**RTP Checklist for QUFA Faculty Members 2019-20**

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| **Name of Applicant:** |  |
| **Department(s)/ Academic Units:** |  |
| **Current Rank:** | Select Current Rank |
| **Appointment Type:** | Select Appointment Type |
| **Application Category:** | Select Application Category |
| **Checklist completed by:** |  |
| **Date checklist completed:** | Select Date of Completion |

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| **Documents are to be compiled in the order listed in sections A through C below.**  **When naming folders and documents, please include only the item number and the item title to prevent technical difficulties.**  **Examples:** |

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| Section A:  **Recommendations** | **0. Completed RTP Checklist for QUFA Faculty Members 2019-20**  **1. a) RTP Committee Recommendation (with reasons)\***  **b) Completed table on RTP Committee composition**  **c) Applicant’s response to Committee (if applicable)**  **2. a) Unit Head Recommendation (with reasons)\***  **b) Applicant’s response to Unit Head (if applicable)**  **3. a) Dean’s Recommendation (with reasons)\***  **b) Applicant’s response to Dean (if applicable)**  \*In accordance with the Collective Agreement, for all recommendations for promotion to Professor, the specified reasons should include a clear statement as to whether the applicant is recommended for promotion on the basis of:  (i) scholarly or creative work judged to be distinguished with very good teaching; or  (ii) continuing high quality scholarly work with exceptional contributions in teaching; or  (iii) scholarly or creative work judged to be distinguished with exceptional contributions in teaching. |
| Section B:  **Letters** | **4. a) Sample Copy of Letter sent to Referees**  **b) Referees’ Letters** – must be MASKED if anonymity has been requested by Referee(s)**.** Refer to the table included below for criteria.  **c) Statement of “Arm’s Length” Status for each Referee (referees**  **suggested by the member *and* referees suggested by the**  **RTP committee).**   |  |  | | --- | --- | | Type of Application | Criteria for Referees’ Letters | | Renewal | Exactly 3 letters (minimum 1 external) | | Promotion to Associate Professor and/or Tenure | Exactly 4 letters (minimum 3 external) | | Promotion to Professor | Exactly 5 letters (minimum 4 external) |   **5. a) Copy of Letter(s) sent to Colleagues**  **b) Colleagues’ Letters**  **6. a) Copy of Letter(s) sent to Students**  **b) Students’ Letters** – all must be MASKED |
| Section C:  **Member’s Application File** | **7. a) Member’s letter of introduction (optional)**  **b) Up-to-date CV**  **8. Summary of Teaching Experience** (may be in the form of a Teaching  Dossier)  **9. Scholarly Work**  **10. a) USATs – must be included in file**  **b) USAT Summary Sheet (if available)**  **11. Summary of administrative service responsibilities**  **and professional service**  **12. Additional Relevant Material** – can include any material relevant to  Article 30.12.1.  **For Promotion to Professor** – short biographical profile (for reporting to  Board of Trustees) |

**Submission format**

All Files must be submitted electronically as Adobe Reader (pdf) files or Word files (or a combination of both). Books, pamphlets and materials that are difficult to scan can continue to be submitted as paper copies.

**Notes**

Replies received from the member and/or from the Faculty Relations Office must be included and placed directly after the letter/recommendation to which it responds (please maintain chronological order).