

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) for renewal of probation, tenure, or promotion.

Please refer to the Guidelines for Preparation of Case Files

<https://vpfaculty.usask.ca/tenure-promotion/index.php>

- Letter of employment offer**
- Letter of any extension of probationary service or election to count past service in term appointment (if applicable)**
- An Up-To-Date Curriculum Vitae:**

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 2021, then up to June 30, 2021*). For tenure, the *curriculum vitae* should include all relevant information up to and including the date of submission.
- Self-assessment document:** Statement on progress towards renewal, tenure, 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.
- 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 Outreach Responsibilities of the Department, College, or University

- A one-page statement on the role of the candidate in service to the administration or outreach 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.