

Faculty of Arts & Science Promotion Dossier Checklist for Professor, Teaching Stream

Name: _____

Department: _____

1.	<input type="checkbox"/> CHAIR'S REPORT – Please prepare a separate report for each candidate <ul style="list-style-type: none"> • Comments on positive and adverse statements • List of Departmental Promotions Committee Membership
2.	<input type="checkbox"/> CURRICULUM VITAE – The candidate's CV must follow the A&S Format <ul style="list-style-type: none"> • Date of continuing status and promotion to Associate Professor, Teaching Stream • List of all teaching appointments held • List of all research or other contracts and grants for the past 5 years (minimum) • Awards received • List of scholarly and/or creative professional work • List of creative professional activities • List of all courses taught in the preceding five years • List of students whose research work has been supervised, with their thesis topics and the dates of the period of supervision • Indication of service inside and outside the University
3.	<input type="checkbox"/> TEACHING PHILOSOPHY STATEMENT <ul style="list-style-type: none"> • Candidate's statement of teaching philosophy
4.	<input type="checkbox"/> INTERNAL ASSESSMENTS (Co-Instructor) <ul style="list-style-type: none"> • Letters from colleagues with whom courses have been co-taught
5.	<input type="checkbox"/> EXTERNAL ASSESSMENTS (In the Faculty of Arts and Science, the <i>minimum</i> is <u>FIVE</u> assessments.) <ul style="list-style-type: none"> • Name, academic rank* and institution from whom the opinion is sought and comments re qualifications of external assessors selected • In the top right-hand corner of each letter received, indicate whether the external referee was suggested by the candidate or by the Departmental Promotions Committee <p><i>Note: Translations must be provided for material submitted in languages other than English or French</i></p>
6.	<input type="checkbox"/> TEACHING EVALUATION REPORT <ul style="list-style-type: none"> • Report of the Teaching Evaluation Committee (a single document signed by all committee members) <p><i>Note: Refer to Section 4, Part C of the A&S Guidelines & Procedures for the Assessment of Teaching Stream Faculty for requirements</i></p>
7.	<input type="checkbox"/> COURSE EVALUATIONS <ul style="list-style-type: none"> • 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 (including comments if available) and Section 3 of the course evaluations <input type="checkbox"/> List of all courses taught over the past five years
8.	<input type="checkbox"/> STUDENT FEEDBACK <ul style="list-style-type: none"> • Letters solicited by the Chair from current and former undergraduate and graduate students (refer to D.13 of the CV)

* Normally Professors, including at least one Professor, Teaching Stream (or equivalent rank)