

## V. APPENDIX A

### CHECKLIST OF FILE MATERIALS TO BE FORWARDED TO THE PROVOST

**A. Documents placed in the file by the candidate. These documents are open for the candidate's review until the file is forwarded to the Provost. Review this checklist in conjunction with the *CLEP Electronic Promotion File Guidelines*.**

1. Cover letter
2. Statement of qualifications
3. Comprehensive vita
4. Position description
5. Annual evaluations
6. Documents supporting
  - a. Scholarly activity and /or professional development
  - b. Service to the library, University, profession, and community
  - c. Miscellaneous
7. Response to unsolicited evaluative letters (if applicable)

**B. Recommendations and solicited evaluative letters placed in the file by the Committee for Librarian Evaluation and Promotion (Committee). These documents are confidential and not open to the candidate.**

1. Department Head or Supervisor's recommendation
2. Committee's recommendation (released to candidate)
3. Dean of the Lemieux Library's or Law Library Director's recommendation
4. Law School Dean's recommendation (law library faculty only)
5. Candidate solicited evaluative letters

**C. Unsolicited evaluative letters placed in the file by the Committee. Full document confidential and not open to the candidate; anonymous summary version available to the candidate prior to forwarding of file to the Provost.**