

## Form E: Tenure Candidate's Application Procedure Checklist

Name of Candidate: \_\_\_\_\_

Department: \_\_\_\_\_

Please complete and submit this checklist along with your other materials to the UWTC Chair by February 15. **All materials submitted should be clearly labeled and placed in separate file folders so they may be identified easily.**

### **By December 31, 2011**

1. I have submitted to the President my

\_\_\_\_\_ Letter of Application

\_\_\_\_\_ Current Vita

**Please be aware that the University is typically closed from December 26 and reopens January 2, 2012. As a result, if you plan to submit your material to the President and the UWTC Chair after December 23, 2011, it must be submitted via US mail. Please make sure that it is postmarked by December 31, 2011.**

2. I submitted to the UWTC Chair three folders labeled with my name and department, each containing one copy of the following:

\_\_\_\_\_ Letter of Application

\_\_\_\_\_ Current Vita

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

**Please submit this material to the Criminology Department, Wilson Hall Room 200. Be aware that if you intend to submit this material after December 23, 2011, it too will need to be submitted via the U.S. mail. Again, please make sure that it is postmarked by December 31, 2011. Your material should be sent to the following address:**

**Dr. Jennifer Gossett, UWTC Chair  
Department of Criminology  
Wilson Hall Room 200  
Indiana University of Pennsylvania  
Indiana, PA 15705**

3. 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 my Department Tenure Committee (DTC) may require

**By January 15, 2012**

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 my Department Tenure Committee (DTC) may require

**By February 15, 2012**

1. I submitted to the UWTC Chair 3 copies 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 to the UWTC chair three copies of:

- \_\_\_\_\_ The Chair's Recommendation

3. I have verified that my Department Chair submitted to the President one copy of:

- \_\_\_\_\_ The Chair's Recommendation

4. I have verified that my Department Tenure Committee Chair submitted to the UWTC\* three copies of:

- \_\_\_\_\_ The DTC's Recommendation
- \_\_\_\_\_ Form B: *DTC Personnel File Verification for Tenure*
- \_\_\_\_\_ Form F: *Tenure Application Transmittal Form*

**\*Note to DTC chair: Submit three folders labeled with the candidate's name and department, each containing one copy of the documents immediately above:**

5. I have verified that my Department Tenure Committee Chair submitted to the President one copy of:

- \_\_\_\_\_ The DTC's Recommendation
- \_\_\_\_\_ Form B: *DTC Personnel File Verification for Tenure*
- \_\_\_\_\_ Form F: *Tenure Application Transmittal Form*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date