Appendix LIB-E

**Application Form and Dossier Content Checklist**

Library Faculty Application for Promotion/Permanent Status

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Application</th>
<th>Current Rank</th>
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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