

Form E: Tenure Candidate’s Application Procedure Checklist – Fall Candidates

Name of Candidate: _____ **Department:** _____

Please complete and submit this checklist along with your other required materials to the UWTC Chair by February 15, 2017. All materials submitted should be clearly labeled and electronically submitted to tenure-submission@iup.edu.

On or Before Dec 31, 2016

1. I have submitted to the President and the UWTC Chair, through tenure-submission@iup.edu, my

_____ Letter of Application

_____ Current Vita

_____ Form D: *Notice of UWTC That Application for Tenure Has Been Filed*

2. I submitted to my Department Chair my:

_____ Letter of Application

_____ Current Vita

_____ Form D: *Notice to UWTC That Application for Tenure Has Been Filed*

_____ Any supporting documentation required by my Department Tenure Committee

On or Before January 15, 2017

I have verified that my Department Chair submitted to the Department Tenure Committee Chair my:

_____ Letter of Application

_____ Current Vita

_____ Form A: *Permission for DTC to Access Candidates Personnel File*

_____ Form D: *Notice to UWTC that Application for Tenure Has Been Filed*

_____ Any supporting documentation required by my Department Tenure Committee

On or Before February 15, 2017

1. I submitted an electronic copy (to tenure-submission@iup.edu) of my:

_____ From C: *Candidate's Personnel File Verification for Tenure*

_____ Form E: *Tenure Candidate's Application Procedure Checklist*

2. _____ I have verified that my Department Chair submitted an electronic copy of the Chair's Recommendation to the President and the UWTC Chair via tenure-submission@iup.edu.

3. I have verified that my Department Tenure Committee Chair submitted electronically (to tenure-submission@iup.edu):

_____ The DTC's Recommendation

_____ Form B: *DTC Personnel File Verification for Tenure*

_____ Form F: *Tenure Application Transmittal Form*

Applicant's Signature

Date