



SAN DIEGO STATE UNIVERSITY

# LIBRARY AND INFORMATION ACCESS PERFORMANCE REVIEW PERSONNEL DATA SUMMARY (PDS) FORM

## I. Candidate's Statement (Maximum of 3-pages)

Describe your accomplishments in library service effectiveness, professional growth, and service. Address your growth and innovation as a teacher and your development of a coherent research, scholarly, or creative activity program. Write so that a reader outside your discipline can understand your accomplishments. It may be helpful to consult the Senate Policy File section on RTP criteria for language to frame your accomplishments.

## II. Library Service Effectiveness

- A. List and briefly describe five (5) significant items (which may include and are not limited to: demonstrated expertise in library services; demonstrations of functional expertise; command of subject areas; etc.) since degree or the last six (6) years, whichever is shorter, or (for faculty seeking promotion to Librarian) since last promotion.
- B. List courses taught in reverse chronological order during the last three (3) years, the date, Course Number, Course Name, Instructor and number of students in each if applicable.

Date	Course #	Course Name	Instructor	# of Students

- C. List all internships supervised and membership on any thesis committee for the last three (3) years. Provide the title and a one (1) sentence description of each.

## III. Professional Growth

List and briefly describe five (5) significant items (a refereed journal article, a grant, an award, critique of a performance or exhibition, an honor, a manuscript-in-progress etc.) since degree or the last six (6) years, whichever is shorter, or (for faculty seeking promotion to Librarian) since last promotion. Describe the significance of the item, the role you played in developing the item (if joint authored, your contribution), and the status of the journal or publisher. Also include the journal acceptance rate (if applicable), the status of the item (in press, accepted for publication, accepted for publication with revisions, submitted), and impact factor, if relevant to your field. For grants, be sure to provide the grant title, the candidate's role in developing the grant, the dollar amount, the status of the granting agency, acceptance rate, and the start and end date of the grant.

## IV. Service for the University, the Profession, and the Community

List and briefly describe five (5) significant items (a committee assignment, an office in a professional organization, an office in a relevant community organization, a lecture, participation in a service activity, a student outreach program, etc.) since degree or the last six (6) years, whichever is shorter, or (for faculty seeking promotion to Librarian) since last promotion.