



The following procedures should be followed by the candidate in preparing the PDS

1. Begin each category (A-E) on a separate page.
2. Present all information *chronologically, with the most recent information first*, and provide relevant dates of activities.
3. Place a **double line** separating work completed during the period of review from earlier work in each category. However, so that the candidate's recent record may be reviewed in the context of his/her full career, *all* achievements should be listed. The applicable period of review in retention or tenure decisions is the period since the date of the initial probationary appointment (including any years prior to appointment for which the candidate received probationary credit). The applicable period of review in promotion decisions is the period since the date of the initial probationary appointment (including any years prior to appointment for which the candidate received probationary credit) or since the last promotion.

PROFESSIONAL DATE SHEET CATEGORIES

- A. Academic Preparation and Honors
 1. Degree, institution, year, major, other education.
 2. List academic awards and honors.
- B. Librarianship and Instructionally Related Activities
 1. Current assignment.
 2. Field of special competence. (Include areas of special competence bearing on your work assignment.)
 3. Librarian assignment. (Include nature of assigned responsibilities, collection development and management activities, instruction and consultation provided, preparation of guides and handouts, etc.; see RTP policy for additional examples).
 4. Participation in student activities (advisement, sponsorship, etc.)
- C. Scholarly and Creative Activities
Publications (include bibliographical data and whether publication has been juried or refereed), papers or workshops delivered to professional organizations (indicate whether the paper was invited or refereed), introduction of new software or other technology, grants, awards and recognition by learned societies, contributions and participation in organizations of state or national scope and other related activities reflecting credit in terms of professional standing and recognition to the University (see RTP policy for additional examples). *Copies, or abstracts, of materials cited are to be included or other documentation of accomplishments as well as dates of activities.*
- D. University and Community Service Activities
 1. Membership and positions on faculty committees – University, College and Department. List dates and describe any unusual degree of participation or responsibility such as reports authored, programs or policies implemented, and offices held.
 2. Activities in community. (Include activities, dates of activities, positions held, etc., which are related to your professional field or which bring substantial beneficial recognition to the University.)
- E. Other contributions reflecting credit in terms of your professional standing and recognition which have an unusual bearing upon your University librarian assignment, scholarly and creative activities, or university or community service.