

**UNIVERSITY OF ILLINOIS • URBANA-CHAMPAIGN  
RECOMMENDATION FOR PROMOTION OR TENURE**

**CHECK LIST FOR TRANSMITTAL OF DOSSIER:**

- Specified tenure code on cover sheet, if applicable
- Recorded votes at each level of review (i.e., department, school, college) on cover sheet
- Specified author(s) of departmental evaluations of research, teaching and service
- Described norms/standards for scholarship in the candidate's area
- Described funding availability in the candidate's area
- Provided 1-paragraph bio sketch for each external reviewer
- Reported names of external scholars contacted who were unable to provide letter
- Addressed any weaknesses/inconsistencies in the case in EO statement
- Articulated why this promotion is in the best interest of the institution
- Name of Unit Executive Officer listed at the top of the comments page (last page of dossier)
- All pages numbered
- All pages one-sided and no staples