

Librarian Promotion Checklist

The official dossier for librarians' promotions must contain:

- 1. University Information Form (provided by Office of the Provost)
- 2. Complete, current CV
- 3. Self evaluation, personal narrative (not to exceed 750 words)
- 4. Promotion Requirements for Librarians
- 5. Summary description of annual evaluations (provided by supervisor)
- 6. Recommendation of relevant library division PAC
- 7. Recommendation of relevant library division Assistant Dean
- 8. Recommendation of library-wide PAC
- 9. Recommendation of Dean of Libraries
- 10. **For promotion to Associate Librarian:** Three letters of reference are required. One letter of reference may be from the supervisor. At least one letter of reference must be external to the Libraries (i.e. may be from a non-library UNT faculty member). More than the minimum of three letters are allowed. **For promotion to full Librarian:** An additional two letters of reference which are external to the university. A *total* of five letters of reference are therefore required, one of which may be from the supervisor. More than the minimum of five letters are allowed.
- 11. External Reviewer information form¹

¹ The VPAA form (VPAA-172b) on which reviewers' qualifications are summarized and on which connections to the candidate are disclosed.