DEPARTMENTAL CHECKLIST

Promotion to Librarian with Continuing Appointment

☐ RSL-2 Reappointment Form (signed and scanned as an IMAGE)

☐ Curriculum Vitae
   An advanced degree from an accredited graduate school of Library (and Information) Science is normally required for appointment to the professional library staff.

☐ Candidate’s Personal Statement

☐ Supervisor’s Report (including summary of past five annual performance evaluations)

☐ Supervisor’s Letters to Referees

☐ List of Referees (annotated list of six referees)
   Three of the referees should be suggested by the candidate and three by the supervisor. The source for the selection of each individual referee should be clearly indicated.

☐ Letters from Referees (or other correspondence from referees)

☐ Candidate’s Work (copies of all relevant papers, chapters, etc. authored by the candidate)

☐ Teaching Evaluations (including any syllabi and/or other evidence of professional activities)