

Tenure and Promotion Dossier Checklist

The following checklist may be used by candidates for tenure or promotion, or by review committees, to ensure inclusion of all required components of the Tenure and Promotion Dossier as listed in Section 6 of the Tenure and Promotion Procedures.

It is the Candidate's responsibility to make sure that all required components in the Dossier are included before it is opened for review in the Tenure and Promotion File (or when accessed by the DRC to make recommendations for external peer reviewers in applications for Professor). It is the review committees' responsibility to ensure that the Dossier contains the components that meet the requirements and to make a reasoned evaluation of the application against the criteria in the Standards in the Candidate's Division.

NOTE: In addition to the required components of the Dossier listed below, candidates may voluntarily include other materials they deem relevant to their application. Such optional components may include: evidence of teaching effectiveness (written feedback or evaluations), recognition of teaching or research excellence (e.g. awards), key teaching strategies and innovations, reflections on student evaluations and peer evaluations of teaching, evidence of scholarship of teaching and learning, educational leadership, professional development, additional evidence of service. Candidates may find it helpful to use appendices for such additional materials.

Component	Y	N	N/A
Table of Contents <i>The Dossier must include a table of contents with page numbers.</i>			
Candidate's Profile for Assessment <i>Declaration of relative % weight to be applied to candidate's teaching, scholarship, and service</i>			
Statement of Case for Tenure and/or Promotion <i>1,000 to 1,500 words</i>			
Curriculum Vitae <i>Complete, up-to-date, and on approved template</i>			
Supporting Documents for Teaching Portfolio			
Statement of Teaching Philosophy <i>Approximately 500 to 1000 words.</i>			
Teaching Responsibilities <i>A list of courses taught, along with the most recent syllabus for each undergraduate and graduate course taught in the last five years (or parts of courses taught as a member of a team); a representative sample of assignments and exams; and other instructional material designed, and as deemed relevant to the application, by the Candidate. Previous syllabi may be included.</i>			
List of Student Projects <i>A list of individual student projects, or theses, supervised or mentored (at UFV and other universities), whether completed or in progress, and outlining the nature of the Candidate's involvement.</i>			
Further Evidence of Achievement in Teaching <i>May include: contribution to curriculum development; description of awards or special recognition for teaching excellence; a description of relevant professional development; evidence of mentoring or training others in teaching; evidence of outstanding academic achievement by the Candidate's students; any other material the Candidate deems relevant.</i>			

Component	Y	N	N/A
Supporting Documents for Research, Scholarship and/or Creative Activities			
<p>Scholarly or Creative Works <i>Candidates facilitate access to their scholarly or creative work, including but not necessarily limited to books, articles, reports, audio-visual materials, case studies, professional handbooks, and any other research or creative material the Candidate deems relevant.</i></p> <p><i>In cases of collaborative work, the Candidate will make clear the extent of their contribution to the works produced in cooperation with others.</i></p>			
<p>Further Evidence of Achievements <i>Description of the most significant contributions to their professional field; description of awards or special recognitions; invited publications, presentations, and exhibitions; research grants; successful research collaborations; evidence of outstanding scholarly or creative achievement by the Candidate's students; any other material the Candidate deems relevant.</i></p>			
Supporting Documents for Service			
<p>Service to the University <i>A list of the Candidate's record of university, Faculty, Senate, divisional, and FSA committees, task forces or working groups, and brief description of the role of the Candidate in that service work.</i></p>			
<p>Additional Evidence of Achievement in Service <i>Additional evidence of achievement in service, such as university administrative work; active participation in professional organizations; peer reviewing activities; significant service in community organizations and public service and any other material the Candidate deems relevant.</i></p>			