

BRESCIA UNIVERSITY COLLEGE

√ Tenure and Promotion Application File – Checklist for Candidate	
<input type="checkbox"/> Inventory Sheet	Includes a listing of items in the file (in order of appearance in the file—template attached)
<input type="checkbox"/> Letter of Application (suggested contents)	<p>Letter addressed to Tenure and Promotion Committee, Office of the Academic Dean</p> <p>Clearly identify whether file is in support of tenure and/or promotion (for promotion indicate whether Associate or Full Professor). Reference appropriate clause of Article 10 of the Collective Agreement</p> <p>Briefly explain why tenure and/or promotion is warranted</p> <p>Address the <i>Activities to be Considered for Tenure and Promotion</i> outlined in Article 10.5 of the Collective Agreement</p> <p>Outline any special or anomalous circumstances</p>
<input type="checkbox"/> Current Curriculum Vitae	
<input type="checkbox"/> Annual Activity Reports and Annual Performance Reviews	Include these from the review period (10.3.1.1)
<input type="checkbox"/> Teaching Evaluations	Include these from the review period (10.3.1.1)
<input type="checkbox"/> Copies of Publications	Copies of all publications including those submitted, accepted, forthcoming and in press; if not yet published, a copy of the letter from the publisher confirming status also should be included
<input type="checkbox"/> Teaching Dossier (suggested contents)	<p>Narrative for teaching philosophy and practice (2-3 pages)</p> <p>List of all courses taught during the review period</p> <p>List of all honours and graduate student supervision indicating your role (thesis supervisor, second reader, exam committee)</p> <p>All course outlines from the review period</p> <p>Any supplemental materials to support teaching effectiveness</p>
<input type="checkbox"/> List of Proposed External Referees	Consult CA 10.3.3.3 (tenure) and 10.4.2 (promotion). Include for each proposed referee a description of her/his qualifications and any relevant previous interactions s/he has had with the candidate. Provide complete contact information.
<input type="checkbox"/> Other appropriate information	

<input type="checkbox"/> Completed and signed checklist is submitted with the application	
_____	_____
Date	Signature of Candidate

Deadline

August 15 – candidate must submit external referee names to the Office of the Vice-Principal and Academic Dean (Article 10.3.3.2).

October 1 – candidate must submit complete application file to the Tenure and Promotion Committee, Office of the Vice-Principal and Academic Dean (Article 10.3.1, 10.3.3.1, 10.4.1).

Please note additions to the candidate’s application file received after the above deadline, will be shared with the Tenure and Promotion Committee members only. The candidate must submit all additions prior to the meeting of the Tenure and Promotion Committee. Please consult with the office of the Vice-Principal and Academic Dean for this date.