

CHECKLIST FOR APPOINTMENTS

For the following Academic Federation series:

Assistant Librarian
Associate Librarian
Librarian

Must initiate and receive approval of Step 1 or Step 2 before assembling appointment dossier:

1. ___ If conducting a search, submit a completed Final Recruitment Report. (UCD 500, <http://www.mrak.ucdavis.edu/web-mans/apm/500.htm>). Also attach a copy of the advertisements and the approved search plan.
 2. ___ Or, if requesting a Search Waiver, submit a letter, include a biography form and publications list(s). University Librarian will add recommendation and forward to the Office of the Provost for review; the Vice Provost has approval authority.
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Submit in the order presented below, and collate each set.

- ___ Appointment Form
- ___ Letter of recommendation of University Librarian:
- ___ Review of professional activity outside the Library (professional and scholarly organizations, awards, fellowships, grants, etc.)
- ___ Extramural letters or notes from reference check calls, stamped "CONFIDENTIAL." Submit an example of the solicitation letter with list of all referees.. This list should identify those referees nominated by the candidate and those nominated by the department.(See APM 210-1-c, and UCD 220-80-c)
- ___ Biography form
- ___ Curriculum Vitae
- ___ LAUC-D recommendation

Responsibility in Assembling Dossier – If non-redelegated submit the original dossier and one copy to the Office of the Vice Provost. If redelegated, submit original dossier.