

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 e-portfolio. This document is for internal use only, and will not become part of the candidate's e-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
- Promotion to University Librarian
- The candidate has the necessary degree and years of experience

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

- The e-Portfolio was presented in good condition
 - Clean
 - Organized
 - Follows required sequence
- E-Portfolio contained the Certification of Promotion and Tenure e-Portfolio Documentation (signed last page of Provost's document must be included)
- E-Portfolio contained the candidate's Status letter(s)
- E-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
- E-Portfolio contained a section supporting the candidate's achievements in Librarianship
- E-Portfolio contained a section supporting the candidate's achievements in Scholarship, Research and/or Creative Endeavors
- E-Portfolio contained a section supporting the candidate's achievements in Service
- E-Portfolio contained the candidate's Self-Evaluation
- E-Portfolio contained all required tables
- E-Portfolio contained Letters of Recommendation from independent evaluators
 - E-Portfolio contained the necessary number of internal letters
 - E-Portfolio contained the necessary number of external letters
 - Referees were appropriately chosen and held appropriate rank
 - Letters of recommendation acknowledged candidate's performance in a specific library field
- E-Portfolio contained library faculty Peer Reviews
- E-Portfolio contained the Report of the Department/School (the reporting of the numerical library faculty vote)

- E-Portfolio contained his/her Supervisor's Letter of Recommendation
- E-Portfolio contained the Promotion Committee's Letter of Recommendation
- E-Portfolio contained the Dean of University Libraries' Letter of Recommendation
- E-Portfolio contained the FAU Libraries' Criteria for Promotion
- E-Portfolio contained all annual performance evaluations for the period under Consideration for promotion

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

- Candidate's Supplementary e-Portfolio was presented in good condition:
 - Clean
 - Organized
- The Supplementary e-Portfolio included the Promotion Application Form
- The Supplementary e-Portfolio included additional documentation in support of promotion

University Librarian Requirements:

- The candidate's e-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: