

## <u>Paper Preparer's Submission Checklist - Tenure System & Research Non-Tenure</u> <u>Promotion and Tenure Forms 2018-19</u>

| <u>Ca</u>  | ndidate Name:   |                    |  |  |
|------------|---|--------------------|--|--|
| <u>Co</u>  | llege: Unit Type:   |                    |  |  |
| <u>Un</u>  | it Name:  |                    |  |  |
| <u>Joi</u> | nt Appt. College: Joint Appt. Unit Type:  |                    |  |  |
| <u>Joi</u> | oint Appt. Unit Name:   |                    |  |  |
| <u>Co</u>  | urtesy Appt. Unit Name(s):  | <del></del>        |  |  |
| 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 checke      | d all necessary    |  |  |
| bo         | xes?  | □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 t | the Guidelines for |  |  |
| ins        | structions)?  | □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         | 15) Are number of referees no fewer than 5 and no more than 8?                                |                    |  |  |
| 16         | ) Are any of the referees from the list the candidate deemed "inappropriate"?                 | □Yes □No           |  |  |
|            |   |                    |  |  |

| 17) 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                          |  |  |
| 18) Referees are full professors with outstanding scholarly   | accomplishments in the field?  | □Yes □No                          |  |  |
| 19) Are the Evaluations from the Unit Executive Officer/Eq  | uivalent included and signed?  | □Yes □No                          |  |  |
| 20) Is the U.E.O.'s Evaluation organized under the FIVE subheadings?  |  | □Yes □No                          |  |  |
| 21) Are the Evaluations from any applicable UEO/Equivalent of the candidate's Joint Appointment and/or  |  |                                   |  |  |
| Courtesy (0%) Appointment included and signed?  |  | □Yes □No                          |  |  |
| 22) Original signed letters (not copies or unsigned) are included?  |  | □Yes □No                          |  |  |
| 23) The "Cover Sheet" includes the attestation statements checked and signed and the endorsements and   |  |                                   |  |  |
| signatures of the appropriate people?   |  | □Yes □No                          |  |  |
| 24) "Summary" page is correct and includes signature of the P&T committee chair?  |  | □Yes □No                          |  |  |
| 25) Has the Paper preparer signed in appropriate area? (see cover sheet - page 1)   |  | □Yes □No                          |  |  |
| 26) The "Table of Contents" has been updated one final time after all edits/changes (Part IV)?  |  | □Yes □No                          |  |  |
| 27) 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? |  |                                   |  |  |
| file. All signed pages of the forms and other external le   | tters/papers will be provided as se <sub>l</sub>                           | par <u>ate</u> PDF <u>s</u> to be |  |  |
| file. All signed pages of the forms and other external le   | tters/papers will be provided as se <sub>l</sub>                           | par <u>ate</u> PDF <u>s</u> to be |  |  |
| file. All signed pages of the forms and other external le inserted into the final PDF of the Dossier at the College   | tters/papers will be provided as se <sub>l</sub>                           | par <u>ate</u> PDF <u>s</u> to be |  |  |
| file. All signed pages of the forms and other external le inserted into the final PDF of the Dossier at the College  Paper Preparer Information:  Paper Preparer:   | tters/papers will be provided as se<br>Level?                              | par <u>ate</u> PDF <u>s</u> to be |  |  |
| file. All signed pages of the forms and other external le inserted into the final PDF of the Dossier at the College  Paper Preparer Information:  Paper Preparer:  (Type Name)  | tters/papers will be provided as segments.  Level?  (Signature)            | par <u>ate</u> PDF <u>s</u> to be |  |  |
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| file. All signed pages of the forms and other external le inserted into the final PDF of the Dossier at the College  Paper Preparer Information:  Paper Preparer:  (Type Name)  E-Mail:  Unit Staff Member Assisting the Paper Preparer:  Unit Staff Member Name:                   | Level?  (Signature)  Date:   | par <u>ate</u> PDF <u>s</u> to be |  |  |
| File. All signed pages of the forms and other external le inserted into the final PDF of the Dossier at the College  Paper Preparer Information:  Paper Preparer:  (Type Name)  E-Mail:  Unit Staff Member Assisting the Paper Preparer:  (Type Name)                               | tters/papers will be provided as sellevel?  (Signature)  Date: (Signature) | par <u>ate</u> PDF <u>s</u> to be |  |  |
| File. All signed pages of the forms and other external le inserted into the final PDF of the Dossier at the College  Paper Preparer Information:  Paper Preparer:  (Type Name)  E-Mail:  Unit Staff Member Assisting the Paper Preparer:  (Type Name)                               | tters/papers will be provided as sellevel?  (Signature)  Date: (Signature) | par <u>ate</u> PDF <u>s</u> to be |  |  |