

FACULTY OF ARTS AND SOCIAL SCIENCES

√	Instructor Promotion to University Teaching Fellow Check List for Candidate	
<input type="checkbox"/>	Inventory Sheet	Include a one-page listing of items in the file (in order of appearance in the file)
<input type="checkbox"/>	Referees	List of referees with a brief statement of expertise Letters to be provided in English
<input type="checkbox"/>	Letters of Appointment	Include letters of appointment and re-appointment
<input type="checkbox"/>	Job Description	Include latest approved job description
<input type="checkbox"/>	Cover Letter (2–3 pages)	Letter addressed to Chair of Department Clearly identify the letter is in support promotion to University Teaching Fellow. Briefly explain why promotion is warranted 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	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 All signed qualitative comments for all classes (do not include unsigned comments) Any supplemental materials to support teaching effectiveness (see CLT website for information on compiling a Teaching Dossier)
<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: 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
<input type="checkbox"/>	Completed and	

**signed check list is
submitted with the
application**

- | | | |
|--------------------------|---------------------------------------|---|
| <input type="checkbox"/> | Submission
of
Material | The file must be submitted in a three-ring binder and on a USB device.
A copy of the application file must be uploaded to File Exchange as PDF files
(which may be password protected.) |
|--------------------------|---------------------------------------|---|

Date

Signature of Candidate

Deadlines

September 15 (at the latest) – candidate must submit original of complete files to Department Chair (1 hard copy and 1 electronic file on a USB device)

October 31 (at the latest) – Department Chair must submit the files including the departmental committee recommendation and the Chair’s recommendation, to the Dean’s Office (1 hard copy and 1 electronic file on a USB device and the file must be uploaded to File Exchange)

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

(August 28, 2018)