Promotion Dossier Checklist: Professor, Teaching Stream

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personnel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | To include: | **Yes** |
| **Section 1** | Chair’s Report  To include:   * Comments on positive and adverse statements * Comments regarding the quality of the journals in which the candidate has published, also include discussion in relation to the three criteria for promotion * Comments on the qualifications of the referees where appropriate * Any significant current events taking place in the candidate’s career not mentioned elsewhere in the dossier * List of Departmental Promotions Committee Membership * A thorough discussion of the reasons for the recommendation, including comments on any negative elements, and how these were understood and addressed by the committee in relation to the three criteria for promotion | □ |
| **Section 2** | Committee Membership   * List of Committee Members with their name, rank and academic   unit | □ |
| **Section 3** | Curriculum Vitae & Teaching Philosophy Statement  To include:   * Date of Continuing Status Review 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) * Honours or Awards received * List of scholarly and/or creative professional work * List of creative professional activities * Description of Innovations in teaching and contributions to curricular development * Ongoing pedagogical/professional development * List of all courses taught in the preceding five years * Listing of students whose research work has been supervised, with their thesis topics and the dates of the period of supervision * Listing of all administrative positions held inside and outside the university | □ |
| **Section 4** | **Internal Assessment(s)**   * Confidential written assessments of the candidate’s teaching, educational leadership and/or achievements, and ongoing pedagogical/professional development * Should be obtained from specialists in the candidate’s field from outside the University and **whenever possible from inside the University** *(PPPTS, Section 11- emphasis added)* | □ |
| **Section 5** | External Assessments  *(recommended minimum is five assessments)*   * Name, academic rank\* and institution from whom the opinion is sought * Comments regarding the qualifications of external assessors selected and the appropriateness * Indication of those individuals suggested by the candidate and those by the Chair | □ |
| **Section 6** | Teaching Evaluation  *Report of the Teaching Evaluation Committee (single document signed by all committee members) assessing the teaching dossier.*  To include:   * the classroom visits/observations and * the student feedback (course evaluations and letters) | □ |
| **Section 7** | Course Evaluations   * Course evaluation executive summaries of teaching evaluations for all courses taught in the past five years. | □ |
| **Section 8** | Student Feedback   * Letters from current and former undergraduate (and graduate students, if applicable) | □ |
| **Section 9** | Candidate’s Consent   * Written consent from candidate that their dossier can be posted onto site for distribution to Tri-campus Decanal Promotion Committee Members. | □ |

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