Please note that applicants are responsible for including all appropriate information in their tenure and promotion dossiers. Further information about tenure and promotions procedures and criteria for promotions is outlined in the Collective Agreement between Carleton University and CUASA. These dossier guidelines apply for candidates whether they are applying under the old tenure and promotion process (2010-12 Collective Agreement) or under the new tenure and promotion process (2014-17 Collective Agreement. All references to Collective Agreement articles in this document refer to the current 2014-17 Collective Agreement.

GENERAL TENURE AND PROMOTIONS DOSSIERS GUIDELINES

1. Use a font style and size that is easy to read, for example Times New Roman, 11 pt.
2. Use a consistent overall style for section headings (i.e. EDUCATION, EMPLOYMENT, PUBLICATIONS, etc.)
3. Use a consistent style for documenting publications appropriate for your discipline.
4. Please note that all documents in the dossier should be provided in PDF format.

COVERING LETTER AND CURRICULUM VITAE

Carleton University does not have a standard CV template. At your discretion, you may choose to use the following guidelines to prepare your covering letter and CV for the purposes of promotion.

1. A covering letter/statement (suggested maximum of three pages);
2. A curriculum vitae, which in addition to the standard contents:
   a. May include brief descriptive annotations to the list of publications (at the candidate’s discretion);
   b. Should be precise in the information presented about publications and grants; for example, stating clearly whether or not publications in a particular journal or book are peer reviewed; and reporting the source, year, and amount of any grant received, and whether or not the candidate is the Principal Investigator; and
   c. Must clearly distinguish published works from those that are “in press” or “accepted for publication” at the time of the application; if papers or manuscripts that have been submitted for publication or are under review are included, they must be listed under a separate section from the published works. Published works must include the journal name, edition, page numbers, and include a web link, if applicable. In the case of books and manuscripts, include the name and location of the publisher and number of pages.

ADDITIONAL TENURE AND PROMOTIONS DOSSIER MATERIALS

Submitted by the candidate to the Tenure and Promotion Committee:

1. A teaching dossier (see Article 10.4 (a)(v), 10.4(b)(iv) or 10.4 (d) (iv) Collective Agreement (as appropriate for the candidate’s promotion application) regarding the teaching dossier and the requirement for teaching evaluations). The candidate may choose to include student comments related to teaching (this is optional);
2. A representative sample of recent publications (normally 5-7 items), and may include the statement that additional items will be provided on request;
3. For promotions only, names and coordinates of external referees (see Article 10.4 of the Collective Agreement); and
4. Any additional supplementary material that the candidate feels is relevant, including recent course outlines, and/or information on awards, distinctions, service/outreach, and/or other activities.
5. After the department/Sprott Cluster committee has submitted its recommendation to the Dean, the candidate may submit additional information to the Dean if they believe their case has not been adequately represented.
6. After the Faculty Tenure and Promotion Committee has made its recommendation to the University Promotions Committee (UPC), and up to two weeks prior to the commencement of the UPC meetings, a candidate may submit additional information to the Dean to add to his/her promotion dossier. Before the UPC meetings, a candidate may submit to the Dean additional information to update on the acceptance of publications, awards, and grant applications. Please note that no documentation may be removed from the dossier after the Departmental Promotions Committee meeting. For any additional substantive materials, please provide a package with a cover page that indicates the date and a summary of contents.
7. Candidates must include in their dossier those items mandated by the Collective Agreement under Article 10.4(a)(iv), 10.4(b)(iv) or 10.4 (d) (iv) as appropriate and should also consult Appendix B of the Collective Agreement for guidelines on information and materials that can be included in a dossier.

Submitted by the University to the Tenure and Promotion Committees:
1. Evidence of the candidate’s effectiveness as a teacher, including any formal peer evaluations and/or student evaluations (see Article 26 of the Collective Agreement);
2. Annual pre-tenure reports (see Article 10.1 of the Collective Agreement) or annual reports (see Article 10.4 of the Collective Agreement) (these may be made available upon request);
3. The recommendation by the Academic Unit/Cluster Area (Sprott) for the candidate’s suitability for promotion;
4. For Promotions only, letters and/or evaluations by external referees; and
5. The recommendation by the Faculty for the candidate’s suitability for promotion.
6. The recommendation of the Dean for candidates being reviewed under the current Collective Agreement (i.e. under the new tenure and promotion process). This assessment may include a summary of CDIs and relevant meeting with the Dean as well as any concerns from the Dean about career trajectory.

Note 1: Teaching evaluations provided by the University will be in accordance with Article 26.7. Lowest score(s) have been removed.

Note 2: The Department Tenure and Promotion Committee (DTPC) will review the candidate’s full dossier, teaching evaluations (item 1 above), annual reports (item 2 above). For promotions only, external referees will review the same documents as the DTPC. The Faculty Tenure and Promotion Committee (FTPC) will review the same documents as the DTPC, plus the Academic Unit recommendation (item 3 above), and, for promotions only, the referee reports (item 4 above). The UPC will review all documents including the Dean’s recommendation as appropriate. For promotions only, the CUASA Observer on the UPC will review all documents with the exception of the referee reports (item 4 above).
CONFIDENTIALITY AND SECURITY OF TENURE AND PROMOTIONS DOSSIERS

In accordance with the Collective Agreement, all letters and assessments in connection with tenure and promotion shall be confidential and shall not be shown to the candidate. All letters and assessments in relation to tenure and promotion will be destroyed at the end of the relevant period.

NOMINATIONS FOR APPOINTMENT AS DISTINGUISHED RESEARCH PROFESSOR

Candidates are initially nominated by Chairs/Directors of academic units or by Faculty Deans after consultation with the academic units. A nomination letter from the nominating Chair/Director/Dean and the candidate’s curriculum vitae must be submitted through the normal promotions process. For a definition and for more information about the role and responsibilities of Distinguished Research Professors, please refer to the Honourary and Affiliated Ranks at Carleton University policy on the University Secretary’s website.

For a renewal, the applicant shall be nominated by his/her academic unit and the reappointment shall be approved by the Faculty Dean, the Dean, Faculty of Graduate and Postdoctoral Affairs, the Vice-President (Research and International), and the Provost and Vice-President (Academic).

NOMINATIONS FOR APPOINTMENT AS CHANCELLOR’S PROFESSOR

Candidates may be nominated by Chair/Directors of academic units or by Faculty Deans after consultation with the academic units. The candidate’s dossier shall include a full curriculum vitae, other supporting documents, peer reviews from at least two external reviewers, and shall demonstrate substantial international impact and include plans for active participation in the development of the Carleton research community. For a definition and for more information about the role and responsibilities of Chancellor’s Professors, please refer to the Chancellor’s Professors at Carleton University policy on the University Secretary’s website.

Candidates for renewal shall follow the same process as new candidates. The dossier of a candidate for renewal shall contain evidence of continued scholarship and international impact. It shall also report on activities during the five previous years related to development of the Carleton research community.