

MEMO

To: Library Faculty
From: Personnel Advisory Committee of 2006-07
(Reba Leiding, Kathy Clarke, and Lynn Cameron, Chair)
Subject: What to Include in an Application for a PAC Review
Date: January 5, 2007

During the course of our work this year, we have received several inquiries about what an applicant for promotion, tenure, or third year review should include in a packet to present to the PAC. We suggest that a promotion and tenure packet include:

- Cover letter asking for a promotion and/or tenure, or review
- An explanation or guide to materials organization
- Job description
- Vita
- Self evaluations, including goals
- Supervisor evaluations
- Liaison annual reports
- Other annual reports for which you are responsible
- Liaison evaluations (by Head of Liaison Program)
- Tangible materials that serve as examples of your work, such as class handouts, articles, presentations, and research guides.
- Letters of thanks and praise (if available) from faculty, students, peers from JMU and the profession
- Student evaluations or other evaluations (if available)
- Committees you have served on – be sure to include a description of your role and the outcome of the committee.
- Publications – be sure to indicate if a publication is peer reviewed and describe the source, if it is not generally known.

We would like to see the packet organized in a way that addresses the three areas set forth in the Professional Development Document: Job Performance, Scholarly Achievement and Professional Qualifications, and Professional Service. A well-organized packet presents your accomplishments in the best light and makes the PAC's work easier.

A third-year review packet will contain as many of the listed items as possible.

As you prepare your packet, you may have questions you would like to ask the PAC. You have every right to do so. If you would find it helpful to see an example of a packet, ask one of your colleagues. Review and promotion/tenure portfolios are not kept on file by the library.

Be sure to get your packet in on time so that all deadlines can be met by the PAC, the Dean, and the Vice President.

Once the review is completed by all parties, the packet will be returned to you.