



Representing Faculty, Librarians,
Veterinarians & College Professors

Continuing Appointment and Promotion Applications

If you are planning to apply for Continuing Appointment and Promotion to Associate Librarian or for Promotion to Librarian, keep the following points in mind.

Preparation

- For promotion to Librarian, agree upon a list of six prospective external assessors with the Chair of the Continuing Appointment and Promotion (CAP) Committee and obtain their contact information. For Promotion and Continuing appointment, you may choose to get letters of reference to support your application in consultation with the chair of the CAP committee.
- Get a copy of the approved Continuing Appointment and Promotion Guidelines documents from the Library website.
- Assemble your materials for the Assessment File, such as your Curriculum Vitae; evidence of Professional Practice, Scholarship, or Service; DOE or DOE history; and any other information. You can include materials not explicitly listed in the approved Continuing Appointment and Promotion document.

Deadlines

- May 15: Deadline to apply in writing via the chair of the CAP committee, including the names of and contact information for the prospective assessors, if applicable. For consideration of promotion to Librarian, written opinions from external assessors are required. For consideration of Continuing Appointment and Promotion to Associate Librarian, letters of reference are optional.
- June 8: Deadline to submit your application materials (Assessment File) to the University Librarian.
- August 15: Deadline to submit your updated materials, if any, to the University Librarian.
- August 31: Deadline to submit your updated materials if you cannot reasonably provide them by August 15.

Assessment

Your application will be assessed based on the approved Continuing Appointment and Promotion Guidelines documents. It will be reviewed by two Committees in turn.

1. The CAP Committee, made up of four librarians holding continuing appointment.
2. The Library Continuing Appointment and Promotion (LCAP) Committee, made up of the University Librarian, who will act as chair, two librarian members with continuing appointment, and one Associate University Librarian.

The UGFA would like to remind you that the entire process for the granting of Continuing Appointment and Promotion, and the performance review of library members, is governed by the Collective Agreement.

The consideration of applications for Continuing Appointment and Promotion is essentially driven by peer review: all but one member of the two Committees is your UGFA peer, and you have a strong hand in naming the external assessors and references if chosen. We advise you to stay focused on preparing an application package that these peers and assessors will appreciate and praise.

If you have any questions or concerns, please email facassoc@uoguelph.ca.

For more information, see Article 28 (Continuing Appointment, Promotion, and Review of Librarian Members) in the [Collective Agreement](#).

Articles and Letters of Understanding in the Collective Agreement

- 28.5 - Criteria, approved Continuing Appointment and Promotion Guideline documents
- 28.12 - Letter from external Department Chair or program director
- 21.15 - Documentation templates
- 28.21 - External Assessors and References
- 28.23 - Role of the Continuing Appointment and Promotion Committee
- 28.24 - Composition Continuing Appointment and Promotion Committee
- 28.26 - Submission of materials
- 28.30 - Role of the Library Continuing Appointment and Promotion Committee
- 28.31 - Composition of the Library Continuing Appointment and Promotion Committee
- 28.44.1 - Application for the granting of Promotion to Associate Librarian or Librarian