

## **MSU Libraries Reappointment, Continuing Appointment, and/or Promotion Dossier Checklist**

The following checklist is to be used by the candidate and the RECAP Committee in assembling the documents used in the evaluation process. The candidate must submit any document done at MSU which is included in the curriculum vitae. The RECAP Committee may request copies of other documents listed in the curriculum vitae. The candidate is to indicate on the document the type of material it represents and which criterion it supports as listed below, e.g. "Bibliography--to support Criterion I, #5." The lists below are somewhat abridged versions of the documentation for criteria lists in Chapter 4 of the Handbook.

### **SUPPLIED BY CANDIDATE:**

- ✓ Curriculum Vitae
- ✓ Brief letter of application concisely summarizing the candidate's strengths and contributions to the Libraries and stating the action being requested.
- ✓ Copies of any work (ARTICLES, BOOKS, WEB sites (URL'S), ETC.) done at MSU which is listed in the curriculum vitae. The RECAP committee may request copies of other work listed on the curriculum vitae that it wishes to see.
- ✓ Names of three - five individuals who will supply a letter of reference or an evaluation upon request of the RECAP committee. [Include the name, address and relationship to candidate.] (For reappointment: at least 1 letter from an outside reference is encouraged) (for continuing appointment and/or promotion see criteria for recap in chapter 4 of the handbook for specific requirements)

### **General Documentation**

Position description for each year of the librarian's appointment at MSU. Candidates for promotion - position descriptions for the past four years are submitted.    \_\_\_ Total number

Annotated annual personal goals and objectives statements for each year of appointment. Candidates for promotion submit statements from the previous four years.    \_\_\_ Total number

Annotated annual unit goals and objectives statements for candidates with supervisory/administrative responsibilities. Candidates for promotion submit statements from the previous four years.

OPTIONAL: Copies of the Self-Evaluations for years of the appointment.

### **Documentation For Criterion I: Performance**

(Include material created as part of the position and relating to the elements of criterion I. Examples are appropriate when there are many pieces of a given type.)

- ✓ Written reports
- ✓ Studies
- ✓ Instructional materials
- ✓ Bibliographies
- ✓ Handouts
- ✓ Policy and procedure statements

- ✓ Proposals, planning documents, organizational reports
- ✓ Web sites (include URL)
- ✓ Other relevant evidence of the quality of performance. Append additional pages if necessary. (Selected thank you notes, certificate of completion of training, list of job related HRD classes taken, etc.)

**Documentation For Criterion II: Research, scholarly, and creative activities.** (n.b EVERY CANDIDATE IS NOT EXPECTED TO HAVE EVIDENCE RELATED TO EACH ELEMENT LISTED BELOW.)

- ✓ Transcripts, degree certificates, letters of completion, etc.
- ✓ Copies of publications, research manuscripts, and/or creative manuscripts submitted for publication; research in progress.
- ✓ Copies or summaries of conference papers, lectures, etc.
- ✓ Award letters, summaries of fellowships, prizes, scholarships.
- ✓ Grant proposals.
- ✓ Transcripts or official documentation of continuing education activities.
- ✓ Summaries of professional consulting projects.
- ✓ Summary of work as editor, abstractor, indexer, etc.
- ✓ Documentation of instruction/teaching experiences.
- ✓ Summary of other pursuits which lead to and/or demonstrate advanced or applied knowledge of a research, scholarly, or creative nature in the library or library-related fields, or in other subject disciplines.

Other evidence of the quality of the achievements and the documentation submitted in support of Criterion II.

**Documentation For Criterion III: Service and/or professional activities.** (n.b. EVERY CANDIDATE IS NOT EXPECTED TO HAVE EVIDENCE RELATED TO EACH ELEMENT LISTED BELOW.)

- ✓ Summary of positions in professional organizations, etc.; copies of programs of conferences, etc.
- ✓ Summary of service on Library and/or University committees and councils, including dates.
- ✓ Summary of positions in community organizations, etc.; copies of programs and conferences, etc.
- ✓ Summary of advising activities performed for individuals, agencies, other libraries, etc.
- ✓ Summary of other relevant activities which demonstrate the librarian's impact on the M.S.U. Libraries, Michigan State University, the community, or the profession.
- ✓ Other evidence of the quality of achievement described in Criterion III.

**Dossier and dossier checklist should be turned in to the Libraries Human Resources Office by July 1.**

**COLLECTED BY THE LIBRARIES HUMAN RESOURCES OFFICE FOR THE RECAP COMMITTEE:**

Candidate's dossier and dossier checklist.

Annual supervisor(s) performance evaluations. Evaluations from the previous four years only for candidates for promotion. \_\_\_\_\_ Total number

A written evaluation from the candidate's current supervisor(s), or a prior supervisor if the candidate has recently been appointed to a position under a new supervisor or has had a new supervisor since the previous annual evaluation.

Written evaluations from the references submitted by the candidate and/or by the RECAP committee. The following will be sent to the references:

- a cover letter which will include a list of areas that may be addressed: publications, grants, seminars, workshops/colloquia, continuing education, offices led in library/subject organizations, collections building, research, committee work, training/teaching
- the candidates CV
- a copy of relevant publications, reports, summary of successful grant proposals, etc.