

## 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)**

