

**The University of Chicago
Division of the Biological Sciences
The Pritzker School of Medicine
Office of Academic Affairs**

TO: Academic Affairs Administrators
FROM: Paul V. Anderson, Assistant Dean and Director
RE: E-forms for COROAP and COAP case submission
DATE: 15 February 2010

Effective immediately, hard copies of e-forms for COROAP and COAP cases are no longer needed. Keep in mind, however, that from time to time it may be necessary to request a hard copy of an e-form for an individual case.

For reappointment cases of Assistant Professors on the AC track, we also no longer need hard copies of teaching evaluations and other supporting materials beyond the CV. From time to time, however, it may be necessary to request a hard copy of teaching evaluations and other supporting materials for an individual case.

We still require one hard copy of the CV for reappointment cases of Assistant Professors on the AC track. For all other non-AC track COROAP cases, we still require one set only of hard copies of all supporting materials. For all COAP cases, we still require one set only of hard copies of all supporting materials.

The checklists on the e-forms have not yet been revised to reflect these changes. However, it is never too soon to reduce the paperwork required in the submission of cases.