

## TENURE and/or PROMOTION FILE CHECKLIST FOR CANDIDATES

### Faculty of Arts and Social Sciences

✓	
<input type="checkbox"/> <b>Special File Inventory Sheet</b>	Include a one-page list of items in the file, in order of appearance, using a <a href="#">Special File Inventory sheet</a> .
<input type="checkbox"/> <b>Referees</b>	List of external referees (3 for promotion to Associate; 4 for promotion to full professor). 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 <a href="#">DFA Collective Agreement</a> for sample letters to external referees. Plan for sufficient time to contact referees. Letters are to be in English.
<input type="checkbox"/> <b>Letters of Appointment</b>	When applicable, include letters related to appointment, reappointment, deferral of tenure, promotion to Associate Professor
<input type="checkbox"/> <b>Cover Letter (2–3 pages)</b>	<p>Letter addressed to Chair of Department</p> <ul style="list-style-type: none"> <li>· 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 <a href="#">Collective Agreement</a> (15: Tenure and/or 16: Promotion);</li> <li>· Briefly explain why tenure and/or promotion is warranted;</li> <li>· Address the criteria outlined in the Collective Agreement and <a href="#">FASS Rules and Procedures Handbook</a>;</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/syllabi;</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 (except terms deemed excluded by Senate). Do not include unsigned comments;</li> <li>· Any supplemental materials to support teaching effectiveness (see <a href="#">Centre for Learning and Teaching</a> 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 SSHRC;</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>	CV to include: 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>	<ol style="list-style-type: none"> <li>1. A complete electronic copy of the application file must be uploaded to OneDrive and shared with your Chair/Director (or Admin). Files should be in PDF format, with editing enabled (may be password protected if desired).</li> <li>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 <i>readily</i> available for review upon request.</li> <li>3. The <a href="#">Special File Inventory sheet</a> should be completed (in Word) and uploaded with the reappointment file. The department is responsible for updating the Special File Inventory sheet at each step of the process.</li> <li>4. Once all letters of recommendations have been received, the department will share the complete file on OneDrive with the Dean's Office (<a href="mailto:fassdean@dal.ca">fassdean@dal.ca</a>). Departments should also submit the USB drive to the Dean's Office.</li> </ol>
<input type="checkbox"/> <b>Please complete, sign and upload this checklist with your application</b>	
_____	_____
Date	Signature of Candidate
_____	_____
Date	Signature of Chair/Director

### Deadlines

- **September 15, 2025** (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, 2025** (at the latest)  
Department to share [tenure or tenure+promotion file](#) on OneDrive with the Dean's Office ([fassdean@dal.ca](mailto:fassdean@dal.ca)), including the updated Special File Inventory sheet. Department to submit candidate's USB drive to Dean's Office.
- **November 30, 2025** (at the latest)  
Department Chair to share [promotion only](#) file on OneDrive with the Dean's Office, including updated Special File Inventory sheet. Department to submit candidate's USB drive to Dean's Office.