**Appendix A1: Department RCPT checklist**

**Reappointment of Assistant Professor (Research *and* Teaching Stream)**

Please submit all documentation to the Dean of Science in the order of the checklist

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|   | Position Status Change Request Form |
|   | ARPT Recommendation form signed by all members of the ARPT Committee |
|   | Annual Reviews as applicable and any responses to them |
|   | Curriculum Vitae |
|   | Teaching Dossier |
|   | Two or more peer evaluations of teaching |
|   | CES frequency distributions |
|   | Statement from candidate describing teaching, research/scholarly activity, and service contributions |
|   | Other documents that the candidate wishes the Committee to consider (specify, or indicate “none”): |
|

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of ARPT Committee Date

I have examined all of the materials listed above

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Date

**Appendix A2: Department RCPT checklist**

**Continuing Appointment of Teaching Stream Assistant *and* Associate Professor**

Please submit all documentation to the Dean of Science in the order of the checklist

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|   | Position Status Change Request Form |
|   | ARPT Recommendation form signed by all members of the ARPT Committee |
|   | Annual Reviews as applicable and any responses to them |
|   | Curriculum Vitae |
|   | Teaching Dossier |
|   | Two or more peer reviews of teaching |
|   | CES frequency distributions |
|   | Statement from candidate describing teaching, research, and service contributions |
|   | Up to five (p)reprint samples of scholarly activity |
|   | Other documents that the candidate wishes the Committee to consider (specify, or indicate “none”): |
|   |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of ARPT Committee Date

I have examined all of the materials listed above

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Date

**Appendix A3: Department RCPT checklist**

***All* Tenure/Promotion (Teaching *and* Research Stream)**

Please submit all documentation to the Dean of Science in the order of the checklist

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|   | Position Status Change Request Form |
|   | ARPT Recommendation form signed by all members of the ARPT Committee |
|   | Referee letters (minimum of 4) |
|   | Statement from candidate of their relationship to each of the suggested referees |
|   | Sample of letter sent to referees soliciting reference |
|   | Annual Reviews as applicable and any responses to them |
|   | Curriculum Vitae |
|   | Teaching Dossier |
|   | Two or more peer reviews of teaching |
|   | CES frequency distributions |
|   | Statement from candidate describing teaching, research/scholarly activity, and service contributions |
|   | Up to five (p)reprint samples of scholarly activity |
|   | Other documents that the candidate wishes the Committee to consider (specify, or indicate “none”): |
|

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of ARPT Committee Date

I have examined all of the materials listed above

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Date