

TENURE & PROMOTION APPLICATION CHECKLIST (for administrators)

Deadline for submission to Dean's Office:	Tenure	Nov. 1
	Promotion (Continuing Appt)	Nov. 15
	Promotion (Tenure Stream)	Nov. 30

NOTE: When applying for both tenure and promotion, applications must be submitted by the tenure deadline (Nov. 1).

CHECKLIST:

The following documentation constitutes a complete application. Only complete applications will be accepted. **Please submit, on a single USB:**

- a) Each document saved individually to the USB (in the order below), and
 - b) All documents combined/saved into a single PDF (in the order below).
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1. Department head's letter of recommendation⁽¹⁾
 2. Department committee's letter of recommendation⁽¹⁾
 3. External referees' letters⁽²⁾ (each letter saved individually to USB)
 4. List of proposed external referees provided by faculty member
 5. Sample letter (1 example) sent to external referees soliciting assessment
 6. Internal reference letters (**recommended, but not required**)
 7. Candidate's cover sheet (if Tenure Stream appointee, use Tenure Stream cover sheet)
 8. Candidate's statement
 9. CV
 10. Teaching dossier (sample teaching evaluations should be included)
 11. Copy of Career Path Profile (for clinical members with Continuing Appointment only)
 12. If any, additional information (**optional**)
 13. List of Department committee members (if not listed at bottom of committee letters)
 14. Completed Faculty Payroll Profile Form (FPP, signed by Department Head)
 15. Special File Inventory Sheet (for Tenure Stream faculty only)

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

⁽²⁾For tenure and promotion to associate professor, minimum of 2 external referee letters, preferably 3. For promotion to professor, minimum of 3 external referee letters, preferably 4.

It is essential to review all relevant information on promotion and tenure, including:

- **Faculty of Medicine Promotion and Tenure Guidelines**
- **Collective Agreement (DFA)**
- **Faculty of Medicine Standards and Criteria for Tenure and Promotion (for Tenure Stream)**
- **Continuing Appointment Regulations and Promotion criteria (for Continuing Appointments)**

For questions concerning the promotion and tenure process, please contact Janice Godin (902-494-1886 or janice.godin@dal.ca).