Checklist for Texas A&M AgriLife Research and Extension Service Professorial Faculty

Candidate Statement:

* Make sure name on Impact Statement matches with CV.
* Correct title of Impact Statement, and the statement is 3 pages (maximum), single-spaced; 11 pt font minimum; Arial or New Times Roman font, 1-inch margins.
* Please refer to the document **Guidelines for the Promotion of Texas A&M AgriLife Research and Extension Service Faculty and Joint Appointments for more detail**.

Candidate CV:

* Grant totals listed in CV must match the totals on the **AgriLife Research and Extension Summary Chart for Grants and Other Funding**.
* Make sure CV name matches name in Interfolio and throughout the dossier
* Do not include any personal information: i.e. home address, marital status, children, birthday, citizenship, UIN, SSN, etc.
* After the dossier is sent for external reviews and before the dossier is submitted to the AgriLife Research and/or Extension Peer Review Committees, any substantive updates to the CV (e.g., new grants, publications, awards, etc.) can be submitted in a memo through the Department Head stating exactly what has changed. The memo should contain a statement that the candidate deems the changes to be accurate as of this date and should be signed and dated by the candidate. This memo will be placed in front of the original CV in Interfolio.

Verification of Contents Statement:

* Make sure it lists all items provided by the candidate.
* Make sure to include the Candidate External Reviewer Checklist
* Make sure name matches CV

AgriLife Research and Extension Summary Chart for Grants and Other Funding:

* Correct Excel Spreadsheet template is used.
* Make sure totals match CV.
* Make sure name matches CV
* All columns should fit on 1 page wide and all information in cells should be legible.
* Be sure to list the grants in reverse order they were obtained (most recent ones first). Candidate Reviewer Checklist:
* Make sure to include justifications if any of the boxes are not checked
* Name exactly as it appears in CV.
* Candidate signs the form