

 DALHOUSIE UNIVERSITY FACULTY OF HEALTH	<i>Policy Sponsor:</i> Dean Faculty Council	<i>Approval Date:</i>
Tenure and Promotion: File Checklist	<i>Responsible Unit:</i> Tenure & Promotion Committee Director, Human Resources	<i>Amendments:</i> Revisions – June 2009, Full Faculty Updated to indicate e-copy of file required July 2017 Formatting changes March 2018

All faculty members who are eligible for tenure, promotion, or reappointment consideration, are asked to submit a file that outlines their achievements. The purpose of the attached file check list is to ensure candidates submit a complete file, thereby avoiding delays in the review of their application.

Several relevant documents are available on the Faculty of Health web site (www.dal.ca/health) to assist candidates in their understanding of the reappointment/tenure and promotion review process and the preparation of their file.

- *Guidelines for the Preparation of a Complete File for Tenure and/or Promotion Consideration.*
- *Information Sheet for Candidates*
- *Guidelines & Criteria for the Granting of Tenure*
- *Guidelines and Criteria for Promotion*

Candidates are asked to familiarize themselves with these documents and with the Collective Agreement between the Board of Governors of Dalhousie University and the Dalhousie Faculty Association.

Please complete and sign the check list and enclose with your reappointment/tenure and/or promotion file.

Note: Reappointment - one file required by your Director.

Tenure and/or Promotion—One hard copy and one electronic copy of your file to be submitted to your Director.

Incomplete files or files not complete in accordance with the file preparation guidelines will be returned.



File Outline Check List

<input type="checkbox"/> Cover Letter (6 pages max.) as described in <i>Guidelines for the Preparation of a Complete File for Tenure, Promotion and Reappointment Consideration</i> .	
<input type="checkbox"/> <u>Table of Contents</u>	<input type="checkbox"/> Includes a one-page listing of items in the file
<input type="checkbox"/> Updated Curriculum Vitae following the format of the Faculty of Health standardized curriculum vitae described in the document, <i>Guidelines for the Preparation of a Complete File for Tenure and/or Promotion Consideration</i> .	
<input type="checkbox"/> <u>Appendices</u>	<input type="checkbox"/> All appendices have titles and are tabbed <input type="checkbox"/> Appendices follow curriculum vitae order <input type="checkbox"/> Materials included are considered relevant by the candidate
Do NOT include the following items	
<ul style="list-style-type: none"> • Letters of support written by a member of the unit or Faculty-level T& P committees. • Any course evaluation (including students' comments) that pertains to instructors other than the candidate (i.e., delete the names of any other instructors on signed evaluations) • Any confidential information appearing on student evaluations of other instructors • Unsigned course evaluations of candidate • Annual reports 	

Date

Signature of Candidate