

UNIVERSITY OF ILLINOIS AT CHICAGO
PROMOTION AND TENURE GUIDELINES
2003-2004

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 REFEREES

(circle one)

- YES NO** Are the number of referees no less than 4 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** Does the department executive officer's appraisal of candidate include teaching, research and service under separate headings?

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: _____

