Appendix E
Florida Atlantic University Libraries:
Promotion Committee’s Summary Checklist

The purpose of this checklist is to provide the Promotion Committee with a simple form to ensure that all items have been accounted for and evaluated in the candidate’s portfolio. This document is for internal use only, and will not become part of the candidate’s portfolio. Any comments on this worksheet need not have direct weight in determining recommendations for promotion, but can be used as a basis for the Promotion Committee’s recommendation for or against promotion.

Name of Candidate for Promotion ________________________________

☐ Promotion to Associate Librarian  ☐ University Librarian
☐ The candidate has the necessary degree and years of experience

Portfolio (Please refer to Section IV. FAU Libraries Promotion Documentation: Portfolio and Supplement, and the current Promotion and Tenure memorandum from the Office of the Provost)

☐ The Portfolio was presented in good condition
  o Clean
  o Organized
  o Follows required sequence

☐ Portfolio contained the Certification of Promotion and Tenure Portfolio Documentation (signed last page of Provost’s document must be included)

☐ Portfolio contained the candidate’s Status letter(s)

☐ Portfolio contained the candidate’s Up-to-Date Vita

☐ Portfolio contained the candidate’s Annual Letter of Assignments for the period under consideration for promotion

☐ Portfolio contained a section supporting the candidate’s achievements in Librarianship

☐ Portfolio contained a section supporting the candidate’s achievements in Scholarship, Research and/or Creative Endeavors

☐ Portfolio contained a section supporting the candidate’s achievements in Service

☐ Portfolio contained the candidate’s Self-Evaluation

☐ Portfolio contained all required tables

☐ Portfolio contained Letters of Recommendation from independent evaluators
  o Portfolio contained the necessary number of internal letters
  o Portfolio contained the necessary number of external letters
  o Referees were appropriately chosen and held appropriate rank
  o Letters of recommendation acknowledged candidate’s performance in a specific library field

☐ Portfolio contained library faculty Peer Reviews

☐ Portfolio contained the Report of the Department/School (the reporting of the numerical library faculty vote)

☐ Portfolio contained his/her Supervisor’s Letter of Recommendation

☐ Portfolio contained the Promotion Committee’s Letter of Recommendation

☐ Portfolio contained the Dean of University Libraries’ Letter of Recommendation
Portfolio contained the FAU Libraries’ Criteria for Promotion
Portfolio contained all annual performance evaluations for the period under
Consideration for promotion

Supplementary Portfolio (Please refer to Section IV. FAU Libraries Promotion Documentation: Portfolio and Supplement, and the current Promotion and Tenure memorandum from the Office of the Provost)

Candidate’s Supplementary Portfolio was presented in good condition:
  o Clean
  o Organized

The Supplementary Portfolio included the Promotion Application Form
The Supplementary Portfolio included additional documentation in support of promotion

University Librarian Requirements:
The candidate’s portfolio provided evidence of recognized distinction in at least one of the categories of librarianship, scholarship, or service.

Candidate’s Major Strong Points and/or Contributions:

Candidate’s Major Weak Points or Suggestions for Improvement:

Additional Comments: