



TENURE & PROMOTION APPLICATION CHECKLIST (for administrators)

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| Deadline for submission to Dean's Office: | Tenure | Nov. 1 |
| | Promotion (Clinical) | Nov. 15 |
| | Promotion (Basic Science) | 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. **A single (1) copy of the documentation on USB is required.** Each document must be saved individually to the USB (do not scan & save all documents into a single PDF).

- 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 (single) letter sent to external referees soliciting assessment
- 6. Internal reference letters (**optional**)
- 7. Candidate's cover sheet (if tenure-stream appointee, use Basic Science 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. Completed Faculty Payroll Profile Form (FPP, signed by Department Head)
- 14. List of Department committee members
- 15. Special File Inventory Sheet (for Basic Science/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 (Basic Science)**
- **Faculty of Medicine Standards and Criteria for Tenure and Promotion (for tenure-stream appointments)**
- **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).