

Library Checklist - Promotion to Senior Librarian

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) and from when they received continuing appointment; • 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"/>	Annotated list of internal referees
<input type="checkbox"/>	One sample of the supervisor's letter to a referee
<input type="checkbox"/>	Copies of letters from internal referees (two to four letters and/or other correspondence from PU faculty and PUL colleagues)



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<input type="checkbox"/>	<p>Annotated list of twelve external referees - DoF will contact the referees</p> <ul style="list-style-type: none">- Complete contact information must be provided, including institution, street address, email address and phone number. 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.
<input type="checkbox"/>	<p>DOF Letters to External referees - DoF responsibility</p>
<input type="checkbox"/>	<p>Copies of letters or other correspondence received from referees - DoF responsibility</p>