Required Documentation/Information in Support of Applications for Promotion and/or Tenure

2012-13

NOTE:
Article 21.11 of the Collective Agreement stipulates that the dossier assembled by the candidate contain the following:

a. a completed application form and checklist;
b. an updated curriculum vitae;
c. any documentation concerning arrangements made under any provisions of this Collective Agreement that alter the balance of the candidate's duties in the areas of teaching, research, and scholarly and/or creative activity, and service;
d. evidence of teaching, research and scholarly and/or creative activity, and service as set out in Article 21.06;
e. any written submissions that the candidate deems relevant to the application; and
f. a table of contents listing all documents in the dossier, signed by the candidate and the Chair/Director or designate.

I. Curriculum Vitae

A *curriculum vitae*/resumé should be submitted which provides information on:

A. **Formal Education** (institutions attended and degrees awarded, including the dates);

B. **Academic Distinctions and Awards**;

C. **Academic Positions Held** (institutions, position/rank and dates);

D. Research/**Scholarly Activities or Creative Work**; [21.06.b]

1. Publications

If "in press", provide evidence of acceptance from the publisher; for co-authored publications, indicate the principal author and the candidate's contribution to the publication.

a) Books, case studies, monographs and contributions to edited books;
b) Papers in peer-refereed journals
c) The judgements of scholars through letters of reference, particularly of senior scholars in the same and cognate disciplines;
d) Papers delivered at professional meetings;
e) Contributions to panels, workshops, and clinics;
f) Consulting with government, related professionals, and agencies, or preparation of instructional, clinical, curriculum or policy materials for such agencies;
g) Editorial and refereeing duties;
h) The creation, performance, direction, programming, design, and staging of creative works for the public, or curation of exhibitions, particularly when recognized by competent external peers;

i) Adjudicating festivals and competitions, master classes, consulting on curricula, workshops at the post-secondary level or with professional orchestras, choirs, theatres, galleries, or professional residencies;

j) The development of software, hardware or equipment;
k) Scholarly contributions to pedagogy;
l) Scholarly contributions to agencies, communities, governments, or organizations and the extent to which the faculty member's professional services are in demand by such organizations outside the University;
m) Scholarship as evidenced by the candidate's depth and breadth of knowledge and general contributions to the research life of the University;
n) Attempting to secure funding for research/scholarly and creative activities as appropriate for a discipline or field;
o) Other publications demonstrating a high quality of scholarship with significant public impact; and
p) Other evidence appropriate to the candidate's research/scholarship, creative work, and/or discipline.

2. Work submitted for Publication (provide submission date);

3. Patents applied for or received

4. Grants obtained:
a) internal grants;
b) refereed external grants; and
c) consultantships or contracts.

[For each grant please provide an indication of the candidate's contribution and the dollar value of the grant.]

5. Work in Progress

List any scholarly activity which has not reached the writing/drafting stage and/or has yet to be submitted for publication.

E. **Teaching Activities** [21.06.a.]

1. Course work and all related activities;
2. Supervision of the work of graduate and undergraduate students at Brock and other universities;
3. Contributions to seminars and colloquia relevant to teaching and learning;
4. Innovative methods in teaching and other contributions to the teaching activities of the University;
5. Written comments of colleagues who have observed the candidate's teaching first-hand and at the invitation of the candidate;
6. Written comments provided by colleagues regarding the candidate's reputation in the area of teaching and learning among peers and the basis for that reputation;
7. Written comments of students about the candidate's teaching;
8. Additional material relevant to teaching and learning collected by the candidate on his/her own initiative (e.g. a teaching portfolio); and

9. Supervision of student practica and/or internships where specific professional credentials are required of the supervisor to allow students to obtain certification or licensure.

NOTE:	Student course evaluations for all courses with five (5) or more students taught by the candidate since the date of last promotion or appointment must be included.

F. **University/Community Service** [21.06.c]

1. Participation in University, Faculty, Departmental and Union committees;
2. Counselling students;
3. Service in and recognition by regional, national and international committees and other organizations, including professional organizations;
4. General administrative duties and administrative duties unique to a candidate's Faculty;
5. Community service where the candidate has made an essentially non-remunerative contribution by virtue of special academic competence; and
6. Administrative and non-teaching/research responsibilities within the University and the Union.

April 17, 2012
/pb