

DEPARTMENTAL CHECKLIST

Promotion to the Rank of Senior Librarian

- 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 required for appointment to the professional library staff except in exceptional cases.
- Candidate's Personal Statement**
- Supervisor's Report (including summary of past 5 annual performance evaluations)**
- Supervisor's Letters to Internal Referees**
- Annotated List of Internal Referees**
- Letters from Internal Referees (2-4 letters and/or other correspondence from University faculty and Library colleagues)**
- DOF Letters to External Referees**
- Annotated List of External Referees (12 referees)**
Complete contact information must be provided, including institution, street address, e-mail address and phone/fax numbers. Six of the referees should be suggested by the candidate and six by the supervisor. The source for the selection of each individual referee should be clearly indicated.
- Letters from External Referees (up to 12 letters and/or any other correspondence)**
- 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)**

