Promotion Dossier Checklist: Professor, Tenure Stream

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

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

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|  | To include: | **Yes** |
| **Section 1** | Chair’s Report  To 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 | □ |
| **Section 2** | Committee Membership   * List of Committee Members with their name, rank and academic   unit |  |
| **Section 3** | Curriculum Vitae, Research Statement & Teaching Statement  To 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 Evaluation  Report 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. | □ |

**\***Normally Professors