

## Dossier Contents and Responsibilities

- A. Items to be supplied by candidates applying for promotional/permanent status review are listed. Applicants should make every effort to limit the material they submit to a single 2” binder.

### 1. Curriculum Vitae

Vitae should be signed and dated to certify that it is accurate, current and presents a portrait of the candidate's accomplishments in as concise a manner as possible. To aid the LFPRC, it should include the following information:

- a. Personal Information. This should include name, current rank, educational background (including institutions, dates, degrees and continuing education activities).
- b. Employment history (in chronological order). Employment background information should include sufficient textual content to describe levels of professional competence.
- c. Service. For each organization or committee, include the full name of the organization/committee, the term of service, and offices held. If applicable, briefly mention contribution to significant projects.
  1. library
  2. campus
  3. professional
  4. community (mission-related)
  5. service awards and honors
- d. Research, Scholarly and Creative Activities
  1. publications (in-house articles, web pages, book reviews, handbooks, on-line tutorials, and editorships; local, state, regional, national and international book reviews, articles, chapters, editorships, and books)
  2. workshops attended, certificates earned, courses taken, degrees earned
  3. panel discussions (campus, USM, local, regional, state, national, and international)
  4. workshops/papers/presentations delivered (campus, USM, local, regional, state, national, and international)
  5. grants (partial or full responsibility, level of award , and amount of award)
  6. awards (campus, USM, local, regional, state, national, and international)

2. **Candidate's Promotion/Permanent Status Statement**

The promotion statement should describe the candidate's accomplishments during the review period\*\* in each of the three general areas described in Appendix LIB-B. Candidates are encouraged to refer to the specific criteria listed in each category. The statement should address the ways in which candidates have met the requirements for the rank being sought or the awarding of permanent status. The statement should focus on achievements if their inclusion provides a better picture of career development, accomplishments, and aspirations.

Candidate should submit copies of their promotion statements to their immediate supervisors for signature.

3. **Application forms**

Application forms for either promotion or permanent status (see Appendix LIB-E)

4. **Transcript(s)**

Original transcript(s) documenting formal continuing studies during the review period

5. **Publications**

Copies of up to 3 professionally relevant publications and title pages of others

6. **Service**

Detailed information, preferably in table form, that provides more than simple membership in committees, rather a clear picture of the time invested in and actual contribution to committee work.

7. **Other**

Candidate may submit any other materials concerning their professional capabilities/accomplishments that support the application for promotion or permanent status. These might include representative examples of scholarship/creative work, evaluations of candidates' work from users/faculty/associates, and data/analysis relating to professional activities.

B. Items to be supplied by others during the course of promotional/permanent status review:

1. **Current position description**

To be updated as necessary by supervisors and candidates and added to dossiers by the Dean of Libraries and Instructional Resources.

2. **Performance evaluations**

Copies of the six most recent annual evaluations since the last promotion, or in the case of a Librarian I, since initial appointment. The Dean of Libraries and Instructional Resources will add these evaluations to the dossiers.

3. **Letters of Reference**

Correspondence to and from any references and any letters of reference

4. **Other**

Additional information from inside and outside the library in order to complete documentation needed to make recommendations.

- (1) letter from LFPRC to candidates requesting information
- (2) candidates' responses
- (3) other documents candidates deem appropriate

5. **Recommendations and Actions**

- (1) letter conveying decision of LFPRC supplied by LFPRC Chair
- (2) decision of Dean of Libraries and Instructional Resources
- (3) decision of Provost or designee

\*\* The review period is that period of time since a candidate's last promotion, or in the case of a Librarian I, since a candidate's initial appointment. Minimum review period for promotion to librarian II is 3 years. Minimum review period for promotion to Librarian III is 6 years. Minimum review period for promotion to Librarian IV is 9 years. In all these cases, three of the required years must be at SU.