

**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  
PROMOTION**

**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 C.V. [ ]
11. A-Reports for the last three (3) years and all subsequent Reports. [ ]
12. 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. [ ]