

# **Documentation Checklist: Case files should include the following, in order:**

## **1. COVER PAGE**

## **2. HEAD'S LETTER**

- Reports on recommendation and deliberations of Department Standing Committee with vote
- Includes Department Head's recommendation
- If negative, is the Head's letter to the candidate included? Was the candidate given the opportunity to respond to the serious concerns of the Departmental Standing Committee prior to the vote?
- Reviews teaching:
  - Undergraduate
  - Graduate
  - Other
  - Evaluation by peers summarized
  - Evaluation by students summarized (primary data not included for legal reasons)
- Reviews scholarly/professional/creative work
- Reviews service
- Comments on referees' letters, and summarizes the background of the referees
- Comments on significance of journals
- Summarizes case

## **3. CANDIDATE'S RESPONSE(S)**

- Optional, but ensure that if no response is included to either the Dean and/or Head that it was the candidate's decision not to respond

## **4. CURRICULUM VITAE**

- Updates to CV, if any, should be listed on separate page in front of CV as an addendum with date
- Ensure CV is initialed in top corner
- Check start date and rank to ensure that without review appointments are noted appropriately
- Ensure grant list includes dates, amounts, co-investigators and for which principal investigator
- Ensure correct bibliographic style including pagination
- Refereed papers clearly identified
- Most significant papers asterisked (or other work clearly identified)

## **5. RESEARCH STATEMENT (if not included in CV)**

## 6. TEACHING PORTFOLIO

- Candidate's statement of teaching philosophy
  
- Summative Assessment of Teaching Guidelines for Promotion and Tenure July 2012
  - Description of the procedure
  - Teaching Load
  - Student evaluations
  - Peer evaluations
  - Graduate (Undergraduate Research) Supervision
  - Other teaching or educational activities
  - Awards
  - Professional Development
  - Other evidence: (of effectiveness or quality of teaching)
  - Overall summary

Note: The period covered should be since the candidate's appointment or last promotion.

## 7. REFEREES' LETTERS

- List of referees with brief biography including:
  - Position
  - Expertise
  - Reasons for selection

Should be a separate page and DO NOT IDENTIFY who chose which referees (i.e., department or candidate) - rather keep on file in department.

- Letter of solicitation (should be a "sample" letter using template in SAC Guide with list of publications sent to referees)
- Is not leading (i.e. suggest the result)
- Asks explicitly re: promotion and/or tenure
- Includes relevant Agreement criteria
- Includes updated CV
- Includes selected publications
- Includes a deadline for a response
- Must be at least four letters – FoS requests six
- Letters are at arm's length? (If one is not, has it been justified?)
- Dates of letters are consistent with timing of judgments
- If any are last year's, have all been included? If not, check the file or with the Dean's Office.

Note: In the case of joint appointments between Departments and/or Faculties, letters from both academic units in which the person holds an appointment should be included.