DALHOUSIE UNIVERSITY
FACULTY OF MEDICINE

| Probationary Tenure Track ('PTT') | Tenure Track ('TT') | Tenure (and/or Promotion) |

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)
- ☐ 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