



CHECKLIST – Promotion (Instructor Stream)

The following documentation constitutes a complete application. **Only complete applications will be accepted by the Dean's Office.**

Please submit applications via [upload to Sharepoint](#) (see instructions [here](#)) with each document saved individually (in the order below).

Documentation:

- ☐ 1. Cover sheet
- ☐ 2. Dept head letter ⁽¹⁾
- ☐ 3. Dept committee letter ⁽¹⁾
- ☐ 4. Dept committee list (if names not listed at bottom of letter)
- ☐ 5. External referee letters – required for promotion to UTF only (combined into a single PDF)
Letters (normally 2) external to the dept but not necessarily external to the university.
- ☐ 6. Internal reference letters (optional but recommended. Combine into a single PDF)
* The department head (or designate) must obtain these letters from the list of individuals provided by the applicant.
- ☐ 7. Letters of teaching assessment (combined into a single PDF)
- ☐ 8. Candidate statement ⁽²⁾
- ☐ 9. CV ⁽²⁾
- ☐ 10. Teaching dossier and appendices ⁽²⁾ (combined into a single PDF)
- ☐ 11. Special file inventory sheet
- ☐ 12. Faculty payroll profile form
- ☐ 13. Additional Information (optional)
 - ☐ Combine any additional information that does not fit into one of the above items into a single PDF
- ☐ 14. Copy of completed checklist

I confirm that all the required documents above are included to complete this application. Conflicts of interest and arms-length discussions were discussed amongst the department committee as well as the department head and were addressed accordingly in their respective letters.

Name:
Title/Dept:

Date

⁽¹⁾ In the case of joint appointments, both departments must submit recommendations
⁽²⁾ Documentation submitted by candidate to dept