

## 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