**WILLIAM PATERSON UNIVERSITY**

# Librarian Range Adjustment
# Application
# Checklist 2023-2024

Candidate's Name: _____

Candidate's Department: _____

Current Rank: _____


In addition to professional performance (including teaching bibliographic instruction), indicate area/areas in which candidate chooses to be judged as "exceeding criteria," demonstrating excellence (e.g. professional development, Library/University/community service).

_____

_____

_____


Checklist Items (include in the following order):

☐ 1.  **Range Adjustment Application Checklist** must include supporting materials addressing the "Librarian Range Adjustment Program Merit-Based Criteria." (See Article XVII of the Statewide Agreement, the Faculty and Professional Staff Handbook, Librarian Range Adjustment Program Agreement and the policy on Retention of Library Professionals). Documentation is required for publications, exhibits, performances and significant service and teaching. Candidate may submit any additional supporting materials. (See Faculty and Professional Staff Handbook, Librarian Range Adjustment).

☐ 2.  **Cover Letter** indicating the candidate's accomplishments related to the specifically applicable merit based criteria and supporting materials.

☐ 3.  **Current Curriculum Vita** which must include name, department, rank, rank date, faculty appointment date, higher education background--degree, year received, granting institution--including date on which terminal degree equivalency was established if applicable; and academic and professional experience including publications and other creative works, research and scholarly work in progress; student advisement, professional service, special honors or awards; professional recognition, committee memberships or other university or community special assignments.

☐ 4.  **Two Peer Observations of Bibliographic Instruction Sessions completed within the previous calendar year.** Candidates must have two tenured librarians formally evaluate two different librarian instruction classes.

☐ 5.  **Librarian Professional Service Record.**