

**Procedure for Promotion
Librarian I to Librarian II/Archivist I to Archivist II**

Promotion procedures for Librarian I to Librarian II and Archivist I to Archivist II shall be managed internally within the colleges and departments and will not be submitted through the Campus NTT promotion process.

Specified criteria for promotion and description of the process used for promotion in rank of Librarian I/II and Archivist I/II should be spelled out by the school, college or academic unit and approved by the provost in advance. The development of specific criteria and guidelines used to determine standards of excellence for promotion purposes should be the responsibility of the department/unit, subject to approval by a dean or director and the provost. Evaluation areas should be consistent with the established academic standards for each discipline.

When promotion is approved, the college/department will process the title change with HR using the following:

For Title Change Only

- PeopleSoft PAF Code: PRO/CRP
- Attach Approval Letter from Chair and/or Dean

For Title Change and Pay Increase

- PeopleSoft PAF Code: PRO/CRP
- Attach Approval Letter from Chair and/or Dean
- Attach Approved JFI (signed by Provost)