

Checklist: Continuing Status Review

Candidate Name: _____

Personnel No: _____

Department: _____

Only the documents listed below should be submitted to the Provost's Office. Do not submit teaching portfolios or extraneous materials.

To include:		Yes
Section 1	Letter to the Dean with the recommendation of the Continuing Status Review Committee and the Statement of Reasons (to include the Committee's vote) <ul style="list-style-type: none"> In the case of a negative decision, copies of the additional summary of evidence and Statement of reasons sent to the candidate 	<input type="checkbox"/>
Section 2	List of Continuing Status Committee membership and candidate's confirmation <ul style="list-style-type: none"> Identify the Dean's Rep 	<input type="checkbox"/>
Section 3	Copy of the letter notifying candidate of their review and Committee Members and their reply confirming approval of Committee	<input type="checkbox"/>
Section 4	Copy of the candidate's CV, Teaching Philosophy and Teaching Statement	<input type="checkbox"/>
Section 5	Report of the Teaching Evaluation Committee (single document signed by all committee members, dated and on letterhead) Should address: <ul style="list-style-type: none"> the teaching dossier; the classroom visits/observations; student feedback from course evaluations and solicited letters. 	<input type="checkbox"/>
Section 6	Course Evaluation Executive Summary (for all courses taught)	<input type="checkbox"/>
Section 7	List of External Referees, including: <ul style="list-style-type: none"> We recommend a minimum of 5 external referees Brief bios for each referee and rationale for their selection An indication of whether they were the Chair's or the candidate's choice 	<input type="checkbox"/>
Section 8	Assessments from the External Referees <ul style="list-style-type: none"> On the top right-hand corner, please indicate Chair's or candidate's choice 	<input type="checkbox"/>
Section 9	Letters from Colleagues (if applicable)	<input type="checkbox"/>
Section 10	Letters from Students	<input type="checkbox"/>
Section 11	Summary of Evidence & Invitation to appear before the Committee and written response from Candidate	<input type="checkbox"/>
Section 12	Letter to Candidate with the Committee's recommendation	<input type="checkbox"/>
Section 13	If applicable, proposed negative recommendation with Statement of Reasons and any further correspondence with or documentation from the candidate related to the negative recommendation	<input type="checkbox"/>