Timeline for Individual, Departmental, and Library Goals and Objectives Statements

December: In consultation between supervisor and librarian, at least one review/revision

of individual goals and objectives has taken place.

January: Library-wide goals and objectives completed and distributed to departmental units.

Feb/March: Departmental goals and objectives completed and distributed to departmental units.

March/April: Unit goals and objectives completed and distributed to unit librarians.

June/July: Individual goals and objectives submitted to supervisors.

July/August: Individual goals and objectives statements completed.

MSU Libraries Dossier Checklist for Librarian Application For Reappointment, Promotion, and Continuing Appointment

The dossier checklist is to be used by the candidate and the Reading Committee in assembling/evaluating the documents used in the evaluation process. The candidate must submit a copy of any document which is included in the curriculum vitae if it was produced while working at MSU which is included in the curriculum vitae. The Reading Committee may request copies of other documents listed in the curriculum vitae. The candidate is to indicate on the document the type of document 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
- Letter of application of no more than two pages, stating the promotion being requested and concisely summarizing the candidate's strengths and contributions to the Libraries and profession.
- Copies of any work (ARTICLES, BOOKS, WEB sites (URLs), ETC.) which appears on the curriculum vitae and was produced while working at MSU. The Reading Committee may request copies of other work listed on the curriculum vitae.
- Names of three to five individuals who will supply a letter of reference or an evaluation upon request of the Reading Committee. (Include the name, address and relationship to candidate.) *For reappointment: at least 1 letter from an outside reference is encouraged. For promotion and/or continuing appointment, see criteria for RPCA in chapter 4 of the handbook for specific requirements.*

- **General Documentation**
  - Position description for each year of the librarian's appointment at MSU. For evaluation for promotion to Librarian III, position descriptions for the period of time since the librarian achieved continuing appointment are submitted. 9 Total number
  - Annotated annual personal goals and objectives statements for each year of appointment. Candidates for promotion to Librarian III submit statements for the period of time since the librarian achieved continuing appointment. 9 Total number
  - Annotated annual unit goals and objectives statements for candidates with supervisory/ administrative responsibilities. Candidates for promotion to Librarian III submit statements for the period of time since the librarian achieved continuing appointment.
  - 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: Scholarly and creative activities.** *(n.b. It is understood that not every candidate will have evidence related to every element listed below.)*
  - Transcripts, degree certificates, letters of completion, etc.
  - Copies of publications, scholarly 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 or other evidence of the quality of participation as a mentee in a mentoring relationship

    - Summary of other pursuits which lead to and/or demonstrate advanced or applied knowledge of a 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. It is understood that not every candidate will have evidence related to every 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 or other evidence of the quality of participation as a mentor in a mentoring relationship.
    - Summary of other relevant activities which demonstrate the librarian's impact on the MSU Libraries, Michigan State University, the community, or the profession
    - Other evidence of the quality of achievement described in Criterion III

Preliminary CV, candidate's list of names of eligible librarians for potential appointment to the Reading Committee, and candidate's list of names to provide reference letters should be submitted to the Libraries Human Resources Office by April 15.

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 Reading Committee

1. Candidate's dossier and dossier checklist.
2. Annual supervisor(s) performance evaluations. For promotions to Librarian III, only evaluations for the period of time since the librarian achieved continuing appointment are required. ____ Total number
3. 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.
4. Written evaluations from the references submitted by the candidate and/or by the Dean of Libraries or designee and/or the Reading Committee. The following will be sent to the references:
    1. a cover letter which will include a list of areas that may be addressed: publications, grants, seminars, workshops/colloquia, continuing education, offices held in library/subject organizations, collections building or contributions in other library roles, committee work, training/teaching
    2. the candidate's CV

3. a copy of relevant publications, reports, summary of successful grant proposals, etc.