DEPARTMENTAL CHECKLIST

Promotion to Librarian Without Continuing Appointment
(For new appointments to this rank, please see Department Checklist for New Professional Librarian Appointments)

☐ 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 three referees)
   Two of the referees should be suggested by the candidate and one 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)