

## **PRC Checklist - Renewals**

Before you upload your 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 renewal.** [The Dean's Office may be able to provide these.]
  - Do not submit the numerical (1-5) job performance rating documents.
  - Some candidates on one-year initial appointments may not have a performance review to submit.
- 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

**If you have any questions, contact the PRC.**