

# Promotion in the Teaching Stream: Dossier Checklist

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### 1. Chair's Report

To include:

- comments on the appropriateness of the external assessors
- a thorough discussion of the reasons for the recommendation, including comments on any negative elements, and how these were understood by the committee in relation to the three criteria for promotion

### 2. Committee Membership

- Name, rank and academic unit

### 3. Curriculum Vitae

- Consult *PPPTS* section 16 and your divisional guidelines on the evaluation of the effectiveness of teaching

### 4. Internal Assessments

- "Confidential written assessments of the candidate's teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, should be obtained from specialists in the candidate's field from outside the University and ***whenever possible from inside the University.***" (*PPPTS*, Section 11 – emphasis added)

### 5. External Assessments

- minimum of three letters
- names, academic rank and institution of those from whom opinion is sought
- indication of those individuals suggested by the candidate and those by the Chair
- comments concerning the appropriateness of external referees selected

### 6. Written assessments of the candidate's teaching effectiveness

- Evidence from the individual's peers and from students (may include Teaching Evaluation Committee Report, solicited student letters, etc.) as separate sections in accordance with the approved divisional guidelines for the evaluation of the effectiveness of teaching