

Approved by CAP September, 2001

Letter to Reference for Promotion to Assistant Librarian

Dear [name of reference]:

I am writing in my capacity as chair of our Committee on Appointments and Promotions to seek your assistance in evaluating the professional contributions of [name of candidate for promotion], who is seeking promotion to the rank of Assistant Librarian. [name of candidate for promotion] has been a member of the Library faculty since [year of hire] and has held the rank of Staff Librarian for [xx years]. The four criteria of professional service, scholarship, growth in the profession, and University and community service form the basis for promotion evaluations in the University Libraries. For promotion to Assistant Librarian, the faculty member must demonstrate significant achievement in professional service and potential in some other criterion.

It would be helpful to the Committee if your letter included a description of your professional and/or working relationship with [name of candidate for promotion] and addressed [his/her] contributions to the profession as demonstrated by achievements in any of the relevant criteria listed above. **Professional service** has the primary job assignment as its foundation. All other elements of direct and indirect service activity within the Libraries including special assignments and committee work are considered part of professional service. **Scholarship** is an important element in academic librarianship and members of the Library faculty are expected to demonstrate a thorough understanding of and an appreciation for scholarship. This involvement in research may be reflected in formal publication, papers presented at professional or scholarly meetings, various types of formal teaching or specialized products of Library activity. **Growth in the profession** may be evidenced by various professional activities, including membership in professional and appropriate scholarly organizations, committee appointments and election to office in those organizations, and attendance at and active participation in programs and meetings. **University and community service** is primarily concerned with those areas of professional and faculty life which fall outside of the Libraries but are pursuant to the principles and values of the University. University-wide committee work is appropriate to this criterion. While participation is important, evidence of a willingness to serve the University and community must also be given due consideration.

Letters of reference are ordinarily held in the strictest confidence, but at Notre Dame the *Library Faculty Manual* states that the letters will be placed in each candidate's promotion dossier. Your letter will be available to the candidate. However, beyond that individual, your letter will be available only to those persons in the University Libraries who are charged with making recommendations in this case, except in the unlikely event that litigation requires its disclosure. Receipt of your letter in this office on or before [date] would be appreciated. Please address the letters to me, younger.1@nd.edu, 221 Hesburgh Library. If you have questions on email, fax or timeframe, you may contact Melodie Eiteljorge, Senior Administrative Assistant, at eiteljorge.1@nd.edu.

Jennifer A. Younger
Edward H. Arnold Director of Libraries
221 Hesburgh Library
University Libraries of Notre Dame
Notre Dame, IN 46556-5629