

PRC Checklist - Promotions

Before you upload your dossier materials at the Dropbox link that you receive from Dean's Office, please make sure that 1) all documents are in pdf format, 2) your files follow the suggested naming conventions, and 3) you have included all of the required items:

- Summary letter** [Filename: Lastname Firstname Summary 20XX (e.g. Hayes Harold Summary 2019)]
- Annual performance review documents (candidate and supervisor letters) received since your last promotion.** [The Dean's Office may be able to provide these.]
 - Do not submit the numerical (1-5) job performance rating documents.
 - If it has been more than 7 years since your last promotion, you should include annual reviews only for the last 7 years.
 - If you want to include reviews from a pre-ZSR position, you should include these in your supporting documents.
- Current Professional CV** [Filename: Lastname Firstname CV 20XX (e.g. Hayes Harold CV 2019)] – should include the following elements (as applicable) in reverse chronological order
 - Name, title, and contact information
 - Education
 - Employment history (may be divided into sections- this is where you put your “librarianship” accomplishments)
 - Publications
 - Presentations
 - Honors/awards
 - Fellowships/grants
 - Professional affiliations
 - Service
 - Optional: Research interests
- Supporting documents** – selected materials that provide more detail on projects and achievements highlighted in your CV or summary letter. Supporting documents may include (but are certainly not limited to) the following:
 - publications or excerpts
 - class syllabi
 - photographs of exhibits, posters, or other visual media
 - Presentations
 - blogs or other social media posts
 - digital projects
 - research guides

- student assessments or other assessments
- sample metadata records
- awards or honors

Supporting documents can be organized however you see fit, but please be sure to combine multiple-page documents into one pdf.

Be **selective** in choosing your supporting documents—include materials that highlight your most important accomplishments.

Provide context to make clear to your readers why the materials are important and how they relate to the other parts of your dossier.

OPTIONAL- Name(s) of potential external reviewers

- External reviewers should be professionals working in the same general field as you, who can provide an objective opinion on your credentials and how your accomplishments compare to others in your field. They should NOT be friends or other Wake Forest faculty.
- Suggestions for external reviewers are NOT required, and you will not be penalized in any way if you do not provide them. However, it can be helpful for the PRC to have one or two examples of the type of people whom you would consider your peers.
- If you don't want to suggest specific individuals, you could provide examples of job titles common to people in your field or related fields.

If you have any questions about your dossier, contact the PRC. After you submit your materials you will receive notice from the PRC on or before October 15, either confirming that your dossier is complete or requesting revisions/additional documentation.