

REAPPOINTMENT FILE CHECKLIST FOR CANDIDATES
Faculty of Arts and Social Sciences

√	<input type="checkbox"/>	Inventory Sheet	Includes a one-page listing of items in the file (in order of appearance in the file)
	<input type="checkbox"/>	Letter of Appointment	Include letter of appointment
	<input type="checkbox"/>	Cover Letter (2–3 pages)	Letter addressed to Chair of Department <ul style="list-style-type: none"> · Clearly identify that file is in support of appointment to tenure track position under Clause 14.15 of Collective Agreement · Briefly explain why reappointment is warranted · Address the criteria outlined in the Collective Agreement · Outline special or anomalous circumstances
	<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 · List of all honours and graduate students indicating form of responsibility · 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 Centre for Learning and Teaching for examples)
	<input type="checkbox"/>	Research Dossier (if appropriate)	<ul style="list-style-type: none"> · Narrative relating to scholarly activities including future plans (1-2 pages) · Copies of all publications including those submitted, accepted, forthcoming and in press; if not yet published, a copy of the letter from the publisher confirming status must also be included · Samples of conference papers · Copies of grant applications such as SSHRC · Published reviews of candidate's books or papers · Other materials (e.g. software packages)
	<input type="checkbox"/>	Artistic Portfolio (if appropriate)	<ul style="list-style-type: none"> · Narrative relating to artistic activities including future plans (1-2 pages) · List of all performances, conducting, recitals, exhibitions and readings: indicate type (e.g. play, musical performance, reading), venue, dates, type of participation · List and supply copies of all audio and recordings of artistic performances indicating type (e.g. play, musical performance, reading), venue, dates, type of participation · List and supply copies of all musical compositions, plays, screenplays, novels, short stories, poems and other creative works · Placement of students in profession or graduate programs · Copies of grant applications such as Canada Council or SSHRC · Published reviews of candidate's performances, exhibits or other works · Other materials (e.g. CDs or videos of performances)

<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	
<input type="checkbox"/>	Submission of Material	<ul style="list-style-type: none"> · Please submit <u>one</u> original print copy of the file in a three-ring binder, plus <u>one</u> electronic copy on a USB device. · A copy of the application file must be uploaded to File Exchange as a PDF file(s) which may be password protected. (https://fileexchange.dal.ca)
<input type="checkbox"/>	Completed and signed checklist is submitted with the application	
<hr/>		
Date	Signature of Candidate	
<hr/>		
Date	Signature of Chair/Director	

Deadlines

September 1 (at the latest) – candidate must submit original plus electronic copy of complete file to Department Chair

October 1 (at the latest) – Department Chair must submit reappointment file, including upload to FileExchange, to the Dean’s Office

15-05-20