



**Paper Preparer'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) 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 Tenure and Contract History page is included/submitted separate from the Forms? Yes No
 - 5) The Tenure and 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) Where appropriate, has the Mid-Probationary evaluation been included? Yes No
 - 15) Are number of referees no fewer than 5 and no more than 8? Yes No
 - 16) Are any of the referees from the list the candidate deemed "inappropriate"? Yes No

