

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