

# UTM Advancement Checklist – SLII to SLIII Dossier

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Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Academic Year: \_\_\_\_\_

	Yes	N/A
<u>Checklist</u>		
Copy of this completed checklist to be included in dossier		
<u>Letter of Recommendation from Chair to Dean</u>		
<ul style="list-style-type: none"> <li>• Convey recommendation</li> <li>• Vote, i.e. unanimous, 3-1, 4-1, etc.</li> </ul>		
<u>Chair's Report</u>		
<p><i>(signed, on letterhead and addressed to the Dean)</i> with rationale for recommendation based on the criteria:</p> <ul style="list-style-type: none"> <li>○ Has the candidate demonstrated his/her currency with and mastery of the subject matter in all courses taught by the candidate for the advancing department?</li> <li>○ Has the candidate demonstrated superior classroom teaching?</li> <li>○ Has the candidate demonstrated that he/she has adhered to the following principles:               <ul style="list-style-type: none"> <li>→ fair and ethical dealing with students and colleagues;</li> <li>→ appropriate principles of confidentiality</li> <li>→ being accessible to students for academic consultation;</li> <li>→ informing students adequately about course assessments and evaluations (including complying with grading procedures), and maintain teaching schedules;</li> <li>→ informing students about cancellations and rescheduling of instructions</li> <li>→ Chair to address any negative comments (from course evaluations and/or classroom observation report) in the report</li> </ul> </li> </ul>		
List of Committee membership and candidate's confirmation		
Letter of Advancement request from candidate		
CV and teaching statement/teaching philosophy ( <b>required</b> )		
<u>Teaching Dossier (should include course outlines, bibliographies, assignments)</u>		
<p>Need to be clear that candidate is demonstrating "continued currency with and mastery of" of the subject matter in a convincing way, by including such items/descriptions as:</p> <ul style="list-style-type: none"> <li>○ Active participation in conferences</li> <li>○ Up-to-date reading lists</li> <li>○ Deep reflection on pedagogy</li> <li>○ Membership of Professional Associations</li> <li>○ Honours &amp; Awards (teaching, research, etc.)</li> </ul>		
<u>List of Courses taught – to determine that the candidate is eligible for consideration for advancement</u>		

<ul style="list-style-type: none"> <li>○ Must have taught an <b>average</b> of 3 half courses per year, or 1.5 full-course equivalents (1.5 FCEs)/year, over the previous 3 academic years</li> <li>○ Must have taught as Sessional Lecturer II for at least 3 academic years</li> <li>○ Candidate is teaching as an SLII in the current academic term</li> </ul>		
<u>Teaching Classroom Observation Report</u> Report should indicate that the candidate's teaching was observed and describe what was observed		
Student Opinion Survey – Course Evaluations Need to determine if <b>superior or better</b> than the average in the unit (in more than one level of the evaluation); raw data also needed		
Letters from Students <i>(if applicable)</i>		
Letters from Co-Instructors <i>(if applicable)</i>		
External Review <i>(if applicable)</i>		

Notes: