

CHECKLIST – Tenure and/or Promotion (All Appointment Streams)

The following documentation constitutes a complete application. **Only complete applications will be accepted by the Dean's Office.** Administrators please submit, via [upload to Sharepoint](#) (see instructions [here](#) in the following format):

Each document saved individually (in the order below), and
All documents combined/saved into a single PDF (in the order below).

TENURE and/or PROMOTION:

Cover sheet

Dept head letter⁽¹⁾

Dept committee letter⁽¹⁾

Dept committee list, if names not listed at bottom of letter

External referee letters

- For Instructor stream (promotion to UTF), letters (normally 2) external to the dept but not necessarily external to the university.
- For Tenure Stream or Cont. Appt. Stream, must be external to the university and arms-length. For tenure/promotion to associate professor, **minimum of 2** letters, **preferably 3**. For promotion to professor, **minimum of 3** letters, **preferably 4**.

List of proposed external referees provided by faculty member ⁽²⁾([n/a for Instructors](#))

Sample letters (1 example) sent to external referees ([n/a for Instructors](#))

Internal reference letters ([optional](#), but recommended)

Letters of teaching assessment (for [Instructors only](#))

Candidate statement⁽²⁾

CV⁽²⁾

Teaching dossier⁽²⁾

Career path profile form (for clinical faculty with [Continuing Appointment only](#))

Special file inventory sheet (for [Tenure/Instructor Stream only](#))

Faculty payroll profile form

(1) In the case of joint appointments, both departments must submit recommendations

(2) Documentation submitted by candidate to dept