

## Checklist for Applications for Promotion

Name:

Faculty:

### PART A – APPLICATION

This section is completed in its entirety by the candidate.

A full curriculum vitae is attached.

### SUPPORTING DOCUMENTATION

Supporting documentation as required by the procedures of the Faculty or School is attached.

Faculty or School Promotion Guidelines are attached.

External evaluations, as specified in the promotion guidelines of the Faculty or School, are attached.

Not applicable

Number of external evaluations:

List surnames of external evaluators:

Other correspondence received by the committee is attached.

Not Applicable

Number of letters

**PART B – COMMITTEE RECOMMENDATION** This report is completed by the Chair of the Promotion Committee, and outlines the basis for the recommendation as related to the criteria and weightings for promotion.

Date of Committee's Report:

A copy of Part B has been provided to the applicant.

A copy of Part B has been provided to the Department Head.

Notification of a negative committee recommendation has been provided to the Provost's Office (if applicable).

### PART C – DEPARTMENT HEAD RECOMMENDATION

A copy of Part C has been provided to the applicant.

The Committee has been notified in writing of the recommendation **only where** the Department Head's recommendation differs from that of the Committee.

Not Applicable

### PART D – DEAN RECOMMENDATION

All the materials described above are attached.

The For Dean's Use Only box under Receipt of Application on Page 1 of Part D is completed.

Academic Appointment form is attached, with a clear notation as to the purpose:

"Promotion to the Rank of \_\_\_\_\_, effective March 30, 20\_\_\_\_."

A copy of Part D has been provided to the Applicant.

The Committee has been notified in writing of the recommendation **only where** the Deans recommendation differs from that of the Committee.

Signature of the Dean:

Print Name of Dean:

Date:

**NOTE:** This checklist **must** be attached and signed by the Dean when forwarding an application to the Provost & Vice-President (Academic).