

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

Case File Table of Contents

Material from the College

Form PR-2 or T-2
Letter from the CRC Chair to the Candidate
Letter of Employment Offer
Letter of Extension of Probationary Service or Election to Count Past Service
List of Others Consulted in the Evaluation Process
Additional Documentation Provided by the CRC

Material from the Department or Non-Departmentalized College

Form PR-1 or T-1
Letter to candidate from CRC Chair (*from non-departmentalized colleges*)
Letter to candidate from DRC Chair (*from departmentalized colleges*)
Letter of Employment Offer
Letter of Extension of Probationary Service or Election to Count Past Service
List of Others Consulted in the Evaluation Process
Statement of Academic Credentials
Summary of teaching evaluations by students
Peer Evaluations of Teaching
Analysis of Graduate Student Supervision (if applicable)
Summary Statement on Evidence Considered for Knowledge of Discipline
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 Including Summary Statement
Documentation of Invited Lectures and Presentations
Documentation of Serving as a Peer-Reviewer of Grants and Other Material
Research Statement & Evidence Related to Scholarly Work
Professional Practice Statement & Related Evidence
Statement of Contributions to Administration
Statement of Contributions to Public Service