

**APPENDIX F:**  
**CLAS CHECKLIST: PROGRESS TOWARD PUBLICATION OF BOOK IN THE DOSSIER**

For the information of the review committee, departmental consulting group, and collegiate consulting group, the candidate completes this checklist for each book-length publication and inserts it in the appropriate section of the dossier (see the CLAS/University Procedures for Promotion and Tenure Decision Making, [I.B.3.d.ix-x](#); CLAS/University Clinical-Track Promotion Procedures, [I.B.3.e.vi](#)). **Please mark the boxes for all steps in the publication process that have been completed.**

Books in the dossier will be assessed by the department, external evaluators, and the College on the basis of the quality and importance of the work, its venue, its potential impact on the field, and any discipline-specific expectations.

**Note:** Please see the CLAS/University Procedures for Promotion and Tenure Decision-making, section 6, [Timing of Reviews in the College](#), for expectations in cases in which an important aspect of the scholarly record is the publication of a book.

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**Title of Book/Manuscript**

**Name(s) of Author(s) or** (in the case of an edited collection, critical edition, etc.) **Editor(s)**

**1. Review for publication:**

- The manuscript was submitted for review to [name of press]
- The manuscript was recommended for publication by the press's external referees (please attach referees' reports).
- The editor has recommended the book to the editorial board.
- The editorial board has approved the recommendation to publish the book.

**2. Acceptance by the press:**

- The publisher has written to the author(s) making the final commitment to publish the book (if the printed book is not in the dossier, please attach a copy of the letter).
- The publication contract has been signed by all parties (if the printed book is not in the dossier, please attach a copy of the contract).

**3. In production:**

- The author has revised the manuscript and responded to any editorial questions.
- The author has supplied the final manuscript, including the text and (as agreed upon with the publisher) tables, appendices, notes, bibliography, illustrations, captions, etc.
- The author has supplied any written permissions necessary to reproduce text or illustrations.
- The author has corrected the copy-edited text and returned it to the publisher.
- The author has corrected the page proofs and returned them to the publisher.
- The author has received a pre-publication copy, which is included in the dossier.

**4. In print:**

- The publisher has issued the book and a copy is included in the dossier.
- Reviews have appeared and are included in the dossier.

Candidate's comments: