

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.

DOCUMENTATION CHECKLIST FOR SAPC NOMINATION PACKETS

FOR APPOINTMENT OF COMMUNITY FACULTY

	Included	Missing
<ul style="list-style-type: none"> • ONE collated copy of items 1-5 • ONE flash drive with ALL required documents (items 1-8) 	_____	_____
Each packet must contain numbers 1 – 5 below in the order listed		
1. <u>Completed Chair Nomination Form</u>	_____	_____
2. <u>Nomination Letter Must Include:</u> <ul style="list-style-type: none"> • Precise description of how each criterion has been met • New appointment: include offer letter • Statement regarding competence (if relevant) • Statement regarding teaching quality 	_____	_____
3. <u>Curriculum Vitae (see template):</u> <ul style="list-style-type: none"> • 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. <u>Personal Statement (see template):</u> (MUST be organized according to the criteria for the professional category/leg selected)	_____	_____
5. <u>Forms:</u> (if either form is not applicable, included <u>signed</u> sheet so marked) <ul style="list-style-type: none"> • Summary of Teaching Responsibilities (completed w/nominee signature) • Summary of Clinical Responsibilities (completed w/chair signature) 	_____	_____
6. <u>References for Committee to contact:</u> <ul style="list-style-type: none"> • 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. <u>Required Additional Information:</u> <ul style="list-style-type: none"> • 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. <u>Manuscript Requirements:</u> <ul style="list-style-type: none"> • 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

	Included	Missing
<ul style="list-style-type: none">• ONE (1) collated copy of items 1-5• ONE (1) flash drive with <u>ALL</u> required documents (items 1-6)	_____ _____	_____ _____
Each packet must contain numbers 1 - 5 below in the order listed		
1. <u>Completed Chair Nomination Form for promotion of Community faculty</u>	_____ _____	_____ _____
2. <u>Nomination Letter Must Include:</u> <ul style="list-style-type: none">• Precise description of how nominee meets criteria for promotion• Statement regarding teaching quality	_____ _____	_____ _____
3. <u>Curriculum Vitae:</u> <ul style="list-style-type: none">• 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. <u>Personal Statement</u>	_____ _____	_____ _____
5. <u>Teaching Form</u> <ul style="list-style-type: none">• Summary of Teaching Responsibilities (completed w/nominee signature)	_____ _____	_____ _____
6. <u>References for Committee to contact:</u> <ul style="list-style-type: none">• Seven (7) references with complete mailing and email addresses• Between 8 (eight) and 12 (twelve) students/residents with complete email addresses	_____ _____ _____	_____ _____ _____