



CHECKLIST – Reappointment to Tenure Track (Tenure 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 (with the same name and 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)
 - * The department head (or designate) must obtain these letters from the list of individuals provided by the applicant.
- ☐ 6. Candidate statement ⁽²⁾
- ☐ 7. CV ⁽²⁾
- ☐ 8. Teaching dossier and appendices ⁽²⁾ (combined into a single PDF)
- ☐ 9. Special file inventory sheet
- ☐ 10. Faculty payroll profile form
- ☐ 11. Additional Information (optional)
 - ☐ Combine any additional information that does not fit into one of the above items into a single PDF
- ☐ 12. 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*