Recommendation For Ranked Librarian Promotion

Promotion Form Part One

(To be completed by the candidate)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | |  | Date: |  | |
| Unit/Dept: | |  | |  | Employee ID #: | |  |
| Present Rank: | |  | |  | Years in Present Rank: | |  |
| Seeking Promotion to (Rank): | | |  |  | Member of Graduate Faculty? | |  |

In the following sections, provide information since your initial hire at UMKC or since your last promotion or tenure decision, whichever occurred last.

1. Appointment history
   1. List academic positions held with titles and appointment periods in chronological order.
   2. Provide information on research leaves, leaves of absence, or other types of appointments and assignments.
   3. If an extension of the probationary period has been granted by the Dean, this information should be included in the history and a letter granting the extension should be included in the portfolio.
2. Educational Background
   1. List all degrees held, citing institutions from which received, with dates. (Also list professional certifications, licensures, and special recognitions connected with education background.)
   2. Indicate any other pertinent educational experiences, with dates.
   3. List areas of specialization.
3. Teaching and Meritorious Performance
   1. List all courses taught at the University of Missouri-Kansas City during the past five years, indicating enrollment in each. Indicate if courses are team taught and what fraction of each course is taught by the candidate. Information about future plans may also be included.

Semester Course Enrollment

* 1. List representative undergraduate or graduate courses taught elsewhere. (Indicate institutions.)
  2. Summarize involvement or experience in directing graduate work over the past three years; list the dissertations and theses directed, students supervised and the degrees awarded.
  3. Summarize significant activities related to job description that demonstrate meritorious performance of one’s job duties.

1. Research and Other Scholarly / Creative Activities
   1. List publications or creative works in detail, including where published or exhibited. For collaborative projects, the candidate should provide information about his/her role on each project. A copy of the candidate CV may be included in the portfolio.
      1. Journal Article
      2. Books
      3. Research monographs, reports, etc.
      4. Other publication(s) accepted and publication(s) submitted.
      5. Other creative works
   2. List significant citations and reviews of publications or creative works.
   3. List the agencies from which research and development support has been sought, project titles, and the results of the applications. For collaborative projects, the candidate should provide information about his/her role on each project.
   4. Indicate professional activities:
      1. Current Membership(s) in professional organizations
      2. Attendance at meetings of professional organizations
      3. Service to professional associations and offices held
      4. Presentations at professional meetings during the last five years. Cite format (lecture, paper, panel, clinic, etc.); give titles, associations, and dates.
      5. Other professional activities including, e.g., editorial consultancies, hospital appointments, etc.
2. Service
   1. Indicate extension courses, workshops, conferences, etc. planned, taught or participated in.
   2. List service on university-wide, campus-wide, school, or departmental committees, (Titles and years)
   3. List any other examples of service to the university.
   4. Indicate involvement, if any, in student extracurricular activities.
   5. List examples of community-related service (national, state, local, etc.)
3. Innovation
   1. List contributions to library operations, procedures and functions that exceed specific job-related work assignments.
   2. List examples of developing innovative policies and procedures; devising innovative approaches to information literacy; initiating cooperative efforts between departments which improve workflow or communications; creating web or other electronic services.
4. Leadership
   1. List evidence of successful managing of projects, task forces, and committees that produce tangible results within the library, the university, or the profession.
5. Professional & Educational Development
   1. List activities beyond training necessary for one’s job that have a demonstrable impact on the library, the university, or the profession. Include formal courses, seminars, workshops, and conferences, regardless of format.
6. Other Pertinent Information
   1. Additional professional experience.
   2. Additional honors and special recognitions.
   3. List any other evidence you wish which reflects your own professional growth and effectiveness in these areas.

|  |
| --- |
|  |
| Signature |
|  |
|  |
| Date |