**#1**

**Letter to candidate initiating Continuing Status Review**

Dear [ ]:

I am writing to you to indicate that, in accordance with Section 30 of the Policy and Procedures on Academic Appointments (2015) (”the Policy”) you will be considered for continuing status and promotion to Associate Professor, Teaching Stream in the fall term. I enclose a copy of the Policy. I would draw your attention in particular to Section 30(x) of the document that sets out the criteria that will be used to assess performance for the purpose of the continuing status review:

“A positive recommendation for continuing status will require the judgment of excellence in teaching and evidence of demonstrated and continuing future pedagogical/professional development.

a) Excellence in teaching may be demonstrated through a combination of excellent teaching skills, creative educational leadership and/or achievement, and innovative teaching initiatives in accordance with appropriate divisional guidelines.

b) Evidence of demonstrated and continuing future pedagogical/  
professional development may be demonstrated in a variety of ways e.g. discipline-based scholarship in relation to, or relevant to, the field in which the faculty member teaches; participation at, and contributions to, academic conferences where sessions on pedagogical research and technique are prominent; teaching-related activity by the faculty member outside of his or her classroom functions and responsibilities; professional work that allows the faculty member to maintain a mastery of his or her subject area in accordance with appropriate divisional guidelines.”

Please note that I have attached a copy of our divisional guidelines referred to in the above criteria for the evaluation of teaching and pedagogical/professional development. This important document provides critical guidance in respect to the granting of continuing status.

I also enclose a list of the faculty members whom I intend to ask to serve on the Continuing Status Committee [must be chaired by the Dean or Chair and include a decanal or provostial representative and teaching stream faculty member with continuing status]. If you have any reason to believe that any member of the Committee, including myself, cannot make their decision “solely on the basis of the evidence available at the time of the continuing status committee meeting,” please indicate this to me or to the Vice-Provost, Faculty & Academic Life, in writing stating your reasons, by [date]. I will subsequently notify you of “the final composition of the continuing status committee.”

I intend to begin the process of assembling the documentation to be placed before the Committee, as described in Section 30(x) of the Policy, immediately with a view to completing this phase by [date].

It is your responsibility, with appropriate assistance and advice from me, to prepare a dossier in accordance with divisional guidelines for submission to the Continuing Status Committee. I would appreciate receiving from you, at your earliest opportunity and no later than June 30, 20xx, the following materials. [The dossier is prepared in accordance with the relevant divisional guidelines on the evaluation of teaching; the following are examples of the documentation that might be requested but should be modified to conform with the relevant divisional guidelines:]

1. Updated C.V.
2. Teaching Dossier in accordance with the relevant divisional guidelines
3. Any other material required/suggested by your divisional guidelines

In addition, I would ask you to provide me with a list of potential external assessors. The PPAA provides that “Written specialist assessments of the candidate's teaching and pedagogical/professional activities should also be obtained from outside the University; the candidate should be invited to nominate several external referees, and the division head or chair should solicit letters of reference from at least one of them and from one or more additional specialists chosen by himself or herself. These referees should be invited to assess the candidate’s work against the Divisional Guidelines for the granting of continuing status and advise whether or not the candidate’s work demonstrates the achievement of excellence in teaching and evidence of demonstrated and continuing future pedagogical/professional development.” Please provide me with a list of [x] names.

At the time of the submission of the completed dossier to the Continuing Status Committee, I will provide you with “a written summary of the content of the external assessments and other evaluations, without identifying their source,” at least one week prior to the first meeting of the Committee. The summary is meant to be “sufficiently detailed that the candidate knows the evidence before the committee.” Following your receipt of the summary of evidence, if you wish to do so, you may “supplement the dossier with a written response, or by appearing before the committee to make a statement."

Please provide me with a formal written acknowledgement of your receipt of this letter. I would also like to suggest that we meet so that I can provide you with appropriate assistance and advice concerning this process. My office will be in touch.

Yours sincerely,

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Attachments

* PPAA, 2015
* Divisional guidelines on the evaluation of teaching
* List of proposed Committee members

cc: Dean (if multi-departmental Faculty)