**[Your name] (***n***y)**

**[Your title]**

**Assistant/Associate Professor**

1. **Personal History and Professional Experience**

***NOTE***

* Please refer to the Instructions for Completing the Promotion and Tenure Outline, in Provost Communication #9 for additional information; however, do not use the MSWord fillable outline form referenced in Communication 9 since our outline varies due to the unique nature of Librarianship.
* ***Choose a standard font (such as Times New Roman), no less than 11pt. Do not change other formatting.***
* ***List items in chronological order from past to present.***
* ***If you have no activities to list in an area, include None or Not Applicable (as specified), capitalized, spelled out, and followed by a period.***
* ***Do not use bullets or numbering unless noted in the section specific details and there is more than a single item to list.***
* ***Delete this note and all the italicized explanatory notes below before submitting.***

1. Educational Background. *Beginning with the baccalaureate degree, provide the name of the institution; degree, field of study; date of degree, in that order. Do not use bullets or numbering.*
2. List of Academic Positions since Final Degree. *For each academic position held - University of Illinois Urbana Champaign and elsewhere - list inclusive dates (yyyy-yyyy OR yyyy to Present), title, and organization.*
3. Other Professional Employment. *Previous and current. Use same format as B or None.*
4. Honors, Recognitions, and Outstanding Achievements. *Numbered list or None.*
5. Invited Lectures and Invited Conference Presentations since Last Promotion. *Numbered list or None.*
6. Offices Held in Professional Societies. *List elected offices in a numbered list or None.*
7. Organization name; Role; inclusive dates (yyyy-yyyy)
8. Editorships of Journals or Other Learned Publications. *Numbered list or None.*

1. Publication name; Role; inclusive dates (yyyy-yyyy)

1. Grants Received since Last Promotion at Illinois. *Numbered list or None. List principal investigator (PI) first, co-principal investigators (Co-PIs), title of grant, granting agency, dates of grant, and dollar amount of grant. For grants with multiple investigators, list amount of effort and award for the candidate, as well as the candidate’s role (see example in Dossier Guidelines). Start with external grants, oldest to newest, then Campus, then University Library grants; include these subheadings for clarity. Dollar amount should be in dollars only (no cents). Use a numbered list in each subsection.*
2. Name of PI, Your name and role (Co-PI if not PI), Co-PIs, Title of Grant, Granting Agency, Dates of Grant, Dollar Amount.

I. Review Panels. *For governmental agencies, educational institutions, or other organizations. Numbered list or None.*

1. **Publications and Creative Works**

# Denotes any publication derived from the candidate’s thesis.

\* Denotes publication that has undergone stringent editorial review by peers.

+ Denotes publication that was invited and carries special prestige and recognition.

*Additional symbols may be used to denote other noteworthy features. Please add and define here.*

*If you do not have inclusive page numbers for any category that requires them, include pages in manuscript or (more rarely) word count for short online pieces.­*

A. Doctoral Thesis Title *Provide full citation or Not Applicable.*

B. Books Authored or Co-Authored (*in print or accepted*) *Numbered list or None. Add page numbers for book, e.g., 213 pages.*

C. Books Edited or Co-Edited (*in print or accepted*) *Provide total page numbers. If accepted but not yet published give number of pages in manuscript or in proof. Numbered list or None.*

D. Chapters in Books (*in print or accepted*) *Provide inclusive page numbers for book chapters. If accepted but not yet published give number of pages in manuscript or in proof. Numbered list or None.*

E. Monographs (*in print or accepted*) *Provide total page numbers for monographs. If accepted but not yet published give number of pages in manuscript or in proof. Numbered list or None.*

F. Articles in Journals (*in print or accepted*) *Provide inclusive page numbers for publications in journals. If accepted but not yet published give number of pages in manuscript or in proof. Numbered list or None.*

1. Creative Works *Numbered list or None. Specify type, e.g., (exhibition).*
2. Patents *Numbered list or Not Applicable.*
3. Bulletins, Reports, or Conference Proceedings (*in print or accepted*). *Provide page numbers for publications in journals. If accepted but not yet published give number of pages in manuscript or in proof. Numbered list or None.*

J. Abstracts (*in print or accepted*). *Provide inclusive page numbers for abstracts. If accepted but not yet published give number of pages in manuscript or in proof. Numbered list or None.*

K. Book Reviews (*in print or accepted*). *Provide inclusive page numbers for book reviews. If accepted but not yet published give number of pages in manuscript or in proof. Numbered list or None.*

L. Refereed Conference Papers and Presentations *Numbered list or None.*

M. Other *Specify type. Numbered list or None.*

1. **Contributions to Librarianship and Instruction (Substitute Section III for Library Faculty)**

A. Summary of Librarianship and Instruction *1-3 paragraph summary narrative (half page maximum)*

1. Descriptive Data *See Communication 9. Typically, you will complete this section only if you’ve taught credit courses at UIUC. Provide in the format specified in Communication 9.*
2. Supervision of Graduate Students *See Communication 9. Typically, you will complete this section only if you have formally supervised doctoral or master students.* Numbered list or Not Applicable.
3. Supervision of Undergraduate Students *See Communication 9. Numbered list or None.*
4. Other Contributions to Teaching and Learning *See Communication 9 and Library Dossier Guidelines.*

* Curriculum research and development *Numbered list or None.*
* Educational service *Numbered list or None.*
* Personal development *Numbered list or None.*
* Informal student mentoring and support  *Numbered list or None.*
* Other *Numbered list or None.*

1. **Service (Public, Professional/Disciplinary, and University)**
2. Summary of Service *1-3 paragraph summary narrative (half page maximum)*
3. Public Engagement, Outreach, and/or Extension. *Bulleted list. Group like activities under subheadings for clarity if necessary. If you have no activities in this area, use Not Applicable.*
4. Service to Professional and/or Disciplinary Societies or Associations. *In addition to the subheadings below, you may also include subheadings for other kinds of service, like posters, manuscript reviewing, and external peer reviews.*

Committees *Create headings for umbrella organizations (moving from international to local) and list all roles held in those organizations from oldest to newest in nested bullets. List group/committee, role, then dates. Always list a role; use member if no other specified role was held. Write out names followed by acronyms the first time they appear.*  
  
Workshops/Presentations *Include these in a numbered list from oldest to newest following the format below. Use virtual or online for virtual conferences. The date should be the exact date you delivered the presentation, not the conference dates.*

1. Name. “Presentation.” Conference, City, State. Month day, year.

1. University and/or Campus Service. *Follow the guidance for the previous section. Include subheadings for Campus Service and University Library Service. If you have been on multiple search committees, make a separate subheading for University Library Search Committees.*

Campus Service

* Committees *Use nested bullets.*
  + Group/committee, role, dates.
* Workshops/Presentations  
  1. Name. “Presentation.” Conference, City, State. Month day, year.

University Library Service

* Committees *Use nested bullets.*
  + Group/committee, role, dates.
* Workshops/Presentations  
  1. Name. “Presentation.” Conference, City, State. Month day, year.

Other Service

1. **Candidate Statements**

A. Candidate Research Statement *(3 or fewer pages)*

B. Candidate Librarianship/Instruction Statement *(3 or fewer pages)*

C. Candidate Service Statement (optional) *(typically left blank)*

D. Candidate Statement on Diversity, Equity, and Inclusion Activities (optional until 2025) *(less than 1 page)*

1. **Internal Evaluations**
   1. Evaluation of Research Accomplishments

*Author of Evaluation: NAME, RANK, University Library*

* 1. Evaluation of Librarianship, Instruction, and Student Mentoring

*Author of Evaluation: NAME, RANK, University Library*

* 1. Evaluation of Service

*Author of Evaluation: NAME, RANK, University Library*

Summary

1. Public Engagement
2. Service to Disciplinary and Professional Societies or Associations
3. University/Campus Service
   1. Evaluation of Future Potential

*Author of Evaluation: NAME, RANK, University Library*