

CHECKLIST FOR INSTRUCTOR CANDIDATES - PROMOTION TO UNIVERSITY TEACHING FELLOW
Faculty of Arts and Social Sciences

√	<input type="checkbox"/>	Inventory Sheet	Include a one-page list of items in the file (in order of appearance in the file). Application must also include a Special File Inventory sheet .
	<input type="checkbox"/>	Referees	List of referees including contact information and brief statement of expertise. Must be arm's length, that is, "persons who have not collaborated professionally or been in a supervisory relationship with the candidate and will not gain personal or professional benefit from the candidate's advancement." It is helpful to ask referees to include a statement addressing their professional relationship with the candidate. Appendix VI of the CA includes sample letters. Letters to be provided in English. Note: In the Instructor-stream, it is common for referees to not be external, but they should be at "arms-length" (don't actively collaborate on research or hold grants)
	<input type="checkbox"/>	Letters of Appointment	Include letters of appointment and reappointment
	<input type="checkbox"/>	Job Description	Include latest approved job description
	<input type="checkbox"/>	Cover Letter (2–3 pages)	Letter addressed to Chair of Department <ul style="list-style-type: none"> · Clearly state that the file is in support of promotion to University Teaching Fellow (UTF) as per clause 12 of the CA. · Briefly explain why promotion is warranted · Address the 5 criteria outlined in the Collective Agreement · Outline special or anomalous circumstances · Address the criteria outlined in the Collective Agreement: 12.18 b) and c) ensuring demonstration of the professional commitment to progress as a university teacher and to leadership in university teaching.
	<input type="checkbox"/>	Teaching Dossier	<ul style="list-style-type: none"> · Narrative for teaching philosophy (1-2 pages) · List of all courses taught with number of students for each year · All course outlines · Summary sheets of all course evaluations with departmental means; in multiple sections of the same course indicate class average · Signed qualitative comments for all classes (do not include unsigned comments) · Any supplemental materials to support teaching effectiveness (see Centre for Learning and Teaching for examples)
	<input type="checkbox"/>	Up-to-Date Curriculum Vitae	Include in CV personal information, educational background, employment history, teaching responsibilities, scholarly, research and artistic activities, and administrative and professional activities
	<input type="checkbox"/>	Any other appropriate material	These materials may include but are not limited to: <ul style="list-style-type: none"> · Documentation to support the professional commitment to progress as a university teacher · Documentation to support leadership in university teaching (e.g., development of novel pedagogical methods; service leadership on relevant teaching committees)

- Evidence of mentorship and career development of colleagues, development of new courses, development of innovative teaching aids and techniques and scholarly activity related to pedagogy
- Documentation to support other kinds of scholarly activity if scholarly activity is a requirement of the position

Submission of materials

1. A complete electronic copy of the application file must be uploaded to OneDrive and shared with your Chair/Director. File should be in PDF format, with editing enabled and may be password protected if desired.
2. A USB copy of the file must also be submitted to your Chair. While no hard copy of the file is required, any publications or research grant documentation not available in electronic format should be readily available for review upon request.
3. The [Special File Inventory sheet](#) should be completed and uploaded with the file in Word format. The department will update the Special File Inventory sheet at each step of the process.
4. Once all letters of recommendation have been received, the department will upload the complete file to OneDrive and share with fassdean@dal.ca, they will also submit your USB drive to the Dean's Office.
5. **Please complete and upload this signed checklist with your application.**

Date

Signature of Candidate

Date

Signature of Chair/Director

Deadlines

September 15 (at the latest) – candidate must submit an electronic copy of the complete file to Department Chair/Director. A USB copy of the file must also be submitted to Chair/Director. Note: departments should then create their own OneDrive file so that any confidential referee letters are not visible to the candidate.

October 31 (at the latest) – Department Chair/Director to share OneDrive file with the Dean's Office including the departmental committee recommendation, Chair's recommendation, special file inventory sheet and USB drive.

Note: The Dean will make his recommendation to the President by December 31st.

25-05-23