

## Library Checklist - Promotion to Librarian with Continuing Appointment

Submit promotion cases and their corresponding materials via [Interfolio](#) - Dean of Libraries' responsibility

<input type="checkbox"/>	<b>Promotion Form</b> - Complete the form within Interfolio.
<input type="checkbox"/>	<b>Curriculum Vitae (maximum six pages)</b>
<input type="checkbox"/>	<b>Candidate's Personal Statement (maximum four pages)</b> - The statement should: <ul style="list-style-type: none"> <li>• focus on the years that the candidate has been at Princeton University Library (PUL);</li> <li>• highlight contributions in the three areas that are cited in the DoF Rules and Procedures document;</li> <li>• provide any other relevant information.</li> </ul>
<input type="checkbox"/>	<b>Candidate's work</b> - Include copies of articles, chapters, books, noteworthy conference presentations etc. which have been completed during the candidate's employment at PUL. E-links should be provided where appropriate.
<input type="checkbox"/>	<b>Other evidence of professional activities</b> (including lists and dates of presentations not included above).
<input type="checkbox"/>	<b>Supervisor's evaluation (maximum four pages)</b> - The evaluation should include a summary of the candidate's past five annual performance evaluations.
<input type="checkbox"/>	<b>List of referees (annotated list of six referees)</b> - 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.
<input type="checkbox"/>	<b>One sample of the supervisor's letter to a referee</b>
<input type="checkbox"/>	<b>Copies of letters received from referees (or other correspondence from referees)</b>