# UTM Advancement Checklist – SLII to SLIII Dossier

Candidate Name: _____________________   Date: _________________________  
Department: _________________________  Academic Year: _________________  

<table>
<thead>
<tr>
<th>Recommendation of the Committee</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Letter to the Dean with rationale for Committees decision</td>
<td>□</td>
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<tr>
<td>o Has the candidate demonstrated his/her <strong>continued</strong> currency with and mastery of the subject matter in all courses taught by the candidate for the advancing department?</td>
<td>□</td>
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<tr>
<td>o Has the candidate demonstrated <strong>continued</strong> superior classroom teaching?</td>
<td>□</td>
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| o Has the candidate demonstrated that he/she has adhered to the following principles:  
  -> fair and ethical dealing with students and colleagues;  
  -> appropriate principles of confidentiality  
  -> being accessible to students for academic consultation;  
  -> informing students adequately about course assessments and evaluations (including complying with grading procedures), and maintain teaching schedules;  
  -> informing students about cancellations and rescheduling of instructions | □   |

List of Committee membership and candidate’s confirmation  □  

Letter of Advancement request from candidate  □  

CV and teaching statement/teaching philosophy (**required**)  □  

Teaching Dossier (should include course outlines, bibliographies, assignments)  □  

Need to be clear that candidate is demonstrating “**continued currency with and mastery of**” of the subject matter in a convincing way, by including such items/descriptions as:  
  o Active participation in conferences  
  o Up-to-date reading lists  
  o Deep reflection on pedagogy  
  o Membership of Professional Associations  
  o Honours & Awards (teaching, research, etc.)  □  

List of Courses taught – to determine that the candidate is eligible for consideration for advancement  □  

Must have taught an **average** of 3 half courses per year, or 1.5 full-course equivalents (1.5 FCEs)/year, over the previous 3 academic years  □  

Must have taught as Sessional Lecturer II for at least 3 academic years  □  

Teaching Classroom Observation Report  □  

Report should indicate that the candidate’s teaching was observed and describe what was observed  □  

Student Opinion Survey – Course Evaluations  □  

Need to determine if **superior or better** than the average in the unit (in more than one level of the evaluation); raw data also needed  □  

Created: April 2018