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

|  |  |
| --- | --- |
| **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 |

|  |
| --- |
| **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:**  |

|  |  |
| --- | --- |
| 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).