

**LIBRARIAN – Specialized Faculty Promotion Binder Checklist**

**Name College/Unit**

This is an outline; please use “Promotion Guidelines” starting on page 5 of the Specialized Faculty Promotion Memo for detailed instructions.

1. Summary Cover Sheet for Promotion

\_\_\_\_\_\_\_ 2. Dean’s/Center Director’s Letter – if not included in Chair/ School Director/Supervisor’s Letter must include:

\_\_\_\_\_\_\_ Explanation of promotion prior to the 5th year, if applicable

\_\_\_\_\_\_\_ Meritorious performance of assigned duties

3. Candidate’s Response to Dean’s/Center Director’s Letter (optional)

\_\_\_\_\_\_\_ 4. Department Chair/School Director/Supervisor’s Letter must include:

\_\_\_\_\_\_\_ Explanation of promotion prior to the 5th year, if applicable

\_\_\_\_\_\_\_ Meritorious performance of assigned duties

5. Department or School Committee Narrative

6. College/Center Committee Narrative (optional if there is a dept/school narrative)

7. Written Department or School/College/Center Promotion criteria

8. Curriculum Vitae-FEAS

* + CV **must** be generated from Faculty Expertise & Advancement System (FEAS).

9. Assignment of Responsibilities (AOR)

* + AOR reports **must** be printed using the printer friendly version from [myFSU HR](https://cas.fsu.edu/cas/?service=https://hr.omni.fsu.edu/psp/sprdhr/EMPLOYEE/PSFT_HR/h/?tab=DEFAULT) (see memo for instructions).

10. Demonstrated Excellence

* + **Three-page maximum.**
  + In specialized area of librarianship.

11. Continuing Education and Professional Associations

* + **Three-page maximum.**

12. Evidence of Librarianship

* + **Three examples.**

13. Evidence of Service

* + **Three-page maximum.**

14. Annual Evaluation Letters

* + Please include, **from most recent to oldest**, all annual evaluation **letters** from the date of hire at FSU or from the date of last promotion.

15. Annual Letters of Progress Towards Promotion

* + Please include **from most recent to oldest**, all annual letters of progress towards from date of hire at FSU or from the date of last promotion.

16. Other Evidence (optional)

* + **Five-page maximum**
  + If the faculty member has a teaching assignment, please include list of courses taught since appointment to current level with percentage of effort, enrollment, and grade distribution (**will not count towards five-page maximum**). **Must** be generated from Faculty Expertise & Advancement System (FEAS).
  + No free-response comments from SPCI or student comments from any source.