

UCSF Library
Documentation Checklist
(Librarian Series Review)

Forms and Checklists - Required	Completed/ Signed By	Check if Included
1. Certification Statement	EE ¹	_____
Documentation - Required	Provided By	
1. Evaluation and Recommendation of Review Initiator	RI	_____
2. Statement of Responsibilities	EE	_____
3. Self-Evaluation	EE	_____
4. Curriculum vitae	EE	_____
Additional Items Required for Promotions, Off-Cycle Merits, and Career Status Reviews		
1. Redacted letters of assessment	HR	_____
Optional or Additional Items		
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.		_____

Reviewee - Print Name

Reviewee - Signature and Date

¹ EE = Reviewee; RI = Review Initiator; HR = HR Shared Services