**Merit Cover Letter Guidance**

Merit cover letters (2 pages maximum) should serve as a roadmap for the Annual Report and highlight things for the merit committee to focus on. This is only for those applying for merit. Basic outlines will include:

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TO: Merit Committee, Academic Assembly of Librarians, Temple University

FROM:

DATE:

SUBJECT: Cover Letter for Merit

Dear Committee:

The following statement describes my effective job performance, significant professional growth, and exceptional service to Temple University Libraries during the period between July 1, 20XX and June 30, 20XX. Please refer to my Annual Report for the following highlights:

**Job Performance and Effectiveness**

ABC (page number(s)). XYZ (page number(s)).

**Professional Growth and Activities**

ABC (page number(s)). XYZ (page number(s)).

**Library and University Service**

ABC (page number(s)). XYZ (page number(s)).

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**Annual Report for Consideration for Merit Application Guidance**

As stated in the contract, merit awards shall be given principally for exceptional performance of the librarian’s duties and responsibilities including consideration of the following criteria **within the outline of the Annual Report if they are applying for merit**:

* outstanding effectiveness of performance as a librarian
* significant continuing professional growth as demonstrated by scholarly activities such as continuing education, participation in professional activities, contributions to the profession, and publication of reports, articles or other works pertinent to university libraries and librarianship
* effectiveness of service to the library and/or Temple

**Effectiveness of Job Performance**

Outstanding performance as it relates to the Librarian’s position description. Overall professional performance must be of high quality and quantity. The candidate should demonstrate successful application to library work/librarianship of any or all of the following skills **within the “Job Performance and Effectiveness” section of the annual report**:

* organization of work
* planning
* decision-making
* judgment
* adaptability
* supervisory ability (where applicable)
* written and oral communication

**Continuing Professional Growth**

Including any or all of the following **within the “Professional Growth and Activities” section of the Annual Report**:

* publications: including book reviews, reviews of the literature, articles in library or subject journals, bibliographies, and monographs, but not written materials for “in-house” distribution such as instructions for using specific areas or materials, guides for student or faculty assistance in using the library, and “guides to the literature” which are meant for distribution to library patrons. These materials are considered as part of job performance.
* continuing education, including workshops or course completion. The candidate must prove the activity’s relevance to his/her professional position and/or academic librarianship.
* substantive participation in state, regional, and/or national professional associations and organizations
* public presentations, lectures and teaching assignments by the candidate, including presentations to professional groups, participation in panel discussions, and teaching a subject-oriented course. Teaching a section of the library instruction course and lectures on specific library functions or collections are considered as part of job performance
* learning best practice in areas relevant to Temple’s libraries through attendance at professional or scholarly meetings, visits to other libraries, or through other means and sharing the results with colleagues to improve service and process at Temple and to inform best practice at Temple.

**Effectiveness of Service**

Contribution of librarians to the betterment of the Library/University through non-assigned work within the system, schools or the University, including any or all of the following **within the “Library and University Service” section of the Annual Report**:

* unique or valuable contributions to Temple University at any level and to the community service on Collective Bargaining Unit committees and elective positions and University committees. The candidate must prove that he/she has made major contributions through services to the Library or University
* service on committees of the AAL, in AAL elective positions, and on Library committees