

LIBRARIAN

| | Appointment | Promotion | Merit | Off-Cycle Merit | Career Status |
|--|---------------------------------|---------------------------------|--------------|---------------------------------|---------------------------------|
| Curriculum Vitae from Advance My CV ¹ | X | X | X | X | X |
| Intramural/Extramural References ² | Minimum of 3 in any combination | Minimum of 3 in any combination | | Minimum of 3 in any combination | Minimum of 3 in any combination |
| Certification Statement and Documentation Checklist | | X | X | X | X |
| Additional Documents , as required by Documentation Checklist | | X | X | X | X |
| Review Initiator Letter ³ , including: | | | | | |
| Description of professional competence and quality of service within the library ⁴ | X | X | X | X | X |
| Description of one or more of the following criteria, to the extent that they are relevant: ⁴ <ul style="list-style-type: none"> • professional activity outside the library • University and public service • research or other creative activity | X | X | X | X | X |
| Recommendation | X ⁵ | X | X | X | X ⁶ |
| Justification for off-cycle or deferred review (if applicable) | | X | X | X | X |
| CAPA Letter w/ Recommendation (obtained by Academic Affairs) | X | X | X | X | X |
| University Librarian Letter ⁷ w/ Recommendation, including proposed salary point ⁸ (obtained by Academic Affairs) | X | X | X | X | X |

¹ cf. [UCSF CV Guidelines](#).

² Titles and Institutions of all referees must be included on reference list. If minimum references are not available, please address in Review Initiator Letter.

³ The Review Initiator will complete the Chair Letter page in Advance.

⁴ cf. LX Contract, [Article 4.C.2](#).

⁵ Recommendation should include statement clarifying the proposed status for the appointment: temporary; potential career; or career (used only in exceptional circumstances). cf. LX Contract, [Article 4.D.1](#).

⁶ If career status is conferred as part of merit or promotion review, then recommendation should include statement regarding conferral of career status. cf. LX Contract, [Article 4.D.5](#).

⁷ The University Librarian will complete the Dean Letter page in Advance.

⁸ cf. LX Contract, [Article 13.C.2](#).