



## CHECKLIST – Tenure and/or Promotion (Continuing Appointment 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](#)) in the format below:

- ☐ Each item below saved individually as PDF (with the same name and in the order below)
- ☐ All documents combined/saved into a single PDF (in the order below)

### Documentation:

- ☐ 1. Cover sheet
- ☐ 2. Dept head letter <sup>(1)</sup>
- ☐ 3. Dept committee letter <sup>(1)</sup>
- ☐ 4. Dept committee list (if names not listed at bottom of letter)
- ☐ 5. External referee letters (combined into a single PDF)
  - ☐ 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.
  - ☐ If referee requested anonymity, please send original letter as well as a redacted version.
  - ☐ Ensure letters are considered arms-length and that there is no COI between the candidate and external referee.
- ☐ 6. List of proposed external referees provided by faculty member <sup>(2)</sup>
- ☐ 7. Sample letters (1 example) sent to external referees (combined into a single PDF)
- ☐ 8. 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.
- ☐ 9. Candidate statement <sup>(2)</sup>
- ☐ 10. CV <sup>(2)</sup>
- ☐ 11. Teaching dossier and appendices <sup>(2)</sup> (combined into a single PDF)
- ☐ 12. Career path profile form
- ☐ 13. Faculty payroll profile form
- ☐ 14. Additional Information (optional)
  - ☐ Combine any additional information that does not fit into one of the above items into a single PDF
- ☐ 15. 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: \_\_\_\_\_  
(dd-MMM-yyyy)

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