

Tenure and Promotion File (TPF) Checklist

The following checklist should be used by Candidates applying for tenure and/or promotion, and by the University Division (DRC) and University (URC) Review Committees, to ensure inclusion of all required components in the Tenure and Promotion File (TPF). The checklist notes mandatory requirements to all applications in (1), as well as additional requirements tenure and promotion to Associate Professor in (2), and promotion to Full Professor in (3). For details please refer to Section 8 of the [Tenure and Promotion Procedures](#).

Component	Y	N	N/A
1. Requirements for Tenure and Promotion Files - All Applications			
Letter of Application to the DRC Chair			
Tenure and Promotion Dossier <i>See separate checklist for the Dossier document.</i>			
Dean's summary report of the Candidate's individual probationary evaluation <i>Provided to candidate by the Dean at end of IPEC process</i>			
Dean's written assessment of the Candidate's progress since the completion of the initial probationary period <i>Provided by the Dean prior to the meeting of the DRC</i>			
Optional: Candidate's response to the Dean's written assessment since completion of initial probationary period <i>The Candidate may choose to respond to the Dean's written assessment</i>			
If Applicable: Candidate's Written Response to a DRC Decision to Deny Tenure and/or Promotion <i>This document will be included in the TPF only if the DRC decision is to deny. The Candidate may, within fifteen (15) work days of having received the recommendation and report, provide a written response that will be included in the TPF</i>			
If Applicable: Written Record of Questions and Answers Arising From Requests by the DRC or URC for Clarification of Contents of TPF <i>If applicable to either the DRC or URC or both. This record will normally be added by the DRC or URC Chairs as required.</i>			
If Applicable: Written Record of Questions and Answers Arising from Candidates or Deans Being Invited to Appear Before the DRC or URC <i>If applicable to either the DRC or URC or both. This record will normally be added by the DRC or URC Chairs as required.</i>			
2. Requirements Specific to Applications for Tenure and Promotion to Associate Professor Only			
Student Evaluations for Every Course Taught up to Application for Tenure <i>Student evaluations for each undergraduate or graduate section or cohort per semester taught since appointment as a Tenure-Track Faculty member up to the application for tenure.</i>			
Peer Evaluations of Teaching <i>Two (2) peer evaluations of two (2) different courses or modules in one (1) year <u>for each year</u> in the period between the end of the initial probationary period and the application for tenure. For semester-based programs, the evaluations will occur in two (2) different semesters. In programs where a desktop review is not practical (e.g., clinical teaching), an in-class teaching observation will suffice.</i> <i>Peer evaluations of teaching will be conducted on the approved form and will each normally include a classroom observation and a desktop review.</i>			

3. Requirements Specific to Applications for Promotion to Professor Only			
All Required Article 13.5 Evaluations <i>Student evaluations from the two (2) most recent sets of evaluations per Article 13.5 (or the most recent if only one (1) Article 13.5 evaluation since the award of tenure.</i>			
Peer Course Evaluations for One Course Per Semester in the Two Years Preceding the Application <i>Peer evaluations of two (2) different courses or modules in one (1) year in two (2) of the three (3) years preceding application for promotion. For semester-based programs, the peer evaluations will occur in two (2) different semesters. In programs where a desktop review is not practical (e.g., clinical teaching), an in-class teaching observation will suffice.</i> <i>Peer evaluations of teaching will be conducted on the approved form and will each normally include a classroom observation and a desktop review.</i>			
Letters of Assessment by External Reviewers <i>Normally two (2) letters of assessment are required; however, failure of one (1) of the two reviewers to provide letter of assessment before the TPF is opened by DRC will not prejudice candidate.</i>			