

## 2022-2023 RTP Librarian Portfolio Checklist

*The following is to be completed, digitally signed by the faculty member under review, and emailed to their Chair by the deadline*

Name \_\_\_\_\_ Dept \_\_\_\_\_ Library \_\_\_\_\_ Prob Yr: \_\_\_\_\_ Serv Cred: \_\_\_\_\_

- \_\_\_\_\_ **Table of Contents**
- \_\_\_\_\_ **Table of Contents of Appendix**
- \_\_\_\_\_ **Approved Departmental Personnel Standards** or, if none, UPS 210.002 (version 3-5-19)
- \_\_\_\_\_ **Prospectus**
- \_\_\_\_\_ **Portfolio Vita**
- \_\_\_\_\_ **Narrative Summary of Performance as a Librarian**
- \_\_\_\_\_ **List of Assignments**
- \_\_\_\_\_ **Narrative Summary of Scholarly/Creative Activities**
- \_\_\_\_\_ **Narrative Summary of Library, Professional, University, and Community Service Activities**

I certify that my file is complete and contains all of the required elements listed and checked off above.

\_\_\_\_\_  
Signature of faculty member submitting Portfolio

\_\_\_\_\_  
Date

*Department Chairs must declare the Portfolio complete by signing below and adding a signed copy to the designated section in Interfolio*

\_\_\_\_\_ **Previous Evaluations (applicable only to probationary faculty who have completed at least one full review)**

I have reviewed the Portfolio of this faculty member against this checklist and declare it complete.

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date