

TENURE and/or PROMOTION FILE CHECKLIST FOR CANDIDATES

Faculty of Arts and Social Sciences

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<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 .
<input type="checkbox"/>	Referees	List of external referees (3 but 4 preferred). Must be arm's length "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." Please 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. See Appendix VI of the DFA Collective Agreement for sample letters to external referees. Plan for sufficient time to contact referees. Letters to be provided in English.
<input type="checkbox"/>	Letters of Appointment	When applicable, include letters related to appointment, reappointment, 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 (and indicate whether Associate or Full Professor). Reference appropriate clause(s) in the Collective Agreement (15: Tenure and/or 16: Promotion); · Briefly explain why tenure and/or promotion is warranted; · Address the criteria outlined in the Collective Agreement and FASS Rules and Procedures Handbook; · 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 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;

	<p>indicating type (e.g., play, musical performance, reading), venue, dates, type of participation;</p> <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 SSHRC; · Published reviews of candidate’s performances, exhibits or other works; · Other materials (e.g., CDs or videos of performances).
<input type="checkbox"/>	<p>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</p>
<input type="checkbox"/>	<p>Any other appropriate material</p>
<input type="checkbox"/>	<p>Submission of Materials</p> <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 (may be password protected if desired). 2. A USB copy of the file must also be submitted to your Chair. A hard copy of the file is not required, but any publications or research grant documentation not available in 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. The department should update the Special File Inventory sheet at each step of the process. 4. Once all letters of recommendations have been 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.
<input type="checkbox"/>	<p>Please complete and upload this signed checklist with the application</p>
_____	_____
Date	Signature of Candidate
_____	_____
Date	Signature of Chair/Director

Deadlines

- **September 15** (at the latest; be sure to check with your department for internal deadlines) – 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 any confidential referee letters are not visible to the candidate.
- **October 15** (at the latest) – Department to share tenure or tenure and promotion file on OneDrive with the Dean’s Office (fassdean@dal.ca), including the updated Special File Inventory sheet. Department to submit candidate’s USB drive to Dean’s Office.
- **November 30** (at the latest) – Department Chair to share promotion only file one OneDrive with the Dean’s Office, including updated Special File Inventory sheet. Department to submit candidate’s USB drive to Dean’s Office.