## Library Checklist - Promotion to Librarian with Continuing Appointment

Submit promotion cases and their corresponding materials via Interfolio - Dean of Libraries' responsibility

- **Promotion Form**
  - Complete the form within Interfolio.

- **Curriculum Vitae (maximum six pages)**

- **Candidate’s Personal Statement (maximum four pages)**
  - The statement should:
    - focus on the years that the candidate has been at Princeton University Library (PUL);
    - highlight contributions in the three areas that are cited in the DoF Rules and Procedures document;
    - provide any other relevant information.

- **Candidate’s work**
  - 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.

- **Other evidence of professional activities** (including lists and dates of presentations not included above).

- **Supervisor’s evaluation (maximum four pages)**
  - The evaluation should include a summary of the candidate’s past five annual performance evaluations.

- **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.

- **One sample of the supervisor’s letter to a referee**

- **Copies of letters received from referees (or other correspondence from referees)**