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
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 for Associate rank and 4 for Full).   [ ]

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.