

CHECKLIST FOR MERITS AND PROMOTIONS

For the following Academic Federation series:

Assistant Librarian
Associate Librarian
Librarian

Department will provide, in the order presented below, and collate each set (original for re-delegated, or original and one copy for non-re-delegated)

- ___ Recommended Action Form. Use white form for appointments; pink form for re-delegated actions and blue form for promotions, career status, accelerations and contested actions
- ___ Signed Candidate's Certification Statement for Librarian.
- ___ Position description, with a listing of percentage effort expected for each activity
- ___ Letter of recommendation of unit head (review initiator):
 - ___ Review of professional competence and quality of service within the Library
 - ___ Review of professional activity outside the Library (professional and scholarly organizations, awards, fellowships, grants, etc.)
 - ___ University and public service (campus, University wide and service to community, state and nation)
- ___ Extramural letters, stamped "CONFIDENTIAL." Submit an example of the solicitation letter with list of all referees, including academic title and expertise of each referee. 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)
- ___ Other supporting documentation, if appropriate
- ___ OPTIONAL— Candidate's statement (1-5 pages)
- ___ Biography form and supplements covering the period of review
- ___ List of grants, awards, or projects (if appropriate)
- ___ List of publications (if appropriate)
- ___ Items published or in-press during the review period. If submitting in-press item(s), must include a letters or emails indicating that items have been accepted for publication, unless items are galley proofs. Place acceptance letters or emails behind in-press list in dossier. The term "in-press" designates works that have been accepted for publication without revisions

Dean's Office provides the following:

- ___ Dean's recommendation