

**FACULTY OF SOCIAL SCIENCES**  
**Committee on Tenure and Promotions**  
*Department (Chair's) Checklist*

**Please forward an electronic copy of the dossier to the Dean no later than October 1<sup>st</sup>.**

Candidates 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.
- e) Any written submissions that the candidate deems relevant to the application.
- f) A table of contents listing all documents in the dossier signed by the candidate and the Chair/Director or designate.

*Additionally Required:*

- g) Student Evaluations: Original Evaluations \_\_\_\_\_ or Summaries \_\_\_\_\_
- h) A list of five (5) external referees agreed by the candidate and the Department or Centre committee (to be forwarded to the Dean by October 1<sup>st</sup> and also included in the dossier). (See Article 21.39.e.i. for a description of the process to determine the list in case of disagreement between the candidate and the Department or Centre committee.)
- i) Contact information including e-mail address and telephone number of each external referee on the list.
- j) 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 .
- k) A copy of the appropriate Departmental/Centre rules.
- l) A written assurance from the Chair/Director or his/her designate that Departmental/Centre rules have been followed (to be delivered with the original hard copy dossier to the Dean no later than December 15<sup>th</sup>).

*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.

<b>Vote to:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Grant Tenure and Promotion to Associate Professor			

<b>Vote whether to:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
<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.

<b>Vote to:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Grant Promotion to Professor			

Departmental/Centre Committee recommendation:

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

Chair's Name: \_\_\_\_\_  
(please print)

Date: \_\_\_\_\_

cc: Dean, Faculty of Social Sciences