

APPENDIX A

CHECKLIST OF FILE MATERIALS TO BE FORWARDED TO THE PROVOST

- I. Documents placed in the file by the candidate. These documents are open for the candidate's review until the file is forwarded to the Provost.
 - A. Cover letter
 - B. Statement of qualifications
 - C. Comprehensive vita
 - D. Position description
 - E. Annual evaluations
 - F. Documents supporting
 1. Professional and scholarly activity
 2. Service to a department, the University or the community
 3. Miscellaneous
 - G. Response to unsolicited evaluative letters (if applicable)
- II. Recommendations and solicited evaluative letters placed in the file by the Committee for Librarian Evaluation and Promotion (Committee). These documents are confidential and not open to the candidate.
 - A. Department Head's recommendation
 - B. Committee's recommendation (released to candidate)
 - C. University Librarian's or Law Library Director's recommendation
 - D. Law School Dean's recommendation (law librarians only)
 - E. Candidate solicited evaluative letters from Seattle University librarians and faculty colleagues
- III. Unsolicited evaluative letters placed in the file by the Committee. Full document confidential and not open to the candidate; anonymous summary version available to the candidate prior to forwarding of file to the Provost.