

Checklist of Requested Document Updates

Department Contact uploading documents into Henry:

The following Full Portfolio has been reviewed in HENRY. Please see the below checklist and address each item listed by updating the documents as requested AND then checking the box that each item has been completed. If an item has not been updated an explanation must be provided. The portfolio will not proceed until ALL the updates have been addressed. Once completed upload this checklist in Henry under "Other" when submitting the updated materials.

Candidate Name:

Jane Doe Example

Completed?	Requested Updates	If not updated provide detailed explanation below.
	CHAIR LETTER	
✓	Ex. Pathway is missing. Please update (Chair letter and Executive Summary pathway should match.	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
	EXECUTIVE SUMMARY	
✓	Ex. Page 1 list promotion to Associate Professor in 2012, our records indicate 2014. Please update.	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Completed?	Requested Updates	If not updated provide detailed explanation below.
	CURRICULUM VITAE (CV)	
<input type="checkbox"/>	Ex. Foundation grant is missing percent effort. Please update to include percent effort.	Percent effort varies year to year. I have indicated the range on the CV.
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
	OTHER	
<input checked="" type="checkbox"/>	Ex. Teaching documentation/evaluations were not uploaded	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		