

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 PAID AND AFFILIATED FACULTY**

DO NOT use this document in place of reviewing the NOMINATION INSTRUCTIONS

ALL listed materials (1 – 8) below should be submitted to **UCH-SAPC- Department Nominations- Deans Office-** in Teams
in pdf format in the order listed and named accordingly

	Included	Missing
1. <u>Completed Chair Nomination Form</u>	_____	_____
2. <u>Nomination Letter Must Include:</u> (see page 2 #2 of Nomination Instructions for detail) <ul style="list-style-type: none"> Proposed rank, professional category, leg Precise description of how each criterion of the professional category has been met New appointment: include offer letter Statement regarding competence (if relevant) Statement regarding teaching quality 	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
3. <u>Curriculum Vitae (see template):</u> (see page 3 #3 of Nomination Instructions for detail) <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 	_____	_____
4. <u>Personal Statement (see template):</u> (see page 4 #4 of Nomination Instructions for detail) (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) (see page 5 #5 of Nomination Instructions for detail) <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> (see page 6 #6 of Nomination Instructions for detail) <ul style="list-style-type: none"> ➤ For Promotions: <ul style="list-style-type: none"> Outside references (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 ➤ For Appointments: <ul style="list-style-type: none"> Outside references (6-8) with complete mailing and email addresses (4) references from inside nominee's previous institution Students/residents (8-12) with complete email addresses 	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
7. <u>Manuscript Requirements:</u> see: (see page 7 #7 of Nomination Instructions for detail) <ul style="list-style-type: none"> Copies of 4-6 of the nominee's most significant manuscripts Documentation of publications Copies of acceptance letters/emails for accepted and "in press" publications 	_____	_____
8. <u>Required Additional Information:</u> (see page 8 #8) <ul style="list-style-type: none"> Documentation of any other awards or academic accomplishments mentioned in the nomination material that you wish the SAPC to consider regarding your nomination. 	_____	_____