



CHECKLIST – Reappointment to 2nd 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 ⁽¹⁾
- 3. Dept committee letter ⁽¹⁾
- 4. Dept committee list (if names not listed at bottom of letter)
- 5. Internal reference letters (optional but recommended. Combine into a single PDF)
- 6. Letters of teaching assessment (combined into a single PDF)
- 7. Candidate statement ⁽²⁾
- 8. CV ⁽²⁾
- 9. Teaching dossier and appendices ⁽²⁾ (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*