



## CHECKLIST – Reappointment to 2<sup>nd</sup> Probationary (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 <sup>(1)</sup>
- ☐ 3. Dept committee letter <sup>(1)</sup>
- ☐ 4. Dept committee list (if names not listed at bottom of letter)
- ☐ 5. 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.
- ☐ 6. Letters of teaching assessment (combined into a single PDF)
- ☐ 7. Candidate statement <sup>(2)</sup>
- ☐ 8. CV <sup>(2)</sup>
- ☐ 9. Teaching dossier and appendices <sup>(2)</sup> (combined into a single PDF)
- ☐ 10. Special file inventory sheet
- ☐ 11. Faculty payroll profile form
- ☐ 12. Additional Information (optional)
  - ☐ Combine any additional information that does not fit into one of the above items into a single PDF
- ☐ 13. 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*