

A copy of the checklist should be attached to each copy of dossiers sent to the Office of the Vice-President, Governance. Please place documents in the order shown below. Documents dated later than the document mentioned in no. 1 should be placed on top of the file immediately after the checklist.

**JOINT COMMITTEE
CHECKLIST
PROMOTION AND TENURE**

Faculty: _____ **Member's Name:** _____

1. Dean's letter to the member with the FTPC minute. []
2. Chair's recommendation, if any. []
3. DTPC minute. []
4. DTPC list of names of outside evaluators. []
5. Outside evaluators' reports (3). []
6. Member's comments regarding outside evaluators' reports, if any. []
7. DTPC report on teaching [24.2.1.1]. []
8. Member's request. []
9. Unless this information is provided in the member's request letter, the list of proposed external evaluators by the member. []
10. Updated OCGS C.V. []
11. A-Reports for the last three (3) years and all subsequent reports. []
12. Language proficiency requirement as stated in letter of appointment:
Active ____ Passive ____
- language proficiency confirmed at time of hire ____ []
- language proficiency not confirmed at time of hire, copy of language
assessment attached ____
13. Any other documents, for example, reports from teaching evaluators if there has been a direct peer review of teaching, and the member's comments, and any other documents provided by the member. []