|  |  |  |  |
| --- | --- | --- | --- |
| **Section or Subsection** | **Item within subsection** | **Type of Data** | **Is it required for this action?** |
| Cover Sheets | Cover Sheets | 1-many documents | Yes |
| 9B School Decision | School Transmittal Memo | 1-many documents | Indicated at Start Action |
| 9A Department Decision | Department Transmittal Memo | 1-many documents | Indicated at Start Action |
| 1A Departments | Departments | Form data | Yes; always |
| 1B Billet and Search Authorization | Search/Waiver documents | 1-many documents | Indicated at Start Action |
| 1C Faculty Incentive Fund Letter | Faculty Incentive fund Letter | 0-many documents | No |
| 2A Search and Evaluation Committees | Search Committee Membership | Form data | Yes; always |
|  | Search Committee Meeting Dates | Form data | Yes; always |
|  | Search Committee Meeting Documents | 0-many documents | No |
|  | Evaluation Committee Membership | Form data | No; might not exist |
|  | Evaluation Committee Meeting Dates | Form data | No; might not exist |
|  | Evaluation Committee Meeting Documents | 0-many documents | No |
| 2B Description of the Process | Process Description | 1-many documents | Indicated at Start Action |
| 2C Vacancy Announcements | Solicitations | Form data | Indicated at Start Action |
|  | Sample Solicitation Letter | 1-many documents | Indicated at Start Action |
|  | Advertisements – Journals | Form data | Indicated at Start Action |
|  | Advertisements – Other Postings | Form data | Indicated at Start Action |
|  | Sample Advertisement | 1-many documents | Indicated at Start Action |
| 2D Applicant Pool Information | Applicant Pool Information | 1-many documents | Indicated at Start Action |
| 2E Finalists | Finalists | Form data | Indicated at Start Action |
| 3 Biographic and Bibliographic Information | Curriculum Vitae | 1-many documents | Indicated at Start Action |
| 3 Biographic and Bibliographic Information | Biosketch | 1-many documents | Indicated at Start Action |
| 3 Candidate’s Publications  (note: this is the new subsection which will contain uploads of 5 articles provided by the candidate) | Candidate Pbulications | 1-many documents | Indicated at Start Action |
| 4A-C Scholarly Work, Clinical Activities, Teaching and Advising | Scholarly Work, Clinical Activities, Teaching and Advising | 1-many documents | Indicated at Start Action |
| 4D Candidate’s Statement | Candidate’s Statement | 1-many documents | Indicated at Start Action |
| 5 Referees and Referee Letters | Referee Grid | Form data | Indicated at Start Action |
| 5 Referees and Referee Letters | Peer Comparison set | Form data | Indicated at Start Action |
| 5 Referees and Referee Letters | Sample solicitation letter | 1-many documents | Indicated at Start Action |
| 5 Referees and Referee Letters | Referee Letters | 1-many documents | Indicated at Start Action |
| 5 Referees and Referee Letters | Refusal documents for referees who have refused to write  *(only appears if there are referees who have refused)* | 1-many documents | Indicated at Start Action |
| 5 Referees and Referee Letters | Reminders for referees who have not responded  *(only appears if there are referees who have not responded – “No response”* | 1-many reminders | Indicated at Start Action |
| 6 Students/Trainees and Student/Trainee Letters | Student/Trainee Grid | Form data | Indicated at Start Action |
| 6 Students/Trainees and Student/Trainee Letters | Sample solicitation letter | 1-many documents | Indicated at Start Action |
| 6 Students/Trainees and Student/Trainee Letters | Reminders for student/traineess who have not responded  *(only appears if there are students who have not responded – “No response”* | 1-many reminders | Indicated at Start Action |
| 6 Students/Trainees and Student/Trainee Letters | Refusal documents for student/trainees who have refused to write  *(only appears if there are students who have refused)* | 1-many documents | Indicated at Start Action |
| 6 Students/Trainees and Student/Trainee Letters | Student/trainee correspondence | 1-many documents  1-many reminders | Indicated at Start Action |
| 6 Students/Trainees and Student/Trainee Letters | Student/ Trainee letters | 1-many documents | Indicated at Start Action |
| 7 Teaching and Clinical Evaluations | Teaching and Clinical Evaluations | 1-many documents | Indicated at Start Action |
| 8 Evaluation of the Candidate | Evaluation of the Candidate | 1 document | Indicated at Start Action |
| 9A Department Review | Department Review | 1 document  (or 1-many docs?) | Indicated at Start Action |

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| --- | --- | --- | --- |
| 9B School Review | School Decision | 1-many documents | Indicated at Start Action |
| 9B School Review | Additional Documents | 1-many documents | Indicated at Start Action |

For each item enumerated above, the following table gives rules for the presentation of input elements that control the selection and, when there are many documents, of ordering of documents.

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| --- | --- | --- | --- | --- | --- | --- |
|  | | | **Partial Long Form** | | **Draft Long Form**  **~~Department Original~~**  **School Original** | |
| **Type of Data** | **Is it required for this action?** | **Is there data in the item?** | **Presentation of Input Elements** | **Edit Rules on submission** | **Presentation of Input Elements** | **Edit Rules on submission** |
| Form data | Yes | Yes | Selectable | User may or may not select. | Pre-selected; CAN USER UNSELECT ON DRAFT LF? | None |
| Form data | No | Yes | Selectable | User may or may not select. | Selectable OR PRE-SELECTED? | User may or may not select. |
| 1 document | Yes | Yes | Selectable | User may or may not select. | Pre-selected | None |
| 1 document | No | Yes | Selectable | User may or may not select. | Selectable? | User may or may not select. |
| > 1 document  (***not*** referee or student letters) | Yes | Yes | All docs selectable; user can indicate order to include in PDF | User may or may not select. If >1 doc is selected, user must indicate order. | All docs selectable; user can indicate order to include in PDF; IS THIS STILL TRUE? | At least one document must be selected. If >1 doc is selected, user must indicate order. |
| > 1 document  (***not*** referee or student letters) | No | Yes | All docs selectable; user can indicate order to include in PDF | User may or may not select. If >1 doc is selected, user must indicate order. | All docs selectable; user can indicate order to include in PDF; IS THIS STILL TRUE? | User may select 0 to many documents. If > 1 doc is selected, user must indicate order. |
| > 1 document  (Referee or student letters) | Yes | Yes | All docs selectable; user can indicate order to include in PDF | User may or may not select. If >1 doc is selected, user must indicate order. | All docs pre-selected; user indicates order to include in PDF; NO; ORDER IS PREDETERMINED | User must indicate order. NO; PREDETERMINED |
| > 1 document  (Referee or student letters) | No | Yes | All docs selectable; user can indicate order to include in PDF | User may or may not select. If >1 doc is selected, user must indicate order. | All docs pre-selected; user indicates order to include in PDF; NO; ORDER IS PREDETERMINED | User must indicate order. NO; PREDETERMINED |
| n/a | No | No | Grayed out, not selectable | None | Grayed out, not selectable | None |
| n/a | Yes | No | Grayed out, not selectable | None | Selectable | None; taken care of in PDF generation. |

Note that the last row should never happen for Draft and Final long forms because to generate them, all required sections must be complete, which means that all required sections will contain data as form data or as documents.