

**TENURE AND PROMOTION FILE CHECKLIST FOR CANDIDATES**  
**Faculty of Arts and Social Sciences**

√	<input type="checkbox"/> <b>Inventory Sheet</b>	Includes a one-page listing of items in the file (in order of appearance in the file)
	<input type="checkbox"/> <b>Referees</b>	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"/> <b>Letters of Appointment</b>	When applicable, include letters related to appointment, re-appointment, deferral of tenure, promotion to Associate Professor
	<input type="checkbox"/> <b>Cover Letter (2–3 pages)</b>	Letter addressed to Chair of Department <ul style="list-style-type: none"> <li>· 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</li> <li>· Briefly explain why tenure or promotion is warranted</li> <li>· Address the 5 criteria outlined in the Collective Agreement</li> <li>· Outline special or anomalous circumstances</li> </ul>
	<input type="checkbox"/> <b>Teaching Dossier</b>	<ul style="list-style-type: none"> <li>· Narrative for teaching philosophy (1-2 pages)</li> <li>· List of all courses taught with number of students for each year</li> <li>· List of all honours and graduate students, indicating form of responsibility</li> <li>· All course outlines</li> <li>· Summary sheets of all course evaluations with departmental means; in multiple sections of the same course indicate class average</li> <li>· All signed qualitative comments for all classes (do not include unsigned comments)</li> <li>· Any supplemental materials to support teaching effectiveness (see Centre for Learning and Teaching for examples)</li> </ul>
	<input type="checkbox"/> <b>Research Dossier (if appropriate)</b>	<ul style="list-style-type: none"> <li>· Narrative relating to scholarly activities including future plans (1-2 pages)</li> <li>· 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</li> <li>· Samples of conference papers</li> <li>· Copies of grant applications such as SSHRC</li> <li>· Published reviews of candidate's books or papers</li> <li>· Other materials (e.g. software packages)</li> </ul>
	<input type="checkbox"/> <b>Artistic Portfolio (if appropriate)</b>	<ul style="list-style-type: none"> <li>· Narrative relating to artistic activities including future plans (1-2 pages)</li> <li>· List of all performances, conducting, recitals, exhibitions and readings: indicate type (e.g. play, musical performance, reading), venue, dates, type of participation</li> </ul>

	<ul style="list-style-type: none"> <li>· 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</li> <li>· List and supply copies of all musical compositions, plays, screenplays, novels, short stories, poems and other creative works</li> <li>· Placement of students in profession or graduate programs</li> <li>· Copies of grant applications such as Canada Council or SSHRCC</li> <li>· Published reviews of candidate’s performances, exhibits or other works</li> <li>· Other materials (e.g. CDs or videos of performances)</li> </ul>
<input type="checkbox"/>	<b>Up-to-Date Curriculum Vitae</b> Include in CV personal information, educational background, employment history, teaching responsibilities, scholarly, research and artistic activities, and administrative and professional activities
<input type="checkbox"/>	<b>Any other appropriate material</b>
<input type="checkbox"/>	<b>Submission of Materials</b> <ul style="list-style-type: none"> <li>· Please submit <u>one</u> original print copy of the file including publications and research grants; plus <u>one</u> electronic copy on a USB device</li> <li>· A copy of the application file must be uploaded to FileExchange as a PDF file(s), which may be password protected, for use by PDC members (<a href="https://fileexchange.dal.ca">https://fileexchange.dal.ca</a>)</li> </ul>
<input type="checkbox"/>	<b>Completed and signed checklist is submitted with the application</b>
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<hr/> Date	<hr/> Signature of Candidate
<hr/> Date	<hr/> Signature of Chair/Director

**Deadlines**

**September 15 (at the latest) – candidate must submit original plus electronic copy of complete file to Department Chair**

**October 15 (at the latest) – Department Chair must submit files for tenure and tenure and promotion, including upload to FileExchange, to the Dean’s Office**

**November 30 (at the latest) – Department Chair must submit files for promotion only to the Dean’s Office**