



**Application Form and Dossier Content Checklist  
Library Faculty Application for Promotion/Permanent Status**

Name	Date of Application	Current Rank
Applying for: (Please circle)	Promotion	Permanent Status

**Dossier Content Checklist**  
(check each applicable item)

- ↑ Signed and dated CV
- ↑ Promotion/permanent status statement – signed by supervisor
- ↑ Application form (see above)
- ↑ Original transcript(s) documenting study during review period
- ↑ Up to 3 professionally relevant publications and title page of others
- ↑ Service information including: committee names; meeting dates and durations; positions held; assignments undertaken / given; awards
- ↑ Talks and/or presentations given including dates, audience, and description of content.
- ↑ Exhibits, performances, demonstrations and other creative activities
- ↑ Contracts and grant information, including co-authors, amounts, and details.
- ↑ Fellowships, prizes, and awards including textual descriptions
- ↑ Editorships, editorial boards, and reviewing activities for journals and other learned publications including textual descriptions and up to three examples of work.
- ↑ Manuals, notes, software, Web pages, and other contributions to professional activities (such as bibliographic instruction, online tutorials)
- ↑ Items supplied by others