Name: 

Present Title: 

Date Present Appointment Expires: 

Mandated Tenure Date: 

**Personnel Action**

- [ ] Renewal of Term for ____ years
- [ ] Promotion to Associate Librarian
- [ ] Promotion to Sr. Assistant Librarian
- [ ] Promotion to Librarian
- [ ] Tenure

<table>
<thead>
<tr>
<th>Tally of All Eligible Members</th>
<th>Number of Votes</th>
<th>Non-voting</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPC</td>
<td>For</td>
<td>Against</td>
</tr>
<tr>
<td>UPC</td>
<td></td>
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Note: IPC tally of eligible members equals the total number of committee members in residence plus those that are not in residence but participating.

Note: The record of the final vote taken shall include the number of Committee members in residence plus those that are not in residence but participating.

<table>
<thead>
<tr>
<th>Personnel Action *</th>
<th>Renewal</th>
<th>Promotion</th>
<th>Tenure</th>
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<tbody>
<tr>
<td>IPC</td>
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<td>Dean</td>
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<td>UPC</td>
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<td>Provost</td>
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<tr>
<td>President</td>
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</tbody>
</table>

*Indicate Y (yes) or N (no) in the appropriate column.
1. An up-to-date and complete curriculum vitae
1. **Listing of all eligible IPC members and their signatures** [form #1]
   - The list should clearly indicate who served as the chair of the IPC.
   - The list should clearly indicate who served as secretary of the IPC.
   - If an eligible IPC member did not participate, the list should state the reason.
   - **Note:** The minimum size of an IPC shall be five voting members.

2. **IPC report – IPC’s written evaluation of performance in the candidate’s area(s) of concentration should include**
   - Evaluation of accomplishments in area(s) of concentration
   - Evaluation of professional development activities and research accomplishments
   - Evaluation of service accomplishments
   - A summary of the discussion
   - The recommendation of the committee and the rationale for the decision
   - The final vote of the committee (including yes votes, no votes and abstentions)
   - A statement that indicates that a majority of the committee has accepted the report
   - Include caucus report, if requested, and minority report, if submitted
   - Summary of materials used by IPC in evaluating job performance
   - The faculty candidate whose case is under consideration must be copied on the initiating personnel committee’s evaluation and recommendation.
   - **Note:** The IPC report must not include either the names or any other identifying information of the outside evaluators.

3. **Memo from the IPC chair to the candidate stating that he/she has five working days to review and respond in writing to the IPC report**
   - Did the candidate respond to the IPC report?
   - Yes (a copy of the response must be included in the personnel case)
   - No

4. **Statement of personal service** [form #6]
1. Evaluation and recommendation by the dean - the evaluation should include
   □ Evaluation of accomplishments in area(s) of concentration
   □ Evaluation of professional development activities and research accomplishments
   □ Evaluation of service accomplishments
   □ The recommendation
   □ The faculty candidate whose case is under consideration must be copied on the evaluation and recommendation of the dean.
   □ The IPC chair must be copied on the evaluation and recommendation of the dean.

   Note: The dean’s report must not include either the names or any other identifying information of the outside evaluators.

2. Recommendation of the UPC

3. Recommendation of the Provost

4. Recommendation of the President
LIBRARY FACULTY PERSONNEL CASE CHECKLIST – SECTION FOUR
ITEMS TO FOLLOW THIS PAGE INCLUDE

1. Letters of evaluation and a brief description of the reviewers’ credentials.
   □ List of individuals asked to provide an evaluation of the candidate’s job performance who participated in the review [form #4], followed by
     □ Sample copy of the letter of solicitation sent to the reviewers [only one sample necessary]
     □ Reviewer’s signed evaluation of the candidate’s job performance
     □ Reviewer’s signed release form [if the form is not returned, the evaluation is not released]
     □ Description of reviewer’s credentials

2. If unsolicited letters relevant to the candidate’s job performance, professional development and service are considered by the IPC.
   □ Author’s signature is required.
   □ The option of release without author identification is not available for unsolicited materials.
1. Accomplishments in Area(s) of Concentration
   □ All of candidate’s current and previous position descriptions, indication of area(s) of concentration, and statement of job-related accomplishments and goals must follow.
   □ Relevant supporting documentation not included previously, including annual reports to the Provost and internal library faculty reviews, should be inserted after this page.

Areas of Concentration

Candidate’s area(s) of concentration: __________________________________________

*(to be filled in by the candidate)*

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

The Areas of Concentration are from the Libraries’ *Criteria for Appointment* which can be found in the Provost’s procedure for personnel cases.
3. Professional Development Activities and Research Accomplishments
   - Candidate’s statement of professional development goals, research interests, accomplishments, and future directions must follow.
   - Insert any supporting documentation not included previously.
1. **Service Accomplishments**
   - Candidate’s statement of service goals, research interests, accomplishments, and future directions must follow.
   - Insert any supporting documentation not included previously.