The following outline is offered to assist Colleges in compiling a case file and can be adapted as appropriate.

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<th>Case File</th>
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<td><strong>Table of Contents</strong></td>
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### Material from the College

- Letter from the CRC Chair to the Candidate
- Form T-2
- List of Others Consulted in Process
- Additional Documentation Provided

### Material from the Department or Non-Departmentalized College

- Letter from the Department Head to the Candidate
- Form T-1
- Statement of Academic Credentials
- Summary of teaching evaluations by students
- Peer Evaluations of Teaching
- List of External Reviewers
- Sample Letter to External Reviewers
- Letters from External Reviewers
- List of Others Consulted in Process
- Other Letters Received as Part of Consultative Process
- Summary of Contributions to Administration
- Summary of Public Service Contributions
- Additional Documentation Provided

### Material from the Candidate

- Curriculum Vitae
- Self-assessment Document
- Philosophy of Teaching Statement & Related Evidence and Summary
- Research Statement & Evidence Related to Scholarly Work
- Professional Practice Statement & Related Evidence
- Statement of Contributions to Administration
- Statement of Contributions to Public Service