Letters of Reference

(Candidate's View)

Candidate Name

dd Month 2024

File Preparation Committee:
Name One (Associate Archivist), chair
Name Two (Associate Librarian)
Name Three (Associate Librarian)

Contents

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Letters of reference

Some referees were drawn from inside York University and some externally. External Reviewer at Example University was the arm's length external reviewer.

List of referees (the letters are not in the same order as the names):

Name	Affiliation	Role	Section
Name	C University	Title, Department	Service
Name	E University	Title, Department	PCS
Name	Example University	Title, Department	External
Name	A University	Title, Department	PPK
Name	D University	Title, Department	All
Name	B University	Title, Department	PPK

Letter 1

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Letter 2

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Sample letters of solicitation

Included here to represent the solicitations sent to referees are letters to A (for PPK), B (Service) and Example Reviewer (the external arm's length reviewer). Also included is the brief summary the FPC sent, which quotes relevant text from, and links to, *Criteria and Procedures for Promotion and Continuing Appointments of Professional Librarians and Archivists.*

Example Letter 2

This is a solicitation letter.

Example Letter 2

This is a solicitation letter.

Example Letter 2

This is a solicitation letter.

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York University Libraries
Summary of Criteria for Advancement from
Pre-Candidacy to Candidacy

A librarian or archivist at York University Libraries normally goes through two stages of review to achieve continuing appointment (our equivalent of tenure). They begin as Assistant Librarian or Assistant Archivist in Pre-Candidacy and after two years are reviewed for advancement to Candidacy. Three years later they are reviewed for promotion to Associate with continuing appointment. ([Full documentation](#) is in *Criteria and Procedures for Promotion and Continuing Appointments of Professional Librarians and Archivists*.)

Candidates are assessed in three areas:

- Professional Performance and Knowledge
- Professional Contributions and Standing
- Service

To advance from Pre-Candidacy to Candidacy, an individual must be assessed to have at least high competence in Professional Performance and Knowledge and at least competence in the two other areas. Evidence of the levels of competence required includes, but is not limited to, the following characteristics of performance:

a. Demonstrated fulfillment of assigned responsibilities and duties;
b. Indications of increasing ability to act independently and creatively;
c. Demonstrated capacity to work flexibly and effectively with colleagues to meet evolving needs and responsibilities of the organization, at both a unit/department level and system-wide;
d. Demonstrated capacity to work harmoniously with colleagues and Library users and promise of leadership in fostering effective interpersonal relationships both within the Libraries and within the community of users;
e. Demonstrated interest in and capacity for improving the overall effectiveness of a unit's operations;
f. Demonstrated long-range planning ability and capacity to identify problems, assess alternative solutions and consequences of recommendations;
g. Evidence of increasing competence in a subject and "functional" area;
h. Understanding of Library policies and ability to interpret those policies when required;
i. Effective participation in Library task forces, committees, etc.; effective representation of Library interests and problems to non-Library groups, committees or University officials;
j. Membership and active participation in a professional or subject-related association;
k. Promise of growth in expertise and knowledge pertinent to the position;
l. Evidence of an identified research area and work towards building a scholarly profile through publications or presentations, or clear identification of work-in-progress.