

Faculty of Arts and Science Tenure Stream Promotions Dossier Instructions for Chair's Assistants

NOTE: Promotion dossiers in both the tenure stream and teaching stream must be submitted to the Dean c/o the Academic Human Resources Office, Sidney Smith Hall, Room 2017 **no later than January 31, 2020**.

Dossiers must be submitted in two formats:

- 1) hard copy binder with tabs
- 2) electronically as a single PDF document

1. Hard Copy of the Tenure Stream Promotion Dossier

Prepare the binder with a tab for each section listed below. (Do not submit teaching portfolios, copies of publications or other extraneous material.)

First page of the dossier: **TABLE OF CONTENTS**

SECTION 1: CHAIR'S REPORT - Please prepare a separate report for each candidate

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 the Departmental Promotions Committee membership

SECTION 2: CURRICULUM VITAE - The candidate's CV must follow the [Faculty of Arts & Science format for Curriculum Vitae](#).

To include:

- 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.

SECTION 3: INTERNAL ASSESSMENTS

To include:

- 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)

SECTION 4: EXTERNAL ASSESSMENTS – (In the Faculty of Arts and Science, the ***minimum*** is **FIVE** assessments.)

To include:

- name, academic rank (*normally Professors*) 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

SECTION 5: TEACHING EVALUATION REPORT

To include:

- 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

SECTION 6: COURSE EVALUATIONS

To include:

- 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

SECTION 7: STUDENT OPINION

To include:

- 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*)
- Do not include copies of the letter issued by the Chair of the committee requesting student opinions

SECTION 8: CANDIDATE'S CONSENT (to be included in the hard copy only)

- Place a copy of the candidate's response indicating consent to having their promotion dossier posted on the University's SharePoint site. A sample template follows:

Dear Professor [Name],

In the Faculty of Arts & Science, promotion dossiers are posted on SharePoint to allow members of the Tri-campus Decanal Promotions Committee to review the material electronically. Members of the Tri-campus Decanal Promotions Committee have exclusive access to the electronic material which remains completely confidential to the committee. If you have any objection to your promotion dossier being posted on SharePoint for the purpose of promotional review, please let me know immediately. Otherwise, please provide your consent by return email.








*Sincerely,
[Chair]*

2. Electronic Version of the Tenure Stream Promotion Dossier

Provide a copy of each promotion dossier as a single PDF document.

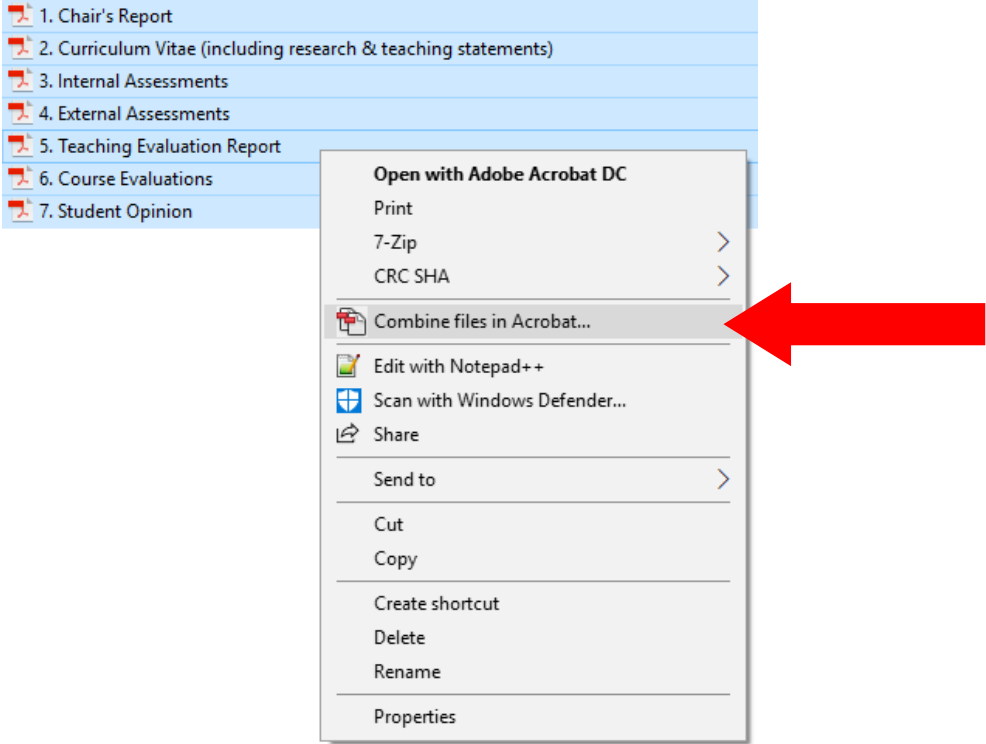
NOTE: Your computer may need additional software - Adobe Acrobat Pro - in order to merge the complete dossier into a single PDF file. This can be purchased from uSOURCE. Contact your IT representative for further information and to install the software.

Step 1: Name and number the documents as they are listed below (this is important as Adobe Acrobat Pro will create navigational bookmarks using these categories)

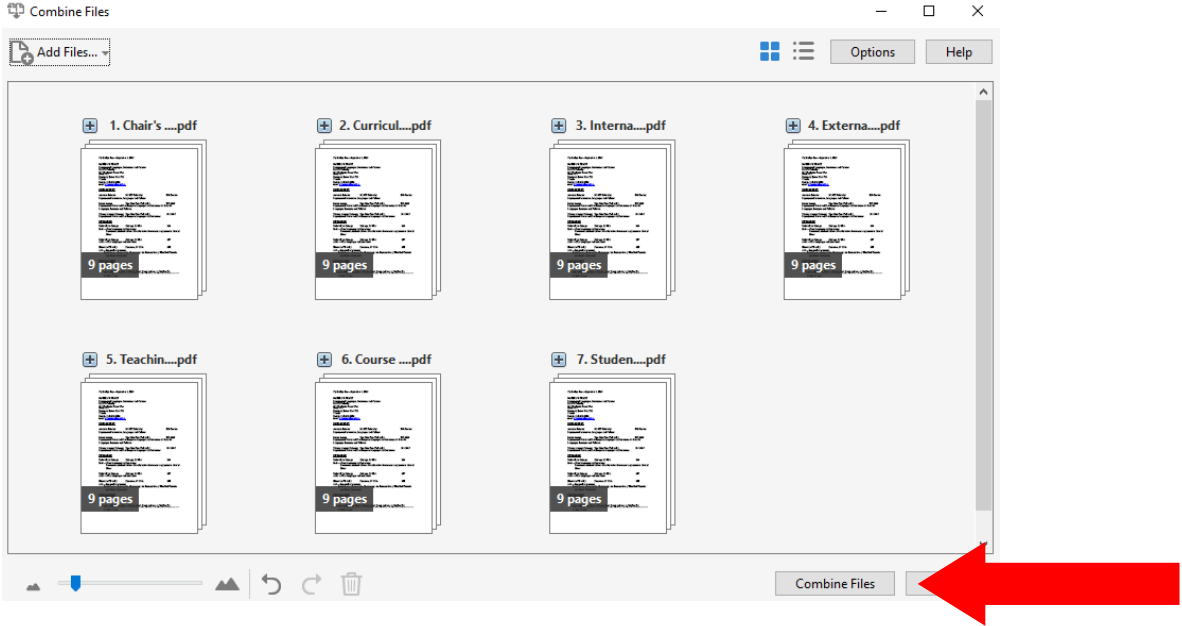
-  1. Chair's Report
-  2. Curriculum Vitae (including research & teaching statements)
-  3. Internal Assessments
-  4. External Assessments
-  5. Teaching Evaluation Report
-  6. Course Evaluations
-  7. Student Opinion

Step 2: Combine files. Once files are named and numbered, combine all the individual PDF documents together into one PDF document. The correct order will occur automatically in Acrobat Pro, if the files are numbered as noted above.

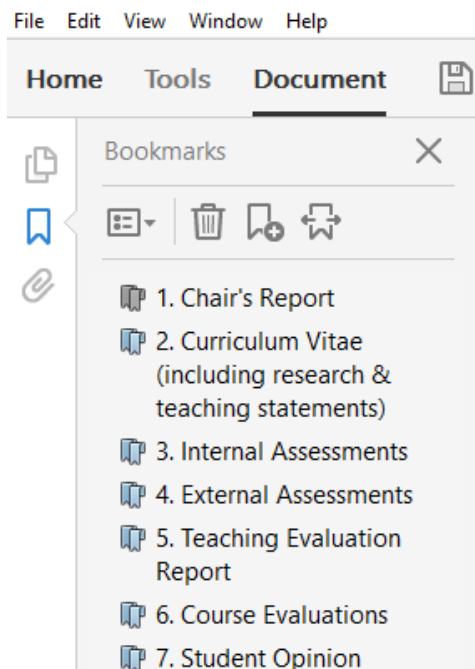
- To combine all the individual PDF documents into one PDF document, highlight each document by holding down the Ctrl key and clicking on each PDF document, then right-click and choose ‘Combine files in Acrobat...’




- Then click on ‘Combine Files’ in the bottom right-hand corner.



- Once the files are combined, Acrobat Pro will create navigational bookmarks.



Step 3: The file should be saved as each candidate's name and academic unit, as follows: [SURNAME], [First Name] – [full name of department/centre/institute], [indicate teaching or tenure stream]

i.e.  DYLAN, Bob - Music History, Teaching Stream

Step 4: IMPORTANT! Review the document you have saved in PDF format against the documents in the original dossier to ensure that none of the materials were missed during the merging process.

Contact:

For any questions regarding formatting files, contact Niveca Sivakulam at niveca.sivakulam@utoronto.ca or at 416 946-7643.