



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 (combined into a single PDF)
 - For promotion to UTF, 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)
- 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