Guidelines and Procedures for Promotions to Librarian, Librarian with Continuing Appointment, and Senior Librarian

Dean of the Faculty & Promotions, Continuing Appointment, and Review Committee (PCARC)
PCARC Guidelines

- **Mandate:** PCARC reviews the promotion cases of individual librarians and advises the University Librarian on the disposition of each case.

- **Membership:** Five professional librarians with continuing appointment elected by their peers.

- **Eligibility to participate in PCARC deliberations:**
  - Members are excused from the deliberations when there is a direct reporting relationship with the candidate or some other conflict of interest.
  - Membership in the same department as the candidate is not considered a conflict of interest.

- **Confidentiality:**
  - All committee proceedings are kept highly confidential.
  - Individual cases are not discussed with anyone outside PCARC.
Guidelines for Submissions to PCARC

- Procedures and Scheduling
- Supervisor’s and AUL’s Reports
- Referees
- Department Correspondence
- Publications
- Curriculum vitae
- Personal Statement
The *Rules and Procedures of the Professional Librarian Staff* contain definite deadlines that should be followed in all cases of promotion and continuing appointment.

**Step 1:** Promotion and/or continuing appointment is discussed by the supervisor(s) and the department head (AUL) in the fall semester with the aim of compiling a complete dossier for the candidate by the beginning of December.
Procedures and Scheduling, continued:

**Step 2:** Complete dossier, including the candidate’s cv, position description, and supporting documentation are presented to the department head (AUL) by the supervisor.

**Examples of supporting documentation:**
- Supervisor’s report
- Letters of reference
- Examples of service to the University
- Descriptions of professional development activities
- Descriptions of service activities related to the library profession
Step 3: Completed dossiers are submitted by the appropriate AULs to the Office of the University Librarian by December 1.

Step 4: Human Resources Manager prepares an appointment form (RTL 2) to include in each dossier and sends the forms to the Office of the University Librarian, where salary information is added.

Step 5: Office of University Librarian delivers dossiers to the Office of the Dean of the Faculty (9 Nassau Hall). DOF reviews dossiers for completeness and compliance with established procedures.

Step 6: DOF solicits external referee letters in cases of promotion to the rank of Senior Librarian.
Procedures and Scheduling, continued

Step 7: PCARC meets to discuss promotion and/or continuing appointment cases in February or March.

Step 8: PCARC makes recommendations to the University Librarian.

Step 9: University Librarian reviews PCARC’s recommendations and makes her recommendations to the Dean of the Faculty.

Step 10: Dean of the Faculty approves or disapproves University Librarian’s recommendations.
The supervisor submits a report evaluating the candidate’s work and qualifications for promotion.

The report should include some discussion of the candidate’s field broadly defined and the candidate’s contributions to the field and to their department. If quantitative information is provided in the report, the supervisor should explain its significance.

A summary of the candidate’s performance evaluations over the most recent five years (if at Princeton) should be included in all cases.

In the case of appointment to Senior Librarian, the appointment should reflect a significant expansion of responsibilities, professional activities & contribution to the Library.
The AUL with oversight responsibilities for the candidate’s department should confirm in writing that s/he has reviewed the candidate’s dossier as well as the supervisor’s report for thoroughness and accuracy. If the AUL has anything to add to the dossier, positive or negative, it may be included here.
Referees: For Promotion to Senior Librarian

Two sets of referee letters are required

- INTERNAL REFEREES
  2 to 4 referees

- EXTERNAL REFEREES
  12 referees
**Referees:** For Promotion to Senior Librarian

**INTERNAL REFEEES**

The first set of letters is sent by the supervisor to solicit confidential evaluations from 2 to 4 internal referees (selected by the supervisor) who are familiar with the candidate’s work.

**Referee list should include:**

- Princeton faculty (required if candidate’s job involves faculty contact)
- Colleagues from the Library
**Referees:** For Promotion to Senior Librarian

**EXTERNAL REFEREES**

The second set of letters is sent by the Dean of the Faculty to 12 external referees.

- Six referees should be suggested by the candidate
- Six referees should be suggested by the supervisor.

The supervisor submits the referee list to the DOF. The complete list should be prepared without review by the candidate.
Referees: For Promotion to Senior Librarian

COMPOSITION OF EXTERNAL REFEREE LIST

The list of referees should be a balanced one of professionals who span the relevant specializations as well as the broader discipline and can provide a full range of educated opinions and information on the candidate.

Referees should be well established in their field, but do not have to be personally known by the candidate.
Referees: For Promotion to Senior Librarian

INFORMATION ABOUT EXTERNAL REFEREES

The complete list of external referees should include:

1. Indication of each referee’s standing in the field, including title or rank.
2. Standing of each referee’s respective library/institution.
3. Extent of each referee’s knowledge of and association with the candidate.
4. Each referee’s areas of particular expertise.
Referees: For Promotion to Senior Librarian

CONTACT WITH EXTERNAL REFEREES

Under no circumstances should a candidate contact his or her referees or provide them with publications or documentation.
Referees: For Continuing Appointment

Six referee letters are required

- Three referees should be selected by the candidate.
- Three referees should be selected by the supervisor.
- The supervisor’s complete list should be prepared without review by the candidate.
Referees: For Continuing Appointment

COMPOSITION OF REFEREE LIST

- Princeton faculty must be included if the candidate’s job involves faculty contact as an essential function.

- Colleagues from the Library may be solicited.

- External referees, such as colleagues from other institutions who have involvement with the candidate in professional associations, projects and committees, may be solicited.
Referees: For Continuing Appointment

SELECTION OF REFEREES

- Should be familiar with the candidate.
- Able to speak to the candidate’s service contributions to the University and the profession.
- Able to speak to the candidate’s capacity for sustained professional growth.
Referees: For Continuing Appointment

INFORMATION ABOUT REFEREES

The complete list of referees should include:

1. Indication of each referee’s standing in the field, including their rank or title.
2. Standing of each referee’s respective library/institution (if outside Princeton).
3. Extent of each referee’s knowledge of and association with the candidate.
4. Each referee’s areas of particular expertise.
CONTACT WITH REFEREES

Under no circumstances should a candidate contact his or her referees or provide them with publications or documentation.
Referees: For Promotion to Librarian

Three referee letters are required

- Two referees should be selected by the candidate.
- One referee should be selected by the supervisor.
- The supervisor’s complete list should be prepared without review by the candidate.
Referees: For Promotion to Librarian

COMPOSITION OF REFEREE LIST

- Princeton faculty must be included if the candidate’s job involves faculty contact as an essential function.

- Colleagues from the Library may be solicited.

- External referees, such as colleagues from other institutions who have involvement with the candidate in professional associations, projects and committees, may be solicited.
Referees: For Promotion to Librarian

SELECTION OF REFEREES

- Should be familiar with the candidate.
- Able to speak to the candidate’s service contributions to the University and the profession.
- Able to speak to the candidate’s capacity for sustained professional growth.
Referees: For Promotion to Librarian

INFORMATION ABOUT REFEREES

The complete list of referees should include:

1. Indication of each referee’s standing in the field, including their rank or title.
2. Standing of each referee’s respective library/institution (if outside Princeton).
3. Extent of each referee’s knowledge of and association with the candidate.
4. Each referee’s areas of particular expertise.
Referees: For Promotion to Librarian

CONTACT WITH REFEREES

Under no circumstances should a candidate contact his or her referees or provide them with publications or documentation.
Department Correspondence

- Include in the dossier all correspondence with the candidate.
- Include in the dossier all correspondence with referees, including those referees who declined to write.
- Indicate which referees did not respond at all.
Publications

Please include hard copies, or electronic links, to all of the candidate’s relevant published works. Submissions on disc are preferred. Please include sufficient copies for each referee to receive one.

If the candidate so chooses, they may also submit unpublished materials for consideration.

The candidate is responsible for providing this material in a timely fashion to their supervisor for submission.
Curriculum Vitae

A complete and current cv and bibliography are required for each candidate for promotion and continuing appointment.

The candidate is responsible for providing these documents in a timely fashion to their supervisor for submission.
The supervisor should remind the candidate that they must submit a personal statement addressing their:

- professional activities
- contributions to the Library, University, and library profession
- scholarship/research
- future plans

Such statements are helpful to PCARC.
Feedback

- Questions?
- Clarifications?
- Suggestions?
- Concerns?