For Candidates Covered by the Policy and Procedures on Academic Appointments

Template for first notification to candidate: formal notification of the candidate regarding the tenure review process

[Candidates should be notified no later than June 30. They should be provided with at least six weeks to assemble and prepare the documentation required and will not normally be asked to submit their research dossier prior to July 1.]

Dear [CANDIDATE]

I am writing to you in accordance with Section 14 of the Policy and Procedures on Academic Appointments (PPAA enclosed) to confirm that you will be considered for tenure in the spring of [YEAR]. I would draw your attention in particular to Part III of the policy: “Criteria for Granting Tenured Appointments.”

In the early fall, I will send you a list of the people whom I intend to ask to serve on the Tenure Committee. The PPAA requires that each member of the Tenure Committee must agree to make her or his decision on the “basis of the evidence available at the time of the Tenure Committee meeting.” If you have reason to believe that any member of that Committee, myself included, is not in a position to do this, you will have the opportunity to indicate this.

I am writing to you now because there is considerable work to be done in gathering materials for the review. Section 15 of the PPAA describes both the documentation the staff member is required to provide and the assessments that must be obtained from specialists in the staff member’s field from outside the University, as well as from the staff member’s students and colleagues. I return to this below.

Preparation of materials to be presented to the Tenure Committee is the joint responsibility of the candidate and the Chair. With input from you, the Chair of the Tenure Committee will be responsible for obtaining information on your teaching and research activity from those who know your field, from those who are familiar with different aspects of the your work, from teaching evaluation questionnaires, and from letters that the Department solicits from former and current students, both undergraduate and graduate.

It is increasingly difficult to obtain external appraisers, and our best hope of obtaining our first choices is to contact them early and be able to promise them the material to review as soon as possible, thereby permitting them to budget their reading time in relation to their normal duties. All other relevant material (e.g., research and teaching dossiers) should be made available no later than [SPECIFY DATE]; here too, however, it is useful to be able to have all the material as soon as possible.

Several kinds of evidence form a tenure dossier. In particular, please note your responsibilities as outlined in points 1, 2, 3, 4, 5, and 6:

1. Curriculum Vitae. The CV should be in four parts and should conform to the specifications spelled out in Section 15 of the PPAA. Attached to the CV should be a list of each collaborative article or grant that indicates your contribution to the work and the contact details of the senior corresponding author, for confirmation.
2. Teaching and Research Statements. Your teaching and research statements should outline your teaching philosophy and your current research trajectory. In these statements, you may also wish to express a personal view of the shape and direction of your career and professional responsibilities, including addressing any leaves or gaps that are apparent in your CV.
3. All published and submitted work. [NUMBER] copies of all published and submitted work and (if possible) of all work-in-progress. Assistance in photocopying can be provided if all materials are supplied to [NAME] no later than [DATE]. Please provide a full checklist of the materials submitted. In the case of work which has not yet been published, you should give a brief account of the progress reached at the time the materials are prepared.
4. External Appraisers. The names, contact details, and brief biography of three or four individuals of international stature in your field (normally distinguished senior members of the faculty of universities that are major centres of activity in your field) from outside the University of Toronto who are qualified to assess your work. External appraisers should be able to provide an arm’s length assessment of your work; former supervisors or collaborators are not regarded as appropriate reviewers. At least one of the referees you nominate will be included among the referees chosen.
5. Teaching Portfolio. For purposes of assessing your effectiveness as a teacher, you are required to assemble a teaching portfolio. Guidelines on the preparation of a teaching portfolio are provided by the Centre for Teaching Support and Innovation (<https://teaching.utoronto.ca/teaching-support/documenting-teaching/teaching-dossier/>). In addition, I have enclosed the [DIVISIONAL GUIDELINES FOR TEACHING EVALUATION], which outlines the criteria for evaluation. As part of the tenure review process, the Chair will strike a Teaching Evaluation Committee to review all teaching-related materials and evidence.
6. Evidence of other activities that you consider relevant to your professional life. As noted earlier, your research statement is useful for indicating the categories in which different items should be considered.
7. The separate report of an Internal Reading Committee appointed by the Chair of the Tenure Committee.
8. The separate report of an Internal Teaching Committee appointed by the Chair of the Tenure Committee.
9. Comments from current and former undergraduate and graduate students as well as colleagues and collaborators.

When your completed dossier is ready for submission to the Tenure Committee, I will provide you with a brief written summary (preserving anonymity, of course) of the appraisals that have been received at least one week prior to the first meeting of the Tenure Committee. If you wish to do so, you may make a written statement and/or appear before and make an oral statement to the Tenure Committee.

Should questions arise, do not hesitate to contact me by email or by phone [INCLUDE CONTACT DETAILS]. I will be happy to discuss with you these or any other matters concerning the process of preparing materials for the Tenure Committee. In the meantime, I would appreciate it if you would provide me with a written acknowledgment that you have received this letter.

Yours sincerely,

[NAME]

**Enclosures:** i. Policy and Procedures on Academic Appointments  
ii. Divisional Guidelines for the Evaluation of Teaching

I acknowledge receipt of this letter.

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Signature Date