

REAPPOINTMENT FILE CHECKLIST FOR CANDIDATES
Faculty of Arts and Social Sciences

√	<input type="checkbox"/> Special File Inventory Sheet	Include a one-page list of items in the file (in order of appearance in the file) using the Special File Inventory sheet .
	<input type="checkbox"/> Letter of Appointment	Include your letter of appointment
	<input type="checkbox"/> Cover Letter (2–3 pages)	Letter addressed to Department Chair/Director <ul style="list-style-type: none"> · Clearly identify that file is in support of appointment to tenure track; position under Clause 14.15 of the DFA 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/syllabi; · 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 (except terms deemed excluded by Senate). 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).

Up-to-Date Curriculum Vitae CV to include: personal information, educational background, employment history, teaching responsibilities, scholarly, research and artistic activities, and administrative and professional activities

The following documents are included after the candidate has submitted their dossier:

1. Department Head letter: letter should be signed, on official letterhead, with copy to candidate
2. Department Committee letter: letter should be signed, on official letterhead, include names of committee members, with copy to candidate.

Submission of Material

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).
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.
3. The [Special File Inventory sheet](#) should be completed (in Word) and uploaded with the reappointment file.
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 (fassdean@dal.ca). Departments should also submit the USB drive to the Dean's Office.

Please complete, sign and upload this checklist with your application.

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.

_____	_____
Date	Signature of Candidate
_____	_____
Date	Signature of Chair/Director

Deadlines

September 1 (check with your department for internal deadlines)

Candidate to upload complete reappointment file to OneDrive and share with Chair/Director or Department Administrator. A USB copy of the file must also be submitted to Chair/Director (and in turn the Dean). Note: departments should then create their own OneDrive file so that any confidential materials added to the file are not visible to the candidate.

October 1 (at the latest)

Department to share reappointment file with the Dean's Office (fassdean@dal.ca) on OneDrive, including updated Special File Inventory sheet. Department to provide candidate's USB drive to Dean's Office.