



Checklist To be used for submission of files to the Faculty Appointments, Reappointments, Tenure and Promotion Committee:

- **New tenure stream appointments** at the rank of Associate Professor of Teaching with Tenure, Professor of Teaching, Associate Professor or Professor, for **promotion** to these ranks, or where **tenure** is being considered. Files will be reviewed by the Faculty Appointments, Reappointments, Promotion and Tenure Committee and Senior Appointments Committee.
- **New Partner Track** appointments and promotions at the rank of Associate Professor and Professor which will be reviewed by the Faculty ARPT Committee, and the Provost & VP Academic, and the President. (Partner Track cases are not reviewed by SAC).

Please forward the following electronically to the Faculty HR Assistant (facultyaffairs.facultyhr@ubc.ca) via Files for FoM – Faculty HR (OneDrive).

File #1 of 3: Candidate's Dossier

1. Addenda to the candidate's Curriculum vitae or Record of Publications.....
2. Curriculum Vitae and Record of Publications
3. Summative Peer Review of Teaching (SPROT) (**See explanation below**)
4. Peer Teaching Evaluations (2 evaluations) (**See explanation below**)

File #2 of 3: Body of Work Samples

5. Samples of the candidate's work (normally publication reprints, to a maximum of 3).....
6. Teaching Dossier (**for Associate Professor of Teachings and Professors of Teaching only**)

File #3 of 3: Correspondence

7. Referee summary
8. Sample letter of referee solicitation (please send only 1 sample)
9. Letters of Reference (placed in the same order as listed in #7 above)
10. Head(s) / Director(s) letter to the candidate (**if the Departmental Committee had serious concerns**) and enclose copies of the redacted external letters of reference.
11. Candidate’s response to the serious concerns of the Standing Committee(s).....
12. Letter(s) of recommendation from Department Head(s) / School Director(s).....
13. Head(s) / Director(s) letter to the candidate, inviting a response to the Dean (**if the recommendation to the Dean was negative**)

Additional FARPT Package Details

1. Addenda to the candidate's Curriculum vitae or Record of Publications:

- Contains updates to the candidate's record which wasn't previously captured in the original CV which was viewed by the referees.
- Promotion / Tenure files require the CV to be presented in UBC format, and initialed by the candidate as validation of accuracy; all CV formats are accepted for New Hire files.
- Must be dated appropriately

2. Curriculum Vitae and Record of Publications:

- Presented in **UBC format**, and hand initialed by the candidate as validation of accuracy
- The CV should be identical to the one examined by referees, and the timing appropriate
- The List of Grants includes dates, amounts, co-investigators and the grants for which they are principal investigator
- Follows the correct bibliographic style, including pagination

Refereed papers are clearly identified and the candidate's most significant papers are asterisked

3. Summative Peer Review of Teaching (please do not forward the Teaching Dossier except for appointment or promotion cases in the Educational Leadership Stream):

- The SPROT is a two-three page document that contains a peer review assessment of the candidate's entire teaching contribution. The peer review team should be conducted by teams of at least two peer reviews selected by the Head/Director or delegate.
- **As per the SAC Guide, the SPROT is not necessary for new appointments. However, for new appointments, please provide as much evidence and information as possible on teaching effectiveness.**
- As indicated in the Summative Peer Review of Teaching for Heads/Directors: the candidate's entire teaching contribution at the undergraduate, graduate and post-graduate levels should be reviewed, and this review may include information on the context of teaching (e.g. teaching workload, numbers of students and range of courses taught, etc.), teaching process, outcomes and impact.

4. Peer Teaching Evaluations

- Copies of two teaching observations conducted by peer evaluators.
- **As per the SAC Guide, Peer Teaching Evaluations are not necessary for new appointments. However, for new appointments, please provide as much evidence and information as possible on teaching effectiveness.**

5. Samples of the Candidate's Work (Publication Reprints):

- Two or three of the candidate's scholarly publications they wish to be reviewed.
- In the case of candidate's whose scholarly activity is comprised of 'professional contributions', the candidate may wish to distribute an alternate sample or work that was of impact to the profession.
- In the case of Associate Professor of Teachings and Professors of Teaching, scholarly activity is encouraged but is not a requirement. Therefore, the candidate might not have publications they wish to distribute.
- Note: Reprints are not forwarded to SAC.

6. Teaching Dossier

- For Associate Professor of Teaching and Professor of Teaching promotion and tenure decisions, one copy of the candidate's full teaching dossier is required.
- Note: A redacted version of the Teaching Dossier is forwarded to SAC.

7. Referee Summary:

- List of referees with brief biography including:
 - Position
 - Expertise
 - Reasons for selection - The referee selection should reflect all aspects of the candidate's scholarly activity and the candidate's renowned in their field.

8. Sample Letter of Solicitation:

- Include a "sample" of the letter used to solicit references. The letter should have been prepared using the SAC template and:
 - asked the referee to comment **explicitly on promotion and tenure**
 - asked the referee to assess as a blended case, if appropriate
 - included a copy of:
 - the relevant UBC criteria
 - the candidate's current C.V.
 - selected publications of the candidate's work.
- Note: **Do not send the Teaching Dossier to the referees except in the case of candidates in the Educational Leadership Stream**

9. Letters of Reference:

- Promotions: 4 letters are required to assess the candidate's quality and significance of scholarly achievements. 2 referees are derived from the candidate's list; 2 referees from Departmental list:
 - Include a deadline for the referee to respond
 - These must be at arm's length, except in the case of Associate Professor of Teachings and Professors of Teaching.
 - Check their publication record, list of research grants, and PubMed
 - If the language in their letter suggests that a personal relationship exists, send a follow-up question inquiring about the nature of their relationship
 - Make sure that they are not a former supervisor, or from the candidate's current or former institution.
 - The dates of the referee letters must be consistent with timing of judgment
 - They are normally expected to be a rank above the candidate (except for Professors)
 - They **must make an explicit statement** regarding **ranks** and, if applicable, **tenure**
- New recruitments: There must be at least 4 **arm's length** letters of reference **external to UBC and to the individual's current institution** with the exception of the scenario outlined below. A maximum of 2 arm's length letters requested by the candidate as part of the recruitment process can be counted towards the four arm's length letters necessary. In the event letters of reference are used from the recruitment process, and tenure is a subject of the appointment, the referees will need to be further consulted and provide their recommendation on the specific question of tenure.

10. Head(s) / Director(s) letter to the candidate (refer to SAC Guide 5.08):

- If serious concerns about the candidacy are raised by the Departmental Standing Committee(s), the Head(s) / Director(s) must provide the candidate with a summary of the concerns and be given the opportunity to respond in writing and introduce further relevant evidence before the Departmental Standing Committee(s) vote(s). The candidate must also be provided with copies of the external letters of reference modified to the extent necessary to protect the identity of the external referees.

11. Candidate's response to the concerns of the Standing Committee(s):

- The response by the candidate to the serious concerns raised by the Departmental Standing Committee(s), and any supplemental information provided by the candidate, is to be included in the file.

12. Letter(s) of recommendation from Department Head(s) / School Director(s):

- A statement of the Head's / Director's recommendation.
- A statement of the consideration:
 - appointment, promotion, or seventh-year tenure consideration
 - do not distinguish between grant tenure/track and tenure/track.
- Background for the case, outlining any special conditions of the appointment.
- The process of the Departmental Appointments Committee meeting, including,
 - a summary of what occurred
 - the date of the Departmental Appointments Committee meeting
 - number of members present and an explanation of absences, for
 - number of votes for, against, and abstentions with explanation
 - Note: a minimum of 3 eligible members must vote.
- The basis for the recommendation:
 - assessment of the candidates' demonstrated activities under the headings of Teaching, Scholarly Activity, and Service to the University and Community, including:
 - information on Departmental norms at the rank being considered with regard to teaching load, graduate supervision, administrative responsibilities, dissemination of research, or other scholarly work and external funding.
 - the research impact & significance of journal publications
 - referee comments
- State that the letter has been circulated for review by the Departmental Appointments Committee.
- **In the case of Joint Appointments, letters from both academic units must be included.**

13. Head(s) / Director(s) letter to the candidate (refer to SAC Guide 5.6.2):

- If the recommendation of the Head / Director is negative, the Head / Director must provide the candidate detailed reasons in writing. This letter is to be included in the file.
- **Note: The candidate will be asked to respond to the Dean. Faculty Affairs is responsible for including the candidate's response to the negative recommendation of the Head / Director.**

Reference:

- [SAC Guide to Reappointment, Tenure, and Promotion at UBC – October 2019](#)
- [Criteria for Appointment, Promotion and Tenure](#)
- [Agreement on Conditions of Appointment for Faculty](#)