CHECKLIST

- Please use the Checklist for your guidance in assembling packets.

- Should required materials be missing from the packets, the nominating Chair’s office will be contacted. Packets that are not completely submitted by the due date will not be considered.

- Consideration of a nomination may be deferred at any time for lack of sufficient data.
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Each packet must contain numbers 1 – 5 below in the order listed

1. **Completed Chair Nomination Form**

2. **Nomination Letter Must Include:**
   - Precise description of how each criterion has been met
   - New appointment: include offer letter
   - Statement regarding competence (if relevant)
   - Statement regarding teaching quality

3. **Curriculum Vitae (see template):**
   - Current copy: complete, accurate and signed and dated by nominee and **MUST** be organized according to the Nomination Instructions (pgs. 3-4 [a-h])

4. **Personal Statement (see template):**
   (**MUST** be organized according to the criteria for the professional category/leg selected)

5. **Forms:** (if either form is not applicable, included signed sheet so marked)
   - Summary of Teaching Responsibilities (completed w/nominee signature)
   - Summary of Clinical Responsibilities (completed w/chair signature)

6. **References for Committee to contact:**
   - Outside authorities (6-8) with complete mailing and email addresses
   - UConn professionals (4) with complete mailing and email addresses
   - Students/residents (8-12) with complete email addresses

7. **Required Additional Information:**
   - Documentation of publications (see pg. 6, item 8 for explanation)
   - Copies of acceptance letters/emails for accepted and “in press” publications
   - Copies of award notices and lists of key personnel for all grants since last promotion
   - Documentation of any other awards or academic accomplishments mentioned in the nomination material
   - Objective evidence of the leg on which you are being nominated

8. **Manuscript Requirements:**
   - Electronic copies of a minimum of four (4) and a maximum of six (6)
   - If books/videos are included as part of the minimum of four please provide three (3) copies
## DOCUMENTATION CHECKLIST FOR SAPC NOMINATION PACKETS
### FOR PROMOTION OF COMMUNITY FACULTY

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- ONE (1) collated copy of items 1-5
- ONE (1) flash drive will **ALL** required documents (items 1-6)

Each packet must contain numbers 1 – 5 below in the order listed

### 1. Completed Chair Nomination Form for promotion of Community faculty

### 2. Nomination Letter Must Include:
- Precise description of how nominee meets criteria for promotion
- Statement regarding teaching quality

### 3. Curriculum Vitae:
- Current copy: complete, accurate and signed and dated by nominee and **MUST** be organized according to the Nomination Instructions (pgs. 3-4 [a-g])

### 4. Personal Statement

### 5. Teaching Form
- Summary of Teaching Responsibilities (completed w/nominee signature)

### 6. References for Committee to contact:
- Seven (7) references with complete mailing and email addresses
- Between 8 (eight) and 12 (twelve) students/residents with complete email addresses