** University of Toronto Scarborough Continuing Status Review**

**Dossier Checklist**

Name: Department: Date:

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| --- | --- | --- |
|  |  | **YES** |
| 1. | Letter to Dean/Provost conveying recommendation and indicating the vote   * Statement of Reasons * Negative comments, if any, are addressed in the Statement of Reasons | ( )  ( )  ( ) |
| 2. | A list of the members of the continuing status review committee (6 or 7 for a budgetary cross-appointment)   * A single copy of a letter inviting a faculty member to serve * Copies of all the candidate’s responses to the composition of the review committee | ( )  ( )  ( ) |
| 3. | Copy of the letter notifying candidate of review and candidate’s response   * Where applicable include any correspondence regarding delays | ( )  ( ) |
| 4. | Copy of candidate’s CV   * Teaching statement/philosophy included | ( )  ( ) |
| 5. | Copy of the Teaching Evaluation Committee Report on letterhead and signed by each member of the committee   * Includes a comprehensive summary of all teaching evaluations * Teaching guidelines * Membership does not include continuing status review committee members | ( )  ( )  ( )  ( ) |
| 6. | List of external referees   * Brief bios for each referee and rationale for their selection * Chair’s or the candidate’s choice is identified for each referee. * A single copy of the letter from the Chair to the external referees | ( )  ( )  ( )  ( ) |
| 7. | Letters from external referees   * On top right-hand corner of each letter, indicate whether the referee is the candidate’s or Chair’s choice * Letters should be on letterhead and signed | ( )  ( )  ( ) |
| 8. | Letters from colleagues | ( ) |
| 9. | Letters from students | ( ) |
| 10. | Course executive summaries of all University of Toronto course evaluations | ( ) |
| 11. | Copy of Summary of Evidence provided to the candidate and invitation to appear before the continuing status review committee   * Copy of the candidate’s response | ( )  ( ) |
| 12. | Copy of the letter from the Chair informing candidate of the continuing status review committee’s recommendation | ( ) |
| 13. | If recommendation is negative, any further correspondence with or documentation from the candidate   * In the case of a negative decision, copies of the additional Summary of Evidence and Statement of Reasons sent to candidate | ( ) |