

## Faculty of Arts & Science Promotion Dossier Checklist for Promotion to Professor

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

1. **CHAIR'S REPORT - Please prepare a separate report for each candidate**
  - 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 Departmental Promotions Committee membership
2. **CURRICULUM VITAE – The candidate's CV must follow the [A&S Format](#)**
  - Date of tenure and promotion to Associate Professor
  - Date of appointment to the graduate faculty
  - List 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
  - Statements from co-authors for all major publications (if applicable)
  - Also, please include a copy of the candidate's research and teaching statements with the C.V.
3. **INTERNAL ASSESSMENTS**
  - Letters from colleagues who are specialists in the field (at least two assessments are recommended)
  - If the candidate holds a budgetary cross-appointment in another department or division, an assessment should be included from that unit
  - Assessments from colleagues with whom courses have been shared (if applicable)
4. **EXTERNAL ASSESSMENTS – (In the Faculty of Arts and Science, the minimum is FIVE assessments)**
  - Name, academic rank \* and institution of those from whom opinion sought and comments re qualifications of external assessors selected
  - In the top right-hand corner of each letter received from referees, indicate whether the individual was suggested by the candidate or by the Departmental Promotions Committee
  - Note, translations must be provided for material submitted in languages other than English or French
5. **TEACHING EVALUATION REPORT**
  - Report of the Teaching Evaluation Committee (a single document signed by all committee members)
  - Refer to **Section D** of the [A&S Guidelines for the Assessment of Teaching in Tenure and Promotion Decisions](#) for requirements
6. **COURSE EVALUATIONS**
  - List of all courses taught over the past five years
  - Teaching evaluations for all courses taught over the past five years, provided in the order they are listed above (if a course evaluation is not included an explanation must be provided)
  - **ONLY** include **Section 1: Overview (including comments if available)** and **Section 3: Comparative Data** of the course evaluations
7. **STUDENT OPINION**
  - Letters solicited by the Chair from current and former undergraduate and graduate students for all courses taught in the past five years by the candidate (refer to **D.12c.** of the CV)
8. **CANDIDATE'S CONSENT**
  - Copy of candidate's response confirming consent to having their promotion dossier posted on the University's SharePoint site

\* Normally Professors