

CHECKLIST FOR MERITS AND PROMOTIONS

For the following Academic Federation series:

Librarian

Department will submit to the dean's office the information listed below through MyInfoVault (MIV):

___ Action Form

___ Letter of recommendation of unit head (review initiator), a well-documented letter containing:

- a. Review of professional competence and quality of service within the Library.
- b. Review of professional activity outside the Library (professional and scholarly organizations, awards, fellowships, grants, etc.).
- c. Evaluation of University and public service (campus, University wide and service to community, state and nation).

___ Signed Candidate's Disclosure Certificate

___ OPTIONAL – Extramural Letters. Do not need to be "arm's-length". Include the following:

- a. List of all referees, including academic/professional title and expertise of each referee. Upload into MIV as a Non-Redacted letter.
 - i. This list must identify those nominated by candidate and those nominated by department. If the same name appears on both lists, they will be included on the department list.
- b. Example of the solicitation letter. Do not include the name and address of a referee in the example. Upload into MIV as a Non-Redacted letter.
- c. Extramural letters. Both redacted and non-redacted versions should be uploaded into MIV. The following information should be marked on each of the extramural letters.
 - i. Stamp all letters "CONFIDENTIAL"
 - ii. Each letter must be identified separately by a letter or number that corresponds to the letter or number used in a. above, to ensure confidentiality of reviewers (APM 160).
 - ii. Each letter should be identified as being from either the "candidate list" or the "department list."

(See APM 210; APM 220-80-c. and UCD 220 Exhibit B for additional details.)

___ OPTIONAL – Candidate's statement (1-5 pages only)

___ OPTIONAL – Candidate's diversity statement

___ Position description, with a listing of percentage effort expected for each activity, signed by the supervisor and candidate.

___ Complete list of publications and/or creative activities, if any:

- a. Indicate those materials that have been added since last approved action, if applicable (draw a line).
 - i. Previous lines drawn should remain for future actions.
- b. Indicate with an asterisk (*) those publications included in the review period. (Note: these may appear above or below the line; e.g. delay in publication.)
- c. Indicate with a (X) the most significant publications.
- d. Indicate with a (+) major mentoring role publications.
- e. Indicate with a (@) refereed publications.
- f. In press items must have letters or emails indicating that items have been accepted for publication, unless the items are galley proofs. Attach the acceptance letters or emails to the manuscript in the supporting documents.

NOTE: The term "in press" designates works that have been accepted for publication without revision. Book contracts are not considered an "in press" item.

NOTE: If there is a link directly to the full publication (not an abstract), reprints do not need to be provided. Add the link to the article into the publication list(s) in MIV. Ensure all links are active or the dossier will be returned. If no such link can be provided, please provide a paper copy of the publication.

___ List of honors and awards, if any

___ List of grants, if any

SUPPORTING DOCUMENTATION (will be returned to department after the review and decision is finalized):

___ Items published or in press during the review period. Acceptance letters or emails should be attached to the in press manuscript. Copies of submitted manuscripts may be included at the option of the candidate.

___ Examples of materials developed for promoting programs

___ Other supporting documentation (if appropriate)

NOTE: If there are no physical supporting documents, the department should send an email to notify the dean's office that the dossier is ready for review in MIV and that there are no physical supporting documents. The same courtesy should be provided to the Senate Office and Academic Affairs when dean's offices route actions in MIV.

Dean's office will provide:

___ LAUC-D recommendation

___ University Librarian's final decision (redelegated merits or promotions) or University Librarian's recommendation letter (non-redelegated merits or promotions). If the University Librarian concurs with the department recommendation, they may opt to write a statement indicating that they have reviewed the dossier and agree with the recommendation of the department in lieu of writing a detailed letter.