

Candidate's Checklist

The following is provided as a checklist of the material candidates are required to submit to their Department Head or Dean (in non-Departmentalized Colleges).

Please refer to the Guidelines for Preparation of Case Files

<http://www.usask.ca/vpacademic/collegial/promotion.php>

An Up-To-Date Curriculum Vitae:

A standardized *curriculum vita* using the template (*headings and numbering system*) for faculty (see website <http://www.usask.ca/vpacademic/collegial/promotion.php>). If a standard *curriculum vitae* is not submitted with the case, the candidate will be asked to resubmit one before the case is considered by the University Review Committee. For promotion, the *curriculum vitae* must only include relevant information up to and including June 30th of the previous academic year (*e.g. if submitted in fall of 2009, then up to June 30, 2009*). For tenure, the *curriculum vitae* should include all relevant information up to and including the date of submission. Candidates should also submit documentation of their academic credentials and/or qualifications along with the submission of their c.v.

Self assessment document: Statement on progress towards tenure, continuing status, or promotion.

Category 2: Teaching Ability and Performance

- Statement of candidate's philosophy of teaching and a record of teaching roles.
- A summary statement of the candidate's understanding of student and peer evaluations.
- A statement outlining improvements/enhancements to teaching performance and actions taken to remedy problems identified.

Category 3: Knowledge of Discipline and Field of Specialization

- Documentation of invited lectures and invited presentations;
- Documentation that the candidate has served as a peer reviewer of grants and other material should be explained.

Category 4: Research and Scholarly Work

- A statement on the nature of the candidate's research and future research plans and scholarly work;
- Evidence pertaining to research and scholarly work;
- In the case of artistic work, descriptions of exhibitions and performances and evidence of peer review as defined in the appropriate standards;
- Evidence of research funding (where required in College/Department Standards);

- Other relevant evidence for the purpose of establishing research direction, accomplishment, and momentum;
- Detailed information on the candidate's contribution to joint publications and research grants and public performance.

Category 5: For Candidate's Considered Under Practice of Professional Skills

- A one-page statement on the nature and scope of the candidate's professional practice, including documentation of time commitment (e.g. hours, case load, etc.);
- Evidence related to the elements of practice identified in the appropriate standards (see list in Section D, Category 5 of the 2002 University Standards);
- Evidence of various leadership activities associated with the candidate's role in professional service whether delivered to a professional audience, individuals, groups, organizations, institutions, or the community;
- Letters of support from clients, client agencies, or colleagues who are familiar with the clinical/technical and/or professional aspects of practice;
- A statement on the nature of the candidate's research and future research plans;
- Evidence of research funding (where required in College/Department Standards);
- Other relevant evidence for the purposes of establishing research direction, accomplishment, and momentum;
- Information on the candidate's contributions to joint publications and research grants.

Category 6: Contributions to the Administration or Extension Responsibilities of the Department, College, or University

- A one-page statement on the role of the candidate in service to the administration or extension responsibilities of the Department, College, or University.

Category 7: Public Service and Contributions to Academic and Professional Bodies

- A one-page statement on the role of the candidate in public service and contributions to academic and/or professional organizations ;
- A statement on the nature and extent of the candidate's contributions in these areas and statements from individuals (e.g. chairs, other committee members) who have personally observed the work.