

Committee on Tenure and Promotion

Department (Chair's) Checklist

Candidate's Name: _____ Department: _____

The dossier assembled by the candidate shall contain:

- a) A completed application form and checklist
- b) An updated curriculum vitae
- c) Any documentation concerning arrangements made under any provisions of this Collective Agreement that alter the balance of the candidate's duties in the areas of teaching, research, and scholarly and/or creative activity, and service
- d) Evidence of teaching, research and scholarly and/or creative activity, and service as set out in Article 21.06 and
- e) Any written submissions that the candidate deems relevant to the application

Additionally Required:

- f) Student Evaluations: Original Evaluations ____ or Summaries ____
- g) A list of five (5) appropriate (arm's-length) external referees (to be forwarded to the Dean and also included in the dossier)
- h) Contact information including e-mail address and telephone number for each external referee on the list
- i) A description of the qualifications of each referee, and of any previous interactions with the referee that might lead to a perception of bias in the referee's assessment of the candidate's performance in research and scholarly and/or creative activity
- j) A copy of the appropriate Departmental/Centre rules
- k) An assurance from the Chair/Director or his/her designate that Departmental/Centre rules have been followed

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Departmental Vote and Recommendations:

- Chair/Director's written report stating the recommendation of the Department/Centre Committee, the reasons for that recommendation, the recorded vote and the minority view, if any, and reasons for the minority view.

Vote to:	For:	Against:	Abstain:
Grant Tenure and Promotion to Associate Professor			

Vote whether to:	For:	Against:	Abstain:
<i>offer faculty member a further (up to 2 years) probationary period (if eligible according to Article 21.67 and 21.68)</i>			

Departmental/Centre Committee recommendation:

- grant tenure and promotion to Associate Professor, or
- a further probationary period (deferred tenure) of up to two (2) years should be offered

Vote to:	For:	Against:	Abstain:
Grant Promotion to Professor			

Departmental/Centre Committee recommendation:

- grant promotion to Professor, or
- do NOT grant promotion to Professor

Vote to:	For:	Against:	Abstain:
Grant Tenure			

Departmental/Centre Committee recommendation:

- grant tenure, or
- do NOT grant tenure

Chair's Name: _____
(please print)

Date: _____

cc: Faculty Dean