committee for Librarian Evaluation and Promotion applied the three criteria enumerated in the *Standards for Promotion in Librarian Rank*, namely, professional responsibilities; scholarly activity and professional development; and service to the department, the University or the community. Committee members carefully weighed the applicant’s statement of qualification and self-assessments against the confidential, solicited and unsolicited statements made by **[peers, faculty, staff, administration, etc.,]**. In examining these documents, the Committee found.... **[provide a few examples of evidence from file that apply to various factors in the criteria.]**

Having more than satisfied the criteria for excellence in job effectiveness, demonstrable professional growth and outstanding service to their department and the University, the Committee for Librarian Evaluation and Promotion **[unanimously recommends/recommends] [Name]** for promotion to the rank of **[Rank]**.

Committee for Librarian Evaluation and Promotion (Date of term)

_____	_____
(Name, Chair)	(Date)
_____	_____
(Name, Member)	(Date)
_____	_____
(Name, Member)	(Date)
_____	_____
(Name, Member)	(Date)
_____	_____
(Name, Member)	(Date)

[Example of Committee Recommendation if decision is to NOT promote candidate. The “Committee Recommendation” and “Committee Statement” sections provide a general template that will need to be adjusted with specific language and evidence based on the candidate’s file.]

FORMAT FOR LETTER OF RECOMMENDATION

DATE:

TO: (Name) Law Library Director **OR** (Name) Dean of the Lemieux Library

FROM: Committee for Librarian Evaluation and Promotion

RE: (Name) Candidate

Committee Recommendation:

The CLEP committee **[unanimously recommends/recommends]** not to approve **[Name]** promotion from the rank of **[Rank]** to **[Rank]**

Committee Statement:

[Name] filed a timely notice of request for promotion and submitted a portfolio for evaluation to the Committee according to the guidelines enumerated in the *Timeline for Librarian Evaluation and Promotion*. All documents were reviewed in alignment with qualifications and criteria set forth in the Faculty Handbook [Library Section 11.4.3] and applied the three criteria enumerated in the *Standards for Promotion in Librarian Rank*, namely, professional responsibilities; scholarly activity and professional development; and service to the department, the University or the community. Committee members carefully weighed the applicant’s statement of qualification and self-assessments against the confidential, solicited and unsolicited statements made by **[peers, faculty, staff, administration, etc.]**. In examining these documents, the Committee found the following file deficiencies and lack of evidence to support this promotion:

[List and provide detailed information and reasoning on how the candidates file does not demonstrate required activities outlined in the criteria for promotion, including specific file deficiencies (i.e., missing or out of date documents, etc.); insufficient evidence provided; lack of support in letters, etc.]

Therefore, due to [incomplete documentation within the required documents and because of the deficiency in submitted evidence to support promotion, the

CLEP Committee members cannot recommend [Name] for promotion to [Rank] at this time.

Committee for Librarian Evaluation and Promotion (Date of term)

(Name, Chair)

(Date)

(Name, Member)

(Date)

(Name, Member)

(Date)

(Name, Member)

(Date)

(Name, Member)

(Date)