

**DOCUMENTS TO BE SUBMITTED BY THE UNIVERSITY LIBRARIAN
ASSISTANT & ASSOCIATE UNIVERSITY LIBRARIANS**

(Revised 11/15)

APPOINTMENTS

I. Letter of recommendation

Accurate and analytical letters of recommendation are essential in the review process.

- Are the start date of the appointment and the salary clearly stated?
- Is an analytical analysis of the person's qualifications included?
- Is the JPF# from UCRecruit included?

II. Complete CV and UCSB Academic biography form

- Is the CV up to date?
- Is the UCSB Academic biography form complete, signed and dated?

III. Copies of other supportive documentation

- Has a representative sampling of supporting documentation been submitted if appropriate?

Note: The Procedural Safeguard Statement is not used for new appointments. However, candidates for appointment, once appointed, do have the right to inspect non-confidential documents in their files and to have a redacted copy of the confidential academic review records contained in the personnel review file received pursuant to APM 220-80-i.

MERITS AND PROMOTIONS

I. University Librarian letter of recommendation

Accurate and analytical letters of recommendation are essential in the review process.

- Is the letter signed and dated?
- Is the letter an accurate, extensive, and **analytical** representation of the case?
- Are both the type of recommendation (merit, promotion, no change, other) and the justification for the recommendation clearly stated?
- In the case of a negative recommendation, is the basis of the recommendation clearly documented?

II. Updated UCSB Academic Biography form

- Is the UCSB Academic biography form complete, signed and dated?

III. Safeguard Statement (RB III-5)

A signed safeguard must be forwarded with each departmental recommendation. If it is difficult or impossible to obtain this document, the University Librarian should explain the situation and indicate in what manner he/she has attempted to meet the requirements outlined in the form.

- Is it signed and dated?
- If there are confidential documents (e.g. letters of evaluation), the appropriate box under #5 and #6 should be checked.

IV. Candidate's self evaluation

- Does the evaluation cover the accomplishments and contributions for the full review period?

V. Letters of evaluation

If letters were solicited

- Are copies of all letters received included?
- Is a list of letter writers, including a brief biography, and indicating who selected the writers included?
- Was the candidate provided with redacted copies of the letters?

VI. Copies of supportive documentation

- Has a representative sampling of supportive documentation been submitted if appropriate?