FORM NTT 1-L (LIBRARY FACULTY)

 RECOMMENDATION INFORMATION FORM

Candidate's Name:

Present Rank: **[Librarian of Practice III, II]**

Present Library Title:

Evaluated for

Promotion to

**\_\_\_\_\_ Librarian of Practice II**

**\_\_\_\_\_ Librarian of Practice I**

Effective Date:

Library Unit:

Instructions: This form is ordinarily completed by the candidate who wishes to be considered for promotion to Librarian of Practice II or I. The evaluation may be initiated by the Librarian of Practice after six years in rank.

Entries should be listed in reverse chronological order, that is, the most recent, first.

Academic Degrees. (Please list out institutions and dates; for doctoral degrees, include name(s) of primary doctoral dissertation advisor(s)):

Employment History List in reverse chronological order (most recent first). Include Rutgers employment with dates, employment prior to Rutgers, and appointments within Rutgers, e.g., memberships in organized research centers, collegiate fellowships or interdisciplinary programs.

Librarianship

For each entry under the following areas identify, as applicable, the date, users served, and any associated reports, conferences, lectures and demonstrations. Please provide all entries in reverse chronological order (most recent first) and number all entries, starting with the number 1 in each section.

1. Specify major library assignment(s) since last evaluation (describe briefly).

2. Accomplishments in collection development, such as creation and revision of collection development and collection management policies, selection of materials in specified areas of the collections, and collection evaluation and assessment.

3. Accomplishments in technical and automated services, such as cataloging of materials and enhancement of bibliographic access mechanisms, acquisition of selected library materials and information sources, and development and/or application of technology to enhance users' access to information sources.

4. Accomplishments in user services, such as services to library users by providing information, developing user research skills, and teaching the use of library resources; bibliographic instruction, through formal and informal courses; seminars or orientation sessions in library

 research methods; and compilation of library guides and bibliographies, instructional aids, indexes, and other print and non-print finding aids.

5. Prizes and awards. **[Amount of award, percent of award or grant if co-investigated]**

6. List and explain other major accomplishments that are not noted elsewhere.

Service

1. Contributions to the advancement of the academic profession.

 **[ALA, NJLA committee membership]**

2. Contributions to the effective operation of the University, including contributions to the University’s Libraries.

 **[Library or university committees]**

3. List administrative positions held (e.g. major committee or taskforce head, etc.). **Indicate time served and provide brief explanation of your contributions to the advancement of the library, unit, program, etc.**

4. Contributions to society at large (list significant contributions to local, national, or international communities that have not been listed elsewhere). **[Other Service]**

5. Prizes, awards and grants received.

Candidate's Certification Unit Certification

Check:

 I have been informed of the URL where The above information is accurate.

 a copy of the Academic Reappointment/

 Promotion Instructions can be accessed. The above information is

 inaccurate.\*

 The above information is

 accurate.

 Signature of Candidate Date Signature of Unit Director Date

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Print Name of Candidate Print Name of Unit Director

\*Note: If the unit director disagrees with the information presented in Form NTT 1-L above, he/she must submit written arguments of dissent within ten working days, explaining the specific points of disagreement. Such dissent shall be attached to Form NTT 1-L, and made part of the candidate’s promotion packet.