

TENURE AND/OR PROMOTION 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"/> 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

	<ul style="list-style-type: none"> · 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 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 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 Materials <ul style="list-style-type: none"> · A copy of the application file must be uploaded to OneDrive as a PDF file (which may be password protected) and shared with fassdean@dal.ca. · 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.
<input type="checkbox"/>	Please complete and submit this signed checklist with the application
<hr/>	
<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 OneDrive and sharing with the Dean’s Office

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