## RTPC ROADMAP FOR PROMOTION SUBMISSION

Deadlines: Dossiers are due to the FDC by September 30th and January 31st.



#### **ID of Candidate**

Chair identifies eligible candidates and have a one-to-one conversation to explain process.

Faculty uses template and submit the CV and personal statement to assigned staff.

#### Year end evals

Table format, considering elements of profile.

scores, score average, academic unit Teaching activities

Table format, include type, # of students, role, # of contact hours.

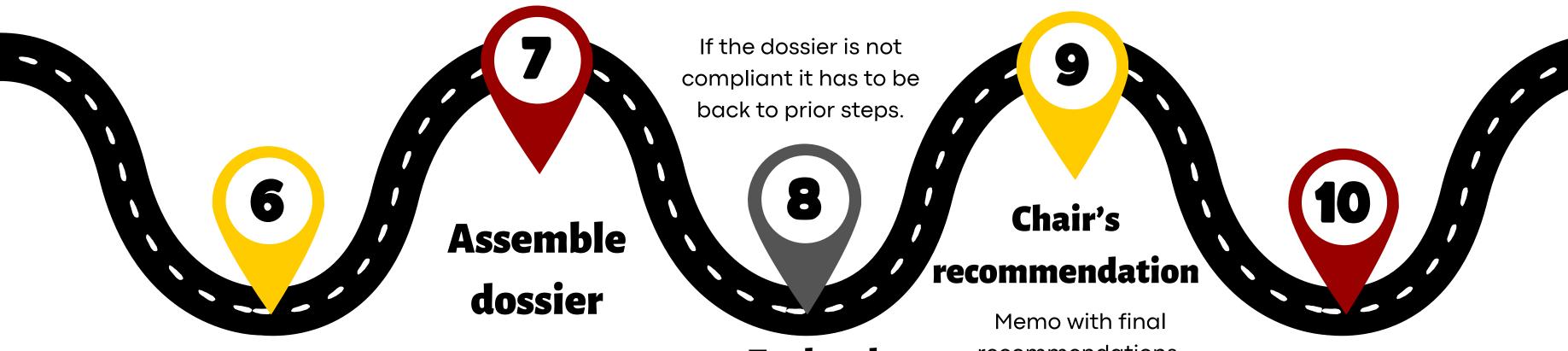
THE GUIDELINES ARE AVAILABLE IN THE INTRANET, AND SHOULD BE USED TO ENSURE THAT THE DOSSIER FOLLOWS THE REQUIREMENTS.

average



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#### Referees

Table with names, type, bios and contact info.
Request evaluation letter and responses. The chair requests the letters, NOT the candidate.

Follow the checklist to compile documentation in a single pdf file.

Administrator assess dossier.

# Eval and recommendation

ad hoc Promotion committee assess and vote. A recomendation to the chair is produced. Memo with final recommendations.
Include a cover and the recomendation form. Adress any short comings and how those were mitigated or justified.

# Final audit and submission

General revision of new compiled file and submission to FDC (Office of Faculty Affairs).







