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

<table>
<thead>
<tr>
<th>Included</th>
<th>Missing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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