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 or relevant components in Tenure and Promotion Dossiers. For details please go to Section 6 of the Tenure and Promotion Procedures and the Guide to the Tenure and Promotion Dossier on the Tenure and Promotion webpage.

Components designated (R) for required are mandatory in all Dossiers and should always be checked as `Y`. Components designated (V) for variable may or may not be required depending on the specifics of any one application (i.e., depending on whether the application is for tenure and/or promotion, the Candidate's Statement of Case and Profile for Assessment, and the Standards that apply in the Candidate's Division) and may be checked 'Y', 'N' or 'N/A'.

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 recommend external peer reviewers in applications for Professor). It is the Review Committees' responsibility to make a reasoned evaluation of Dossier's components against the criteria in the Standards in the Candidate's Division.

Component	Yes	No
Table of Contents (R)		
Profile for Assessment (R) *Declaration of relative % weight to be applied to candidate's teaching, scholarship, and service.*		
Statement of Case for Tenure and/or Promotion (R) *1,000 to 1,500 words*		
Curriculum Vitae (R) *Complete, up-to-date, and on approved template.*		
Supporting Documents for Teaching Portfolio		
Statement of Teaching Philosophy (R) *Approximately 500 to 1000 words*		
Teaching Responsibilities (R) *List of courses taught, including most recent syllabus for each course taught, in the last five years and representative sample of assignments, exams or other instructional materials; list of individual student projects or theses UFV or elsewhere, and stating nature candidate's involvement; attach all as appendices at the end of the portfolio and cross-reference as required.*		
Evidence of Teaching Effectiveness (V) *Attach copies of written feedback or evaluations as appendices at the end of the portfolio and cross-reference as required.*		
Recognition of Teaching Excellence (V)		
Key Teaching Strategies and Innovations (V)		
Reflections on Student Evaluations (V)		
Professional Development (V) *If there are attachments, cross-reference and add as appendices at the end of the portfolio.*		
Scholarship of Teaching and Learning (V) *If appropriate, cross-reference and attach abstracts or summaries, as appendices to this portfolio.*		

Component	Yes	No
Supporting Documents for Research, Scholarship and/or Creative Activities		
Statement of Significance (R) *Written summary of your main focus in scholarship in generalized language.*		
Scholarly Achievements (R) *Cross-reference and insert select supporting documents as appendices at the end of this section.* *If collaborative achievements, specify contribution.*		
Professional Development (V)		
Grants (V)		
Future Directions (V)		
Supporting Documents for Service		
Statement on Service (R) *Write a summary of your main focus in service in generalized language.*		
Service to the University (R)		
Additional Evidence of Achievement in Service (V)		
Educational Leadership (V)		
Professional Development (V)		
Appendices *Clearly categorize, index, cross-reference, and paginate attachments referenced in each section.*		