

TENURE AND/OR PROMOTION 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 a Special File Inventory sheet (see Natalie for details).
<input type="checkbox"/>	Referees	List of referees (3 but 4 preferred). 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. For each proposed referee, include their contact information and a brief statement of their expertise. Appendix VI of the CA includes sample letters for external referees. Letters to be provided in English.
<input type="checkbox"/>	Letters of Appointment	When applicable, include letters related to appointment, re-appointment, deferral of tenure, promotion to Associate Professor
<input type="checkbox"/>	Cover Letter (2–3 pages)	Letter addressed to Chair of Department <ul style="list-style-type: none"> Clearly identify whether file is in support of tenure and/or promotion (indicate whether Associate or Full Professor). Reference appropriate clause (15 and/or 16) of the Collective Agreement Briefly explain why tenure or promotion is warranted Address the 5 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 also must 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 <ul style="list-style-type: none"> · 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 SSHRCC · 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 <p>Include in CV personal information, educational background, employment history, teaching responsibilities, scholarly, research and artistic activities, and administrative and professional activities</p>
<input type="checkbox"/>	Any other appropriate material
<input type="checkbox"/>	Submission of Materials <ol style="list-style-type: none"> 1. A complete electronic copy of the application file must be uploaded to OneDrive and shared with your Chair/Director. Files 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 reappointment file in Word format. The department will update the Special File Inventory sheet at each step of the process. 4. Once all letters of recommendations 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.
<input type="checkbox"/>	Please complete and upload this signed checklist with the application
<div> <div>_____</div> <div>_____</div> </div> <div> <div>Date</div> <div>Signature of Candidate</div> </div>	
<div> <div>_____</div> <div>_____</div> </div> <div> <div>Date</div> <div>Signature of Chair/Director</div> </div>	

Deadlines

- September 15 (at the latest) – Candidate to upload application file to OneDrive and share with 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 confidential referee letters are not visible to the candidate.
- October 15 (at the latest) – Department Chair to share OneDrive tenure or tenure and promotion file with the Dean's Office (fassdean@dal.ca), including updated Special File Inventory Sheet. Department to submit candidate's USB drive to Dean's Office.
- Nov. 30 (at the latest) – Department Chair to share OneDrive promotion only file with the Dean's Office, including updated Special File Inventory Sheet. Department to submit candidate's USB drive to Dean's Office.