

**ASSISTANT/ASSOCIATE UNIVERSITY LIBRARIAN**

	<b>Appointment</b>	<b>Promotion<sup>1</sup></b>	<b>Merit<sup>2</sup></b>
<b>Curriculum Vitae</b> from Advance My CV (follow UCSF CV guidelines)	X	X	X
<b>Intramural/Extramural Letters of Evaluation<sup>3</sup></b>	Minimum of 3 in any combination	Minimum of 3 in any combination	
<b>Department Chair Letter</b> , including:			
Description of professional competence and quality of service within the library	X	X	X
Description of one or more of the following criteria, to the extent that they are relevant: <ul style="list-style-type: none"> <li>• professional activity outside the library</li> <li>• University and public service</li> <li>• research and other creative activity</li> </ul>	X	X	X
<b>University Librarian Letter w/ Recommendation</b> (obtained by Academic Affairs)	X	X	X

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<sup>1</sup> Promotion is advancement to the higher rank of Associate University Librarian from the lower rank of Assistant University Librarian. A change in title from another series (e.g., Librarian) to either Associate University Librarian or Assistant University Librarian is not defined as a promotion but as an appointment.

<sup>2</sup> There is no normal period of service for merit review in this series.

<sup>3</sup> Titles and Institutions of all referees must be included on reference list. If minimum references are not available, please address in Chair's Letter.