



**Paper Preparer'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): _____

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- 1) Has the candidate reviewed the factual elements of the papers? Yes No
 - 2) Has the candidate been informed of the policies and procedures governing the P&T review? Yes No
 - 3) Has the candidate provided a signed endorsement of non-evaluative information and checked all necessary boxes? Yes No
 - 4) The Contract History page is included/submitted separate from the Forms? Yes No
 - 5) The Contract History omits any reference to place of birth, schooling, or salary? Yes No
 - 6) The papers are in an appropriate font size (10-12)? Yes No
 - 7) The document is numbered in Arabic numbers beginning with 1 and continues to the end? 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) Nothing is appended such as books, publications, CV's, etc...? Yes No
 - 10) The Unit Norms and Expectations are included separately? (if applicable) Yes No
 - 11) The tally of votes for the Unit is included, along with a signature of the chair? Yes No
 - 12) Vote tallies equal the total # of committee members? Yes No
 - 13) Voting Justifications are included for "Not Eligible" voters? Yes No
 - 14) Are number of referees no fewer than 3 and no more than 5? Yes No
 - 15) Are any of the referees from the list the candidate deemed "inappropriate"? Yes No
 - 16) Referees are scholars who have not had a close association with the candidate (e.g., advisor, co-PI, co-author, past or present colleague)? Yes No

- 17) Referees are at or above the proposed rank outstanding scholarly work in the field? Yes No
- 18) Are the Evaluations from the Unit Executive Officer/Equivalent included and signed? Yes No
- 19) Is the U.E.O.'s Evaluation organized under the FIVE subheadings? Yes No
- 20) Are the Evaluations from any applicable UEO/Equivalent of the candidate's Joint Appointment and/or Courtesy (0%/Unpaid) Appointment included and signed? Yes No
- 21) Original signed letters (not copies or unsigned) are included? Yes No
- 22) The "Cover Sheet" includes the attestation statements checked and signed and the endorsements and signatures of the appropriate people? Yes No
- 23) "Summary" page is correct and includes signature of the P&T committee chair? Yes No
- 24) Has the Paper preparer signed in appropriate area? (see cover sheet - page 1) Yes No
- 25) The "Table of Contents" has been updated one final time after all edits/changes? ([Part IV](#)) Yes No
- 26) The Forms/Papers will be submitted to the College P&T Coordinator in an electronic Word document file. All signed pages of the forms and other external letters/papers will be provided as separate PDFs to be inserted into the final PDF of the Dossier at the College Level?** Yes No

Paper Preparer Information:

Paper Preparer: _____
(Type Name)

(Signature)

E-Mail: _____

Date: _____

Unit Staff Member Assisting the Paper Preparer:

Unit Staff Member Name: _____
(Type Name)

(Signature)

E-Mail: _____

Date: _____