**Merit Steps for Chair and Committee [2021 Revision]**

1. After merit awards are announced by the Provost, the outgoing Chair should consult with the Office of the Dean of Libraries regarding the deadlines in the upcoming year’s *Appendix A Librarian Merit Timeline* document.

2. Following the formation of the Merit Committee for the next year, the outgoing Chair will convene the new members to pass along relevant documentation, answer questions, and charge them with the selection of the incoming Chair.

3. Approximately 2 months before the application deadline, the outgoing Chair should email documentation & forms to the AAL list. At a minimum, they should distribute the *Policy on Librarian Merit Awards*, *Appendix A: Timeline*, *Appendix B: Merit Cover Letter and Annual Report Guidelines*, *Appendix C: Merit Supervisor Recommendation Form* and *Appendix D: Colleague Nomination Form*. Some documentation & forms will first need to have the dates revised. The AAL list email should also include an overview of the process, and a list of upcoming steps and deadlines relevant to applicants and their supervisors.

4. The incoming Chair (referred to as ‘the Chair’ from here on out) should send reminders to the AAL list as deadlines approach.

5. Applications are submitted electronically to the applicant’s online folder. These folders are created by the Dean's Office following the applicant emailing the Director for Administration their intention to apply for merit.

6. After the submission deadline, the Chair should contact the Dean's Office to inform them of any extensions or exceptions granted. Supervisors will be given access to supervisees Google Drive folders, and will have approximately one month following the applicant submission deadline to submit their recommendation forms/letters for each applicant.

7. Following the supervisor submission deadline, the Dean’s Office will share all the application folders with each Committee member to review. The Chair should schedule some time to quickly review applications, ensuring that they are complete, and that supervisor recommendations include both the cover form and the written recommendation.

8. Prior to the review of the applications, the Committee should establish a timeline for review and an understanding of merit criteria to be applied during the review. The Committee will meet as necessary to discuss their review and assign rankings to each applicant. If a committee member is applying for merit, they are to recuse themselves from the discussion pertaining to their application.

9. Writing of the Committee’s recommendation letters will be split among the members. The Chair is responsible for completing a final review of the letters to check for consistency and to ensure the accuracy of the rankings. Completed letters should be circulated to all Committee members for review prior to submission to the Dean’s Office..

10. In the AAL Confluence space’s ‘Merit Committee’ section, the Chair will back up documents used by applicants (*Appendices A-D*, *Policy on Librarian Merit Awards),* plus advisory documentation as appropriate (i.e. *Merit Steps*). They’ll also make sure these documents are in the ‘Merit Committee’ Google folder, along with other documents for Committee use (meeting notes, drafts, etc.). This should be done prior to step 11 [submission of recommendations], to ensure uninterrupted access throughout the committee transition to come. As a part of this step, materials that are not to be passed on to the next year’s committee (for example, sheets used when reviewing individual applications) should be removed from the ‘Merit Committee’ Google folder

11. The Committee's recommendations are submitted to the Dean's Office electronically by placing a PDF copy of each applicant’s recommendation within their Merit folder. A memorandum listing all applicants by rank and each individual applicant recommendation should be emailed to the Dean’s Office. As soon as possible after submission, the Chair will individually email each applicant an electronic copy of their recommendation letter. If the Chair applies for merit, another Committee member will submit their recommendation to the Dean's Office and give a copy to the Chair.

**Useful Links**

Merit Committee google drive folder:

<https://drive.google.com/drive/folders/0AJw48MfEbxyMUk9PVA>

AAL Merit Committee confluence space:

<https://tulibdev.atlassian.net/wiki/spaces/AAL/pages/878084189/Merit+Committee>

**Recommendation Letter Template** (Page limit guidance: 1-2 pages)

Note: recommendation letter structure is not set in stone, and can be customized by each year’s committee. The following template contains standardized elements included in both the 2019 and 2020 letter templates.



**MEMORANDUM**

**TO:**            Joe Lucia, Dean of University Libraries

**FROM**:             Library-Wide Salary Advisory (Merit) Committee

**DATE:** 

**SUBJECT:**Merit Recommendationfor **Candidate Name**

The [20XX] Library-Wide Salary Advisory (Merit) Committee recommends [**Candidate Name]** for a merit award in the [**Highest/Outstanding/Deserving/Not Deserving]** category for their achievements during fiscal year [20XX]/[20XX]. [Candidate name] serves as the [Job Title] in [Department Name]. [Provide a summary/introduction statement that may include highlights noted by the Committee noted]

--Body of letter: Describe the justification for rating based on the criteria in [Merit Appendix B](https://docs.google.com/document/d/1SkY10jjGhuvqh4Kw4eSifnSb3fxozVf0o-RA-gKYmVA/edit). Past practice has been to include a direct quote from the candidate’s supervisory support letter or from other support letters to reinforce the qualifications being presented. The section may include multiple paragraphs if necessary.

--Suggestion for improvements: If appropriate, provide a description of areas in which the candidate could be stronger or does not meet the merit criteria as a means for improving the candidate’s ranking for future applications.

--Conclusion: For their performance in all three areas of merit criteria, the Library-Wide Salary Advisory (Merit) Committee unanimously recommends [**Candidate Name]** in the [**highest/outstanding/deserving/not deserving]** category for the [20XX-20XX] fiscal year.

List Committee member names in alphabetical order, noting the Chair.