

FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES

ANNOTATED TABLE OF CONTENTS: TENURE AND PROMOTION FILE

PART ONE: GENERAL INFORMATION

Table of Contents Heading		Notes
Section A	Tenure and/or Promotion Application Status Form and Checklist	<ul style="list-style-type: none"> This document is available on the Senate T&P Toolkit: http://www.yorku.ca/secretariat/senate/committees/tnp/toolkit/index.htm
Section B	Review Committee Recommendation	<ul style="list-style-type: none"> The RC report is addressed to the President and copied to the candidate, FPC Chair, AC Chair, and the Dean
Section C	Dean's Letter of Transmittal	<ul style="list-style-type: none"> The Dean's Letter of Transmittal is addressed to the SRC and copied to the candidate, AC Chair, and FPC Chair
Section D	Adjudicating Committee Report	<ul style="list-style-type: none"> The AC report is addressed to the Dean, and copied to the candidate and FPC Chair Include 15-day waiver, if received Date-stamp and add newly received material on top, if applicable
Section E	File Preparation Committee Letter	<ul style="list-style-type: none"> The FPC letter is addressed to the AC
	University and/or Unit tenure and promotions standards	<ul style="list-style-type: none"> May be one or both; standards included in this section should correspond to those standards sent to referees and those being used by the AC Unit standards should be referred to as 'positively reviewed' (by Senate) or 'draft' (if additional revisions are required)
	Advancement to Candidacy recommendation letter (tenure applications only)	<ul style="list-style-type: none"> The Advancement to Candidacy recommendation letter is only included if it is a tenure file
	Applicable material on joint/cross appointment	
Section F	Candidate's Curriculum Vitae	
	Candidate's Personal Statement (Candidate's option)	<ul style="list-style-type: none"> Normally, no more than 2000 words

PART TWO: CRITERION AREAS

Section G Teaching	Letters of assessment from collegial referees	<ul style="list-style-type: none"> • must be signed*
	Letters of assessment from student referees	<ul style="list-style-type: none"> • must be signed* • Where it is deemed appropriate, the FPC may solicit students from the candidate's prior institution
	Letters of assessment from faculty members and teaching assistants with whom the candidate has taught	<ul style="list-style-type: none"> • if applicable, must be signed*
	Teaching evaluation summary data and analysis (including number of responses, class size, and Unit means if available)	<ul style="list-style-type: none"> • include Unit means, if possible • Where it is deemed appropriate, the FPC may include teaching evaluations from the candidate's prior institution
	<p><i>Important Note: Alternate stream applications require additional teaching documentation. Consult the University Alternate Stream Document for more information.</i></p>	
Section H Professional Contribution and Standing	Brief profile of each referee	<ul style="list-style-type: none"> • include brief profiles (approximately 1 paragraph) rather than full C.V.
	Letters of assessment from referees	<ul style="list-style-type: none"> • must be signed*
	Reviews of published scholarship (if available)	
	Comments from co-authors/co-investigators (if applicable)	<ul style="list-style-type: none"> • if applicable, must be signed*
Section I Service	Letters of assessment from referees	<ul style="list-style-type: none"> • must be signed*
Section J	Sample letters to referees soliciting assessment (in each area)	

*Signed originals are always preferable, however, faxes are acceptable. E-mail may be acceptable if there is a clear indication that the e-mail came from the person writing the letter. If the letter comes as an attachment, the original e-mail message must also be included. Consult as necessary with the Office of the Faculty Council.