



**College Coordinator's Submission Checklist – Clinical Non-Tenure Track  
Promotion and Tenure Forms 2018-19**

**Candidate Name:** \_\_\_\_\_

**College:** \_\_\_\_\_

**Unit Type:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**Joint Appt. College:** \_\_\_\_\_

**Joint Appt. Unit Type:** \_\_\_\_\_

**Joint Appt. Unit Name:** \_\_\_\_\_

**Courtesy Appt. Unit Name(s):** \_\_\_\_\_

- 1) Dossier Forms were provided in an electronic Word document file from the Lower Level?  Yes  No
- 2) Separate PDFs of signed papers and other external letters/papers were provided to insert into the final Dossier Forms when it is converted into its final form in PDF (at the college level).  Yes  No
- 3) The Contract History page is included/submitted separate from the Forms?  Yes  No
- 4) The Contract History omits any reference to place of birth, schooling, or salary?  Yes  No
- 5) The papers are in an appropriate font size (10-12)?  Yes  No
- 6) The "Cover Sheet" includes the attestation statements checked and signed and the endorsements and signatures of the appropriate people?  Yes  No
- 7) Has the Paper preparer signed in appropriate area? (see cover sheet - page 1)  Yes  No
- 8) The Table of Contents, with the appropriate page numbers, is included (reference [Part IV](#) of the Guidelines for instructions)?  Yes  No
- 9) The document is numbered in Arabic numbers beginning with 1 and continues to the end?  Yes  No
- 10) Does the original copy contain original documents (not copies)?  Yes  No
- 11) Nothing is appended such as books, publications, CV's, etc...?  Yes  No
- 12) The College and Unit Norms and Expectations are included separately? (if applicable)  Yes  No
- 13) The tally of votes at each level is included, along with a signature of the chair?  Yes  No
- 14) Vote tallies equal the total # of committee members and are legibly written?  Yes  No
- 15) Voting Justifications are included for "Not Eligible" voters at all levels?  Yes  No
- 16) "Summary" page is correct and includes signatures of all levels of P&T committee chairs?  Yes  No

- 17) The research activity and funding sheet is included? Yes No
- 18) Are the candidate's statements of current and planned teaching, research and service activities within the one page limit and included? Yes No
- 19) There are no fewer than 3 but not more than 5 outside letters of reference? Yes No
- 20) Are the Evaluations from the Unit Executive Officer/Equivalent and Dean included and signed? Yes No
- 21) Are the Evaluations from any applicable UEO/Equivalent and Dean of the candidate's Joint Appointment and/or Courtesy (0%) Appointment included and signed? Yes No
- 22) The "Table of Contents" was updated in the Word file one final time after all edits? Yes No
- 23) PDFs of signed papers and any other external letters/papers were added to the dossier with the corresponding page numbers after the original electronic Word file was converted to PDF? Yes No
- 24) After the Dossier was converted to its final PDF form, "Text Recognition" in Adobe was applied to the final PDF file to easily search words within the PDF? Yes No
- 25) Original Dossier Forms uploaded to Blackboard? Yes No
- 26) Original Dossier Forms (binder clipped) with this checklist ready to be delivered to 2731 UH? Yes No

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**Completeness of Dossier Confirmed in the Office of the Dean by the College Coordinator**

**College Coordinator:** \_\_\_\_\_  
(Type Name)

\_\_\_\_\_  
(Signature)

**E-Mail:** \_\_\_\_\_

**Date:** \_\_\_\_\_