

## CHECKLIST – Tenure and/or Promotion (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](#)) in the format below:

- Each document saved individually as PDF (with the same name and in the order below)
- All documents combined/saved into a single PDF (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. External referee letters (combined into a single PDF)
  - Must be external to the university and arms- length.
  - For tenure/promotion to associate professor, minimum of 2 letters, preferably 3.
  - For promotion to professor, minimum of 3 letters, preferably 4.
  - If referee requested anonymity, please send original letter as well as a redacted version.
  - Ensure letters are considered arms-length and that there is no COI between the candidate and external referee.
- 6. List of proposed external referees provided by faculty member <sup>(2)</sup>
- 7. Sample letters (1 example) sent to external referees (combined into a single PDF)
- 8. Internal reference letters (optional but recommended. Combine into a single PDF)
- 9. Candidate statement <sup>(2)</sup>
- 10. CV <sup>(2)</sup>
- 11. Teaching dossier and appendices <sup>(2)</sup> (combined into a single PDF)
- 12. Special file inventory sheet
- 13. Faculty payroll profile form
- 14. Additional Information (optional)
  - Combine any additional information that does not fit into one of the above items into a single PDF
- 15. 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