

**INSTRUCTOR REAPPOINTMENT FILE CHECKLIST FOR CANDIDATES**  
**(Reappointment to 2<sup>nd</sup> probationary appointment; Reappointment as Senior Instructor)**

**Faculty of Arts and Social Sciences**

<input type="checkbox"/>	<b>Special File Inventory Sheet</b>	Include a one-page list of items in the file (in order of appearance in the file) using a <a href="#">Special File Inventory sheet</a> .
<input type="checkbox"/>	<b>Letter of Appointment</b>	Include your letter(s) of appointment
<input type="checkbox"/>	<b>Cover Letter (2–3 pages)</b>	Letter addressed to Department Chair/Director <ul style="list-style-type: none"> <li>· Clearly identify that file is in support of reappointment (state whether reappointment is to probationary or senior instructor) under Clause 12 of the <a href="#">DFA Collective Agreement</a>;</li> <li>· Briefly explain why reappointment is warranted;</li> <li>· Address the criteria outlined in the Collective Agreement;</li> <li>· Outline special or anomalous circumstances.</li> </ul>
<input type="checkbox"/>	<b>Teaching Dossier</b>	<ul style="list-style-type: none"> <li>· Job description</li> <li>· Narrative for teaching philosophy (1-2 pages);</li> <li>· List of all courses taught with number of students for each year;</li> <li>· List of all students supervised, indicating form of responsibility;</li> <li>· All course outlines/syllabi;</li> <li>· Summary sheets of all course evaluations with departmental means; in multiple sections of the same course indicate class average;</li> <li>· All signed qualitative comments for all classes (except terms deemed excluded by Senate). Do not include unsigned comments;</li> <li>· Any supplemental materials to support teaching effectiveness (see <a href="#">Centre for Learning and Teaching</a> for examples).</li> </ul>
<input type="checkbox"/>	<b>Up-to-Date Curriculum Vitae</b>	<ul style="list-style-type: none"> <li>· CV should include: personal information, educational background, employment history, teaching responsibilities, scholarly, research and artistic activities, and administrative and professional activities</li> </ul>
<input type="checkbox"/>	<b>Any other material</b>	
<input type="checkbox"/>	<b>Submission of Material</b>	<ol style="list-style-type: none"> <li>1. A complete electronic copy of the reappointment file must be uploaded to OneDrive and shared with your department. Files should be in PDF format, with editing feature enabled (may be password protected if desired).</li> <li>2. A USB copy of the file must also be submitted to your department. A hard copy of the file is not required, but any publications or research grant documentation not available electronically should be readily available for review upon request.</li> <li>3. The <a href="#">Special File Inventory sheet</a> should be completed (in Word) and uploaded with the reappointment file.</li> <li>4. The department should update the Special File Inventory sheet at each step of the process. Once all letters of recommendations are received, the department will share the complete file on OneDrive with the Dean's Office (<a href="mailto:fassdean@dal.ca">fassdean@dal.ca</a>). Departments should also submit the USB drive to the Dean's Office.</li> </ol>
<input type="checkbox"/>	<p><i>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.</i></p>	
	_____	_____
	Date	Signature of Candidate
	_____	_____
	Date	Signature of Chair/Director
<b>The following documents are included after the candidate has submitted their dossier</b>		
<input type="checkbox"/>	<b>Internal reference letters</b>	Optional but recommended. The department head must obtain these letters from the list of individuals provided by the applicant.
<input type="checkbox"/>	<b>Department Head letter</b>	Letter should be signed, on official letterhead, with copy to candidate.
<input type="checkbox"/>	<b>Department Committee letter</b>	Letter should be signed, on letterhead, include names of committee members, with copy to candidate.

## **Deadlines**

**September 1** (please check with your department for internal deadlines) – Candidate to upload complete reappointment file to OneDrive and share with Chair/Director or Department Admin. A USB copy of the file must also be submitted to Chair/Director (and in turn the Dean).

**October 15** – Department to share reappointment file with the Dean's Office ([fassdean@dal.ca](mailto:fassdean@dal.ca)) on OneDrive, including updated Special File Inventory sheet. Department to provide candidate's USB drive to Dean's Office.

April 2026