



**College Coordinator's Submission Checklist – Tenure System & Research Non-Tenure
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 unit 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 Tenure and Contract History Form is included/submitted separately (unclipped) from the rest of the Dossier Forms? Yes No
- 4) The Tenure 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) Where appropriate, has the Mid-Probationary evaluation been included? Yes No
- 18) The research activity and funding sheet is included? Yes No
- 19) Are the candidate's statements of current and planned teaching, research and service activities within the one-page limit and included? Yes No
- 20) There are no fewer than 5 but not more than 8 outside letters of reference? Yes No
- 21) Are the Evaluations from the Unit Executive Officer/Equivalent and Dean included and signed? Yes No
- 22) 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
- 23) The "Table of Contents" was updated in the Word file one final time after all edits? Yes No
- 24) 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
- 25) 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
- 26) Original Dossier Forms (separate file), Tenure & Contract History Form (separate file), and this Checklist (separate file) uploaded to Blackboard (reference [Part IV](#) of the Guidelines for instructions)? Yes No
- 27) Original Dossier Forms (binder clipped). Tenure & Contract History form (clipped separately), and this checklist (clipped separately) ready to be delivered to 2715 UH? Yes No

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

College Coordinator: _____
(Type Name)

(Signature)

E-Mail: _____

Date: _____