

# UTM Advancement Checklist – SLI to SLII Dossier

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

Academic Year: \_\_\_\_\_

	Yes	N/A
<u>Checklist</u>		
Copy of this completed checklist to be included in dossier		
<u>Letter of Recommendation from Chair to Dean</u>		
<ul style="list-style-type: none"> <li>• Convey recommendation</li> <li>• Vote, i.e. unanimous, 3-1, 4-1, etc.</li> </ul>		
<u>Chair's Report</u> <i>(signed, on letterhead and addressed to the Dean)</i> with rationale for recommendation based on the criteria: <ul style="list-style-type: none"> <li>○ Has the candidate demonstrated his/her currency with and mastery of the subject matter in all courses taught by the candidate for the advancing department?</li> <li>○ Has the candidate demonstrated superior classroom teaching?</li> <li>○ Has the candidate demonstrated that he/she has adhered to the following principles:               <ul style="list-style-type: none"> <li>→ fair and ethical dealing with students and colleagues;</li> <li>→ appropriate principles of confidentiality</li> <li>→ being accessible to students for academic consultation;</li> <li>→ informing students adequately about course assessments and evaluations (including complying with grading procedures), and maintain teaching schedules;</li> <li>→ informing students about cancellations and rescheduling of instructions</li> <li>→ Chair to address any negative comments (from course evaluations and/or classroom observation report) in the report</li> </ul> </li> </ul>		
List of Committee membership and candidate's confirmation		
Letter of Advancement request from candidate		
CV (required)		
Teaching statement/teaching philosophy <i>(if applicable)</i>		
<u>Teaching Dossier (should include course outlines, bibliographies, assignments)</u> Need to be clear that candidate is demonstrating "currency with and mastery" of the subject matter in a convincing way, by including such items/descriptions as: <ul style="list-style-type: none"> <li>○ Active participation in conferences</li> <li>○ Up-to-date reading lists</li> <li>○ Deep reflection on pedagogy</li> <li>○ Membership of Professional Associations</li> <li>○ Honours &amp; Awards (teaching, research, etc.)</li> </ul>		
<u>List of Courses taught – to determine that the candidate is eligible for consideration for advancement</u> <ul style="list-style-type: none"> <li>○ Must have taught 6 half courses, or 3 full-course equivalents (3 FCEs), in at least 4 of the past 6 years as an SLI</li> <li>○ Re-evaluation after a further two (2) years of employment and a minimum of four (4) further half courses or 2 full-course equivalents (2 FCEs).</li> </ul>		

<ul style="list-style-type: none"> <li>○ Candidate is teaching as an SLI in the current academic term</li> <li>○ Has taught in the Department for at least 4 of the past 6 academic years</li> <li>○ The candidate is being considered under: <ul style="list-style-type: none"> <li>▪ the <i>Special Circumstances Clause</i> *</li> <li>▪ counting courses and/or years taught under UTFA *</li> <li>▪ counting courses and/or years taught under CUPE 3902 Unit 1 as a Course Instructor *</li> </ul> </li> </ul> <p><i>*If this is the case, it should be specified on the list of courses</i></p>		
<p><u>Teaching Classroom Observation Report</u> Report should indicate that the candidate's teaching was observed and describe what was observed</p>		
<p>Student Opinion Survey – Course Evaluations Need to determine if <b>superior or better</b> than the average in the unit (in more than one level of the evaluation)</p>		
<p>Letters from Students <i>(if applicable)</i></p>		
<p>Letters from Co-Instructors <i>(if applicable)</i></p>		

Notes: