

UNIVERSITY OF ILLINOIS AT CHICAGO  
PROMOTION AND TENURE GUIDELINES  
2008-2009

PART V

PREPARERS AND TYPISTS CHECKLISTS

In order to ensure that the papers have been prepared in accordance with the campus guidelines, it will be required that the preparer and the typist fill out these checklists. When the papers are delivered to the office of Academic Affairs, these checklists should be appended to the original copy only.

CANDIDATE \_\_\_\_\_

College/Dept \_\_\_\_\_

(Please print)

**PREPARER'S PROCEDURAL CHECKLIST**

(circle one)

**YES NO**

Are the number of referees no fewer than 5 and no more than 8?

**YES NO**

Are any of the referees from the list the candidate deemed "inappropriate"?

**YES NO**

Are the referees scholars who have not had a close association with the candidate e.g., advisor, co-PI, co-author, past or present colleague?

**YES NO**

Are the referees full professors with outstanding scholarly accomplishments in the candidate's field?

**YES NO**

Are the original letters (not FAXED copies, e-mails, or unsigned) included with the original?

**COMMUNICATION WITH THE CANDIDATE**

**YES NO**

Has the candidate reviewed the factual elements of the papers?

**YES NO**

Has the candidate been informed of the policies and procedures governing the P&T review process?

**UNIT EXECUTIVE EVALUATION:**

**YES NO**

Is the justification and recommendation from the unit executive officer included and signed?

**YES NO**

Is the department executive officer's evaluation organized under the FIVE subheadings?

**YES NO**

Has the Mid-Probationary evaluation been included in Section V.E.?

**COLLEGE DEAN/UNIT DIRECTOR EVALUATION:**

**YES NO**

Is the justification and recommendation from the college dean/unit director included and signed?

**SIGNATURES AND FORMAT:** Have **ALL** other appropriate places been signed?

**YES NO**

Has the candidate provided a signed endorsement of non-evaluative information?

**YES NO**

paper preparer (see cover sheet - page I)

**YES NO**

Department executive officer, regional dean (if applicable), college dean or unit director (see cover sheet - page I)

**YES NO**

voting page tallies\* & signatures, including department review committee chair, college/unit P&T committee (if separate), college/unit executive committee (see Summary of Committee Reviews).

\*be sure vote tallies equal the TOTAL # of committee members

Preparer: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

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

CANDIDATE: \_\_\_\_\_ College/Dept \_\_\_\_\_  
(please print)

**TYPIST'S PROCEDURAL CHECKLIST**

(circle one)

- YES NO Original plus 7 copies (1 copy is duplicated one-to-one and unstapled (but clipped); 6 copies are duplicated back-to-back, and stapled). The original is unstapled.
- YES NO Nothing is appended such as books, publications, cv's, etc.
- YES NO The front page contains endorsements and signatures.
- YES NO The papers are typed in an appropriate font size (10-12).
- YES NO The document is numbered in Arabic numbers beginning with 1 and continues consecutively to the end.
- YES NO The Table of Contents, with the appropriate page numbers, is included.
- YES NO The Tenure and Contract History omits any reference to place of birth, schooling, or salary.
- YES NO The tally of votes at each level is included, along with a signature of the chair. Be sure the vote tallies equal the total # of committee members.
- YES NO Section V contains the signed justification statements from the department executive officer and dean.
- YES NO The unit norms and expectations are included.
- YES NO The research activity and funding sheet is included.
- YES NO Are there no fewer than 5 but not more than 8 outside letters of reference?
- YES NO Are the letters of reference the original letters (not FAXED copies, e-mails, or unsigned) and included with the original?
- YES NO Are the candidate's statements of current and planned teaching, research and service activities within the one page limit and included?

Typist: \_\_\_\_\_ Signature: \_\_\_\_\_  
(please print)

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

Completeness of Package Confirmed in Dean's Office

\_\_\_\_\_  
Printed Name Signature Date Phone No.