Checklist for Documents Needed for Career Status Documentation Application

A. Letter applying for assignment of career status.
This is required for the initial assignment of career status and for subsequent status reviews. The candidate should read the description of each career status level and its requirements and decide for what level it would be appropriate to apply. It is strongly advised that the decision be made in consultation with the candidate's supervisor. The letter should contain a narrative statement summarizing activities as a professional librarian or archivist, and at a minimum include:

1. Illustrate how you have fulfilled your position's responsibilities and indicate what accomplishments you feel were most important to the Libraries.
2. Illustrate how you have met departmental and personal goals since appointment or previous promotion. Indicate any you have changed or reevaluated.
3. Discuss briefly the direction you wish to take over the next three to five years and indicate long-term goals.
4. A brief summary and analysis of how the documentation illustrates and supports goals, accomplishments, and career development.

B. Letters of recommendation:
1. For internal candidates – A letter from your supervisor in support of the application is required
This letter should be an analysis of the librarian's or archivist's professional development including strengths and weaknesses relating to job performance. This letter is sent directly to the Chair of the Career Status Committee.
2. (Optional) For internal and external candidates – A letter of recommendation from a colleague within the Library, the University or another organization with whom the applicant has worked closely. This letter should address the applicant's contributions to the Library or University community, or to the profession as a whole, as specifically as possible. The letter should address the applicant's goals with regard to participation in the organization and their related accomplishments.

C. Current job description.

D. For internal candidates - Statement from Library Human Resources summarizing the most recent performance evaluations at the UT Arlington Library. This summary document will state the overall evaluation for the applicant for the years in question; ie. Needs Improvement, Meets Expectations or Outstanding, listed by year in reverse chronological order. The document should be provided to the Chair of the Career Status committee. The Library Human Resources staff member will examine the following number of performance evaluations:
1.   **For Associate level**: the latest three performance evaluations
2.   **For Senior level**: the latest five performance evaluations.

3.   For those librarians and archivists who have not been at UT Arlington for the required number of performance evaluations, Library Human Resources should summarize as many performance evaluations as are available.

E. Current vitae, including the Career Information Summary information below. Internal candidates should use the UT Arlington Faculty Research Profile as a tool for organization and presentation. The information provided in this section outlines the applicant's career progression within the library and information field, particularly as it pertains to position responsibilities.   Mark categories that do not apply: "N/A" (Not Applicable). Information that appears in the following format **(Information)** indicates the category of the Faculty Research profile that the section best fits into.

> **Documentation**
> **Internal** candidates must supply all supporting documentation with their application packet. In addition, one archival copy, in print as of 2010, is required to be given to the Career Status committee. The applicant may choose to provide access to an electronic file with digital copies of the required documentation, using a file sharing tool such as MavSpace.
> **External** candidates may simply list the information in their vitae and be prepared to supply any needed documentation upon request during the interview process.
> There are two main types of supporting documentation:
> - Chronological listing of activities.
> - Substantiating third party or outside references.
> In compiling the necessary documentation, the candidate may submit materials from individuals or organizations outside of the UT Arlington Library which support participation in particular groups or activities. The following guidelines apply:
> It is expected that the candidate will submit documentation from associated individuals and organizations not with the UT Arlington Library to support participation above the membership level at conferences, seminars, workshops, on committees or round tables as an officer or chair. Supporting documentation may include printed programs in which contributors are listed; invitations to present or to participate in a panel discussion; flyers; printed agenda; or letters of thanks for participating.
> In some cases, the Career Status Committee may request outside references from a third party or an outside request for supporting documentation.

> The following information should be used to complete the Faculty Research Profile:
> **a. Professional Competence and Quality of Service within the Library**:
>   i. Memberships in organizations, committees and task groups within the Library. Indicate any offices and Chairs held. **(Synergistic Activities)**
>   - **Documentation**: List in reverse chronological order, most recent to oldest, the organization or committee name, with the beginning or inclusive dates of offices held.
>   ii. Formal Degree Work **(Professional Preparation)**
>   **Documentation**:

- Degree(s) completed: List institution, degree, major, and date.
- Degree(s) in progress: List institution, degree, major, and progress toward fulfilling or completing the requirements

iii. Continuing education**: (Additional Information)**
- **Documentation**: List informal study in areas of interest appropriate to professional responsibility (e.g., courses not leading to a degree, workshops, seminars, etc.).

iv. Library and archival improvement and innovation: **(Synergistic Activities)**
- **Documentation**: List in chronological order research into, experimentation with, and/or implementation of innovative library programs, systems, or methods that enhance the librarian's or the Library's performance, service, or operation.

b. University and Public Service: (Affiliations)
Include in this category offices and committees, memberships or chairs of administrative committees appointed by the President or other university administrative officers, and memberships or chairs of other university committees, such as those of student organizations and non-library departments and schools. Include professional service to the community.
- **Documentation**: List alphabetically by organization, committee, or activity name, university and public service activities with the beginning or inclusive date.

c. Professional Activity outside the UT Arlington Library: (Affiliations)
i. Memberships in scholarly and or professional organizations on the local, state, regional, national or international levels, including divisions, chapters, round tables, etc. and library alumni associations. Include offices, chairs and committee service; non-conference meetings attended as part of an office, chair or committee; conferences, pre-conferences, meetings, institutes, workshops, etc. attended; conferences, workshops and meetings in which you participated as a speaker, panelist, or moderator.
Documentation: List organizations alphabetically with beginning and ending (if applicable) date. List divisions, chapters, etc., under the name of the parent organization. Include divisions, chapters, roundtables, etc. Include Library alumni associations.
- Include the name of the organization or committee, office, dates. If more than one office has been held in one organization, list the highest office first. Include organization or committee name, name of meeting, dates, type of attendance. Include full name of conference, sponsoring body (if not part of name), and date. Provide supporting letters or program if available.

ii   Conference attendance: List conferences, meetings, institutes, workshops, etc., which you attended as a member or observer. Include pre-conferences for which registration is separate or extra. Note if attendance is either by invitation only, or by selection against evaluative criteria from an applicant pool.
Documentation:

List chronologically. Include full name of conference, sponsoring body (if not part of name), location and date.

iii.   Conference participation: **(Presentations and Projects)**
List conferences and meetings in which you participated.
Documentation: List chronologically. Include full name of conference, sponsoring body (if not part of name), location, date and type of participation (speaker, panelist, reactor, moderator, organizer, exhibitor, etc.) Indicate if the participation was invited. Provide substantiating letters or program.

iv. Teaching: **(Teaching [UTA] or Synergistic Activities [non-UTA])**
   1.   Formal courses taught at an institution of higher education; either UT Arlington or elsewhere.
   - **Documentation:** List place taught, course number, course title and dates. Indicate the school, college, or department of the course if the title does not identify it. Provide supporting letters or copies of appointments.

   2.   Guest lectures: List guest lectures contributed to courses taught by others.
   - **Documentation:** List chronologically. Include place taught, course number, course title, instructor, title and date of guest lecture. Provide supporting letters.

   3.   Teaching in workshops, institutes, etc.: Workshops and institutes are often arranged by professional organizations and in these cases the line between conference participation and teaching is blurred. No guideline satisfies all situations, however, so the listing of this type of teaching is left to the judgment of the individual.
   - **Documentation:** List chronologically. Include name of sponsoring institution or association, name of workshop or institute, title of lecture, location and date. Substantiate with letter or program.

v. Honors, awards, medals, citations, and prizes: **(Additional Information)**
   - **Documentation:** List honors in chronological order, provide supporting documentation.

vi.   Consulting or advisory services to government agencies, library boards, libraries, companies, professional associations, publishers, editors, or database producers: **(Synergistic Activities)**
   - **Documentation:** List chronologically, including service rendered, whether paid or unpaid, name of organization, and dates. Provide supporting letters.

    vii.   Other professional activities
- **Documentation:** List activities chronologically

d. Research and Other Creative Activity: (Publications/Creative Works)

    i.   Publications, including anything written, edited, reviewed, or compiled which has been published, submitted for publication or completed but not submitted, or in progress during the period under review. Indicate if refereed or not.
- **Documentation**: Consistently use a standard bibliographic format. List in reverse chronological order. Submit published copies along with reviews, if any.

    ii.   Music performance and/or artistic showings or exhibits undertaken during period under review.
- **Documentation**: List chronologically any performance or exhibit, type of performance or exhibit, where held, audience attending. Provide programs or reviews.

    iii.   Research and creative activity in progress: research projects in progress, sources of support received or for which you are applying, if relevant.
- **Documentation**: List research projects in progress and provide tentative completion dates.

    iv.   Other

G. Supporting documentation keyed to curriculum vitae.

Under each type of professional activity in the data summary is a paragraph detailing the supporting documentation that is desirable. There are two main types of supporting documentation.

    a.   Chronological listing of activities.

    b.   Substantiating third party or outside references.

        i.   In compiling the necessary documentation, the candidate may have materials to submit from individuals or organizations outside of UTA Libraries that support participation in particular groups or activities. The following guidelines apply:

            1.   It is expected that the candidate will submit documentation from non-UTA Libraries associated individuals and organizations to support participation above the membership level at conferences, seminars, workshops, on committees or round tables as an officer or chair, etc.

            2.   Supporting documentation can include printed programs in which contributors are listed; invitations to present or to

participate in a panel discussion; flyers; printed agenda; or letters of thanks for participating.

3. In some cases, a request to a third party or an outside reference for supporting documentation may originate with the CSC.