TENURE and/or PROMOTION FILE CHECKLIST FOR CANDIDATES

Faculty of Arts and Social Sciences

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☐	**Special File Inventory Sheet**	Include a one-page list of items in the file, in order of appearance, using a Special File Inventory sheet.
☐	**Referees**	List of external referees (3 for promotion to Associate professor; 4 for promotion to Full Professsor). 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 for department to contact referees. Letters must be in English.
☐	**Letters of Appointment**	When applicable, include letters related to appointment, reappointment, deferral of tenure, promotion to Associate Professor
☐	**Cover Letter (2–3 pages)**	Letter addressed to Chair of Department · 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.
☐	**Teaching Dossier**	· 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).
☐	**Research Dossier (if appropriate)**	· 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).
☐	**Artistic Portfolio (if appropriate)**	· Narrative relating to artistic activities including future plans (1-2 pages); · List of all performances, conducting, recitals, exhibitions, 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; · 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).
☐	**Up-to-Date Curriculum Vitae** **Please include any other appropriate material**	CV to include: personal information, educational background, employment history, teaching responsibilities, scholarly, research and artistic activities, and administrative and professional activities

☐ **The following documents are included after the candidate has submitted their dossier:**

1. Department Head letter: letter should be signed, on official letterhead, with copy to candidate
2. Department Committee letter: letter should be signed, on official letterhead, include names of committee members, with copy to candidate.
3. External referee letters (3 for promotion to Associate Professor and 4 for promotion to Full Professor).

☐ **Submission of Materials**

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).
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 is responsible for updating 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.

☐ **Please complete, sign and upload this checklist with your application**

I confirm that all the required documents above are included to complete this application. Conflicts of interest and arms-length discussions were discussed amongst the department committee as well as the department head and were addressed accordingly in their respective letters.

_____ _____

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), 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 one OneDrive with the Dean's Office, including updated Special File Inventory sheet. Department to submit candidate's USB drive to Dean's Office.

April 2026