Promotion Dossier Checklist: Professor, Tenure Stream

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personnel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | To include: | **Yes** |
| **Section 1** | Chair’s ReportTo include:* comments on positive and adverse statements
* comments regarding the quality of the journals in which the candidate has published
* comments on the qualifications of the referees where appropriate
* any significant current events taking place in the candidate’s career not mentioned elsewhere in the dossier
* List of Department Promotions Committee membership
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| **Section 2** | Committee Membership* List of Committee Members with their name, rank and academic

unit |  |
| **Section 3** | Curriculum Vitae, Research Statement & Teaching StatementTo include:* date of tenure and promotion to Associate Professor
* date of appointment to graduate faculty
* listing of graduate students for whom the candidate has been the principal supervisor
* awards received
* indication of service inside and outside the University
* work in progress
* indication of grant support
 | □ |
| **Section 4** | Internal Assessments* from colleagues who are specialists in the field
* from colleagues with whom courses have been shared / co-taught
 | □ |
| **Section 5** | External Assessments*Minimum of three is required but we recommend at least 6** names, academic rank**\*** and institution of those from whom opinion sought
* on the top right-hand corner of each letter received, indicate those individuals suggested by the candidate and those by the Chair
* comments, re: qualifications of external referees selected and the appropriateness
 | □ |
| **Section 6** | Teaching EvaluationReport of the Teaching Evaluation Committee *(single document signed by all committee members)* assessing the teaching dossier. To include:* the classroom visit(s)/observations
* list of teaching assignments over past five years
* summary of teaching evaluations
* copies of course evaluation executive summaries of teaching evaluations for all courses taught in the past five years.
 | □ |
| **Section 7** | Course Evaluations* List of all courses taught over the past five years
* Course evaluation executive summaries of teaching evaluations for

 all courses taught in the past five years. |  |
| **Section 8** | Student Feedback* Letters from current and former undergraduate and graduate

 students | □ |
| **Section 9** | Candidate’s Consent* Written consent from candidate that their promotion dossier can be posted on the University’s SharePoint site for distribution to Tri-campus Decanal Promotion Committee Members.
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**\***Normally Professors