GUIDELINES FOR STATEMENT OF PROFESSIONAL ACHIEVEMENTS (SOPA)

I. Purpose

Each candidate as a part of her or his peer review file shall prepare the Statement of Professional Achievement (SOPA). It is the candidate’s opportunity to provide written input into the peer review process. **The candidate should clearly identify individual goals from the past review period as well as for the next review period, and assess accomplishments, achievements, and potential in relation to these goals. The goals should be tied to the candidate’s Criterion 1 contributions, and contributions made within Criteria 2, 3, and/or 4.**

The SOPA can provide a contextual statement about what the candidate has accomplished in Criterion 1. It serves to enhance the RI’s understanding of the candidate’s personal career goals and professional activities and can assist the RI in discussing potential career paths with the candidate. The SOPA provides an opportunity for librarians to identify skills they want to develop, to focus on active participation in the profession, and to continually assess development leadership skills and competencies.

The candidate's role is to communicate accomplishments and achievements as she/he sees them. The SOPA is not a self-evaluation; however, it does provide an opportunity for the candidate to explain what inspires his or her work. It is especially important that the candidate give careful consideration to activities outside the library, since the RI may not be in a position to comment on the level of activity or on the areas covered by the Data Summary (see Appendix D and Form # 4). Not all activities listed in the Data Summary need be discussed in the SOPA; however, the SOPA can explicate relevant items listed in the Data Summary as well as provide other information not contained in the Data Summary.

The SOPA is the candidate’s document. Each candidate may write about the passion or philosophy that shapes their work and contributions. **It is more important to be succinct and specific than to produce a lengthy document. However, the overall length of the SOPA should not exceed six (6) pages -- up to eight (8) pages for promotion, career status, or exceptional performance.**
II. Instructions and Form

Use 12-point font, 1½ line spacing, and standard 1-inch margins to format the SOPA. Clearly indicate and state the dates covered by the SOPA. The candidate’s name, notation that this is the SOPA, the period covered, and pagination should be placed in the footer of the document and visible on every page. A review for a merit increase should cover the period since the last review (or date of hire if first review). A review for a promotion should cover the librarian’s entire UCLA career, with emphasis on accomplishments during the last review period. Within the SOPA headings should be used to outline Goals from the current and next review periods, Criterion 1 contributions, and contributions made within Criteria 2, 3, and/or 4.

**For career status recommendations:** Submit an accumulated SOPA for your entire career as a UCLA librarian in a potential career position.

**For promotions with standard merit increase:** Submit an accumulated SOPA for your entire career as a UCLA librarian in a potential career/career position.

**For promotions with exceptional performance:** Submit an accumulated SOPA for your entire career as a UCLA librarian in a potential career/career position. In order to be considered for exceptional performance, you must show that your work exceeded expectations in the current review period.

**For standard merit increases and no action recommendations:** Submit a SOPA for the period under review.

Form # 14 – Candidate’s Statement of Professional Achievement should be used as a template.