

Library Checklist - Promotion to Librarian without Continuing Appointment

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

<input type="checkbox"/>	Promotion Form - Complete the form within Interfolio.
<input type="checkbox"/>	Curriculum Vitae (maximum six pages)
<input type="checkbox"/>	Candidate's Personal Statement (maximum four pages) - The statement should: <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Other evidence of professional activities (including lists and dates of presentations not included above).
<input type="checkbox"/>	Supervisor's evaluation (maximum four pages) - The evaluation should include a summary of the candidate's past five annual performance evaluations.
<input type="checkbox"/>	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.
<input type="checkbox"/>	One sample of the supervisor's letter to a referee
<input type="checkbox"/>	Copies of letters received from referees (or other correspondence from referees)