

UCSF Library  
**Documentation Checklist**  
 (Librarian Series Review)

<b>Forms and Checklists - Required</b>	<b>Completed/ Signed By</b>	<b>Check if Included</b>
1. Certification Statement	EE <sup>1</sup>	_____
<b>Documentation - Required</b>		
	<b>Provided By</b>	
1. Evaluation and Recommendation of Review Initiator	RI	_____
2. Statement of Responsibilities <sup>2</sup>	EE	_____
3. Curriculum vitae	EE	_____
<b>Additional Items Required for Promotions, Off-Cycle Merits, and Career Status Reviews</b>		
1. Redacted letters of assessment	HR	_____
<b>Optional or Additional Items</b>		
1. List of names suggested by reviewee for confidential letters of evaluation.		_____
2. List of names reviewee wished to exclude from the evaluation.		_____
3. Reviewee's written response to items in the review record.		_____
4. Reviewee's written statement in response to review initiator's evaluation/recommendation.		_____
5. Miscellaneous supporting documentation.		_____

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Reviewee - Print Name

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Reviewee - Signature and Date

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<sup>1</sup> EE = Reviewee; RI = Review Initiator; HR = HR Shared Services

<sup>2</sup> Each annual statement of responsibilities applicable to the period of review for the proposed action should be included in the packet. Any annual statement of responsibilities applicable only to a future period of review should not be included.