

ASSISTANT/ASSOCIATE UNIVERSITY LIBRARIAN

	Appointment	Promotion¹	Merit²
Curriculum Vitae from Advance My CV (follow UCSF CV guidelines)	X	X	X
Intramural/Extramural Letters of Evaluation³	Minimum of 3 in any combination	Minimum of 3 in any combination	
Department Chair Letter , 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: • professional activity outside the library • University and public service • research and other creative activity	X	X	X
University Librarian Letter w/ Recommendation (obtained by Academic Affairs)	X	X	X

¹ 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.

² There is no normal period of service for merit review in this series.

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