TEMPLATE FOR LETTER TO A POTENTIAL REFEREE

TO INQUIRE WHETHER HE/SHE IS WILLING TO UNDERTAKE THE TASK

**(MAY BE SENT BY EMAIL)**

Dear \_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_ is under review this year for [renewal / a continuing appointment / promotion to the rank of \_\_\_\_\_\_\_\_ ] at Queen’s University. External evaluations of a candidate's work are considered to be particularly important, and I am writing to ask whether you would be willing to provide such an assessment.

 If you are willing to assist us in this way, I will send you the candidate’s current curriculum vitae, summary of professional practice, and copies of the candidate’s significant scholarly works or examples of creative work (selected by the candidate).

 As we are working within timelines provided by the Collective Agreement, we would need to receive your assessment by **[date]**.  ***{September 15 or 30 are suggested, depending on when the request is mailed out.}***

 Thank you very much for considering this request. I look forward to your response at your earliest convenience.

 Yours sincerely,

 University Librarian/University Archivist

**TEMPLATE FOR LETTER TO OFFICIAL REFEREES**

# CONCERNING RENEWAL/CONTINUING APPOINTMENT/PROMOTION OF LIBRARIANS AND ARCHIVISTS

Dear ...

 \_\_\_\_\_\_\_\_\_\_\_\_\_ is under review this year for renewal/continuing appointment/promotion to the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at Queen’s University. External evaluations of a candidate's work form an important component of this review, and I thank you for agreeing to provide such an assessment.

The candidate’s current curriculum vitae, a teaching dossier (if provided by the candidate), and copies of the candidate’s significant scholarly works or examples of creative work (selected by the candidate) are available on a secure online storage space, which can be accessed using the following link: \_\_\_\_\_\_\_\_\_. Note that you will be prompted to sign-in using your email address and password (non-Microsoft users may be prompted to enter a verification code; ensure you check your spam folder). You may request copies of any additional pieces of work that are listed in the curriculum vitae if you feel you need these materials to make an informed evaluation.

[Choose the appropriate option from the following...]

**For Renewal/Promotion:**

The criteria for renewal and promotion are different. I draw your attention to Articles 31.5.1 and 31.5.7 (*Renewal, Continuing Appointment and Promotion for Librarian and Archivist Members*) of the Collective Agreement between Queen's University and the Queen's University Faculty Association (also available through the web link):

*Renewal for Continuing-track librarians/archivists shall be granted when there is clear evidence of a commitment to academic excellence, some demonstrated professional growth, and the prospect (based on the record of accomplishments to date) of future development, as reflected in the following:*

*(a) A record as a good librarian/archivist, who has demonstrated the ability to assume assigned responsibilities; and*

*(b) Some evidence of high quality academic and/or professional development which is normally, but not necessarily, demonstrated by presentation or publication in a suitable professional, academic or artistic forum.*

*Subject to Article 31.5.5, the normal expectations for Promotion to the following librarian/archivist ranks are as follows:*

*(a)* ***General Librarian/General Archivist:*** *The Member will have a Master of Library Science, Master of Archival Studies or the equivalent and show both potential for successful performance and promise for future professional and academic activity. This is the rank at which a professional career normally begins.*

*(b)* ***Assistant Librarian/Assistant Archivist:*** *The Member has demonstrated a continuing record of successful performance as a General Librarian/General Archivist and the ability to assume assigned responsibilities and has some evidence of high quality academic and/or professional development.*

*(c)* ***Associate Librarian/Associate Archivist****: The Member has demonstrated successful performance of assigned duties, and demonstrated abilities to handle increased responsibilities. Evaluation of the Member’s performance shall also include consideration of service to the University and professional or scholarly development.*

*(d)* ***Librarian/Archivist:*** *The Member must show a continuing record of professional accomplishment and a demonstrated ability to handle increased responsibility. The Member must demonstrate scholarly and/or professional development and significant achievement in the field of service or specialization.*

 We will be grateful if you will review this material and give us an informed evaluation of the candidate's qualifications for renewal and for promotion.

**For Continuing Appointment/Promotion:**

The criteria for a continuing appointment and for promotion are different. I draw your attention to Articles 31.5.3 and 31.5.7 (*Renewal, Continuing Appointment and Promotion for Librarian and Archivist Members*) of the Collective Agreement between Queen's University and the Queen's University Faculty Association, also available by the web link:

*Continuing appointment as defined in Article 25.1.5.3 shall be granted when there is clear evidence of demonstrated professional growth and the promise of future development as reflected in the following:*

*(a) A record as a good librarian/archivist who has demonstrated the ability to assume responsibility and to perform assigned duties successfully;*

*(b) Evidence of high quality academic and/or professional development which is normally but not necessarily demonstrated by presentation or publication in a suitable professional, academic or artistic forum; and*

*(c) A record of professional, university or community service which has contributed to the Library/Archives, University or broader academic community.*

*Subject to Article 31.5.5, the normal expectations for Promotion to the following librarian/archivist ranks are as follows:*

*(a)* ***General Librarian/General Archivist:*** *The Member will have a Master of Library Science, Master of Archival Studies or the equivalent and show both potential for successful performance and promise for future professional and academic activity. This is the rank at which a professional career normally begins.*

*(b)* ***Assistant Librarian/Assistant Archivist:*** *The Member has demonstrated a continuing record of successful performance as a General Librarian/General Archivist and the ability to assume assigned responsibilities and has some evidence of high quality academic and/or professional development.*

*(c)* ***Associate Librarian/Associate Archivist****: The Member has demonstrated successful performance of assigned duties, and demonstrated abilities to handle increased responsibilities. Evaluation of the Member’s performance shall also include consideration of service to the University and professional or scholarly development.*

*(d)* ***Librarian/Archivist:*** *The Member must show a continuing record of professional accomplishment and a demonstrated ability to handle increased responsibility. The Member must demonstrate scholarly and/or professional development and significant achievement in the field of service or specialization.*

 We will be grateful if you will review this material and give us an informed evaluation of the candidate's qualifications for a continuing appointment and for promotion.

**For Renewal Only**

The criteria for renewal are listed in Article 31.5.1 (*Renewal, Continuing Appointment and Promotion for Librarian and Archivist Members*) of the Collective Agreement between Queen's University and the Queen's University Faculty Association, also available by the web link:

*Renewal for Continuing-track librarians/archivists shall be granted when there is clear evidence of a commitment to academic excellence, some demonstrated professional growth, and the prospect (based on the record of accomplishments to date) of future development, as reflected in the following:*

*(a) A record as a good librarian/archivist, who has demonstrated the ability to assume assigned responsibilities; and*

*(b) Some evidence of high quality academic and/or professional development which is normally, but not necessarily, demonstrated by presentation or publication in a suitable professional, academic or artistic forum.*

We will be grateful if you will review this material and give us an informed evaluation of the candidate's qualifications for renewal.

**For Continuing Appointment Only**

The candidate is required to demonstrate worthiness for a continuing appointment, and high standards of achievement are expected. I draw your attention to the criteria defined in Article 31.5.3 (*Renewal, Continuing Appointment and Promotion for Librarian and Archivist Members*) of the Collective Agreement between Queen's University and the Queen's University Faculty Association, also available by the web link:

*Continuing appointment as defined in Article 25.1.5.3 shall be granted when there is clear evidence of demonstrated professional growth and the promise of future development as reflected in the following:*

*(a) A record as a good librarian/archivist who has demonstrated the ability to assume responsibility and to perform assigned duties successfully;*

*(b) Evidence of high quality academic and/or professional development which is normally but not necessarily demonstrated by presentation or publication in a suitable professional, academic or artistic forum; and*

*(c) A record of professional, university or community service which has contributed to the Library/Archives, University or broader academic community.*

 We will be grateful if you will review this material and give us an informed evaluation of the candidate's qualifications for a continuing appointment.

**For Promotion**

The candidate must demonstrate worthiness for promotion, and high standards of achievement are expected. I draw your attention to Article 31.5.7 (*Renewal, Continuing Appointment and Promotion for Librarian and Archivist Members*) of the Collective Agreement between Queen's University and the Queen's University Faculty Association, also available by the web link:

*Subject to Article 31.5.5, the normal expectations for Promotion to the following librarian/archivist ranks are as follows:*

*(a)* ***General Librarian/General Archivist:*** *The Member will have a Master of Library Science, Master of Archival Studies or the equivalent and show both potential for successful performance and promise for future professional and academic activity. This is the rank at which a professional career normally begins.*

*(b)* ***Assistant Librarian/Assistant Archivist:*** *The Member has demonstrated a continuing record of successful performance as a General Librarian/General Archivist and the ability to assume assigned responsibilities and has some evidence of high quality academic and/or professional development.*

*(c)* ***Associate Librarian/Associate Archivist****: The Member has demonstrated successful performance of assigned duties, and demonstrated abilities to handle increased responsibilities. Evaluation of the Member’s performance shall also include consideration of service to the University and professional or scholarly development.*

*(d)* ***Librarian/Archivist:*** *The Member must show a continuing record of professional accomplishment and a demonstrated ability to handle increased responsibility. The Member must demonstrate scholarly and/or professional development and significant achievement in the field of service or specialization.*

 We will be grateful if you will review this material and provide us with an informed evaluation of the candidate's qualifications for promotion.

 Under the terms of the Collective Agreement, the candidate may see all the material in her/his file. If you wish your identity as a referee to remain confidential, you may so request and the report or assessment shall be masked by deleting the letterhead and signature block to maintain anonymity.

 As we are working within timelines provided by the Collective Agreement, it will be most helpful to receive your assessment by **[date]**.  ***{September 15 or 30 are suggested, depending on when the request is mailed out.}*** Please note that your letter must be submitted directly to the Unit Head’s office staff at: **[include contact information].** Should you be unable to meet this deadline, or if you are unable to provide an assessment, I would appreciate hearing from you at your earliest convenience by phone or email.

 Thank you for your assistance in this review.

 Yours sincerely,

 University Librarian/University Archivist

Encl.

**TEMPLATE LETTER TO COLLEAGUES REGARDING PERSONNEL DECISIONS ON LIBRARIANS/ARCHIVISTS**

Dear Colleagues,

Article 31.9 of the Collective Agreement between the Queen’s University Faculty Association (QUFA) and Queen’s University provides for the submission of written and signed opinions by “Colleagues” as part of the process of renewal, continuing appointment and promotion (“RCAP”) decisions. “Colleagues” includes current Members within the Library and Archives, but does not include members of the RCAP Committee, the University Librarian, Associate University Librarian/University Archivist. The respective criteria are defined in Articles 31.5.1, 31.5.3 and 31.5.7 of the Collective Agreement.

 \_\_\_\_\_\_\_\_\_\_\_(s) is/are currently being reviewed for renewal; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(s) for continuing appointment; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(s) for renewal and promotion to the rank of ….; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(s) for continuing appointment and promotion to the rank of ….; and \_\_\_\_\_\_\_\_\_\_\_\_\_(s) for promotion to the rank of ….. ***[insert names and delete categories as appropriate]***. The application files are available on a secure online storage space, which can be accessed using the following link: \_\_\_\_\_\_\_\_\_**[provide link for colleagues to access encrypted version of the documents].** Note that you will be prompted to sign-in using your email address and password**.**

 After reviewing the file submitted by the candidate, should you wish to provide an informed opinion of an applicant’s performance, demonstrated abilities and service to the Library/Archives, the University or broader community, your written and signed letter should be submitted to me, as Chair of the **[Library/Archives]** Renewal, Tenure and Promotion Committee, no later than **[date]**.***{September 30 is suggested.}***

**Please submit a separate response for each candidate.**

 Under the terms of the Collective Agreement, the candidate will have access to your submission in its entirety.

 Yours sincerely,

 Chair,

 Renewal, Tenure and Promotion Committee