**SAC DOSSIER COVER SHEET**

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| Faculty: |  |
| Joint Faculty: |  |

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| **Candidate Information** |
| Name: |       |
| Title |  |
| Department: |       |
| Joint Department: |       |

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| 1. **Dean’s Recommendation - appointment**
 |
| [ ]  | I recommend |
| [ ]  | I do NOT recommend |
| [ ]  New Appointment as:  | [ ]  Promotion to: |
| The rank of  |

|  |
| --- |
| 1. **Dean’s Recommendation – tenure/promotion**
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| [ ]  | I recommend Tenure  | [ ]  | I do NOT Recommend tenure |
| [ ]  | Automatic Tenure linked to Promotion |
| [ ]  | Tenure Track*For new non-tenure appointments at the rank of Associate Professor of Teaching, Associate Professor, Professor of Teaching, and Professor* |

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| 1. **Review Type**
 |
| [ ]  | Mandatory Review |
| [ ]  | Optional Review |
| Effective Date *(yyyy-mm-dd*) |       |

Is this case being assessed as a blended case [ ]  Yes [ ]  No

The candidate’s file submitted to the Head [ ]  before or [ ]  on **or** after July 1, 2024

*Files submitted by the candidate to their Head on or after July 1, 2024 are subject to the revised T&P language that came into effect in the Collective Agreement on July 1, 2024.*

**SAC DOSSIER CHECKLIST**

As per 7.2.3 of the SAC Guide, all electronic files are to be bookmarked and word searchable. The files must include the following documents in this order:

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| **REQUIRED** |
| [ ]  | SAC Cover Sheet\* (Appendix 11) make sure to fill out all relevant boxes. |
| [ ]  | Dean’s letter to the President\*For Assistant Professors hired before July 1, 2017: 7th year mandatory tenure and promotion reviews generally require two votes, a vote for promotion followed by a vote for tenure. This is because Assistant Professors hired before July 1, 2017 remain eligible for tenure as Assistant Professors. |
| [ ]  | Indicate ways in which the academic culture of a particular discipline (or sub-discipline) or the interdisciplinary record bears on the recommendation |
| ***WHERE APPLICABLE*** | [ ]  Not applicable |
| [ ]  | Dean’s letter to the candidate, if negative |
|  | [ ]  | Candidate’s response to the Dean’s letter 7.2.3 (c), if received prior tosending the file to SAC |
| [ ]  | Any relevant correspondence between the Dean and the Department Head |
| **REQUIRED** |
| [ ]  | Head’s letter to the Dean and the departmental standing committee report: |
| [ ]  | In the case of candidates in the research stream, information on the nature of the venues in which the candidate has published, the impact of the work, and the norms within the field concerning scholarship and publication. Provide detailed information on the journals. |
| [ ]  | The report of the departmental committee’s deliberations including a full statement by the Head of the majority and any minority opinions. This report should also contain a record of the vote and include: the number of members eligible to vote (not specific names), the number present at a meeting, an explanation of absences of eligible members; the number of votes for, against, and abstentions (with an explanation of the latter, if known), and a statement on whether the departmental vote was an open or closed vote. |
| [ ]  | Where there has been a substantial amount of collaboration with the same individuals, letters from collaborators outlining the contributions of the candidate to the collaborations. |
| ***WHERE APPLICABLE*** | [ ]  Not applicable |
| [ ]  | Head’s letter to the candidate, if serious concerns |
| [ ]  | Candidate’s response to the Head’s letter of serious concerns 7.2.3 (i) |
| [ ]  | Head’s letter to the candidate, if negative |
| [ ]  | Candidate’s response to the Head’s letter |

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| **REQUIRED** |
| [ ]  | Clearly dated updates to curriculum vitae and publication record, starting withthe most recent |
| [ ]  | Clearly dated original curriculum vitae in UBC format and publication record (assent to referees) |
| ***WHERE APPLICABLE*** | [ ]  Not applicable |
| :[ ]  | Letters clarifying nature of collaboration as per Section 3.1.4: *Where there has been a substantial amount of collaboration with the same individuals, it can be useful to have letters from collaborators outlining the contributions of the candidate to the collaborative effort. These letters should be solicited by the Head when substantial collaboration is evident. These letters do not constitute letters of reference and should only provide information on the nature of the collaboration, including whether the collaborator is part of a collaboration team or a teacher/student collaboration. When soliciting these letters, the Head should outline the reasons they are being requested. The letters providing this input should be placed in the dossier immediately following the Head’s letter*. |
| **REQUIRED** |
| [ ]  | Evidence regarding teaching (Appendix 2) |
| [ ]  | List and brief summary of qualifications and justification for referees |
| [ ]  | Head's sample letter(s) requesting the external referees’ letters |
| [ ]  | Letters of reference. |
| ***WHERE APPLICABLE*** | [ ]  Not applicable |
| [ ]  | Indigenous Scholarly Activity is a component of scholarly activity under review, and the Candidate **elected** the opportunity to include a **Community Letter of Reference** |
| [ ]  | Head’s **sample letter** requesting a Community Letter of Reference |
| [ ]  | Indigenous Scholarly Activity is a component of scholarly activity under review, but the Candidate **waived** the opportunity to include a Community Letter of Reference |
| *Indigenous Scholarly activity language is applicable for files submitted to the candidate’s Head on or after July 1, 2024.* |

Please note that in the case of Joint Appointments between Departments and/or Faculties, separate letters from both academic units in which the person holds an appointment must be included (SAC Guide 11.3).

I hereby confirm that the dossier is full and complete as per the checklist above.

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| Name: |       |
| Position: |       |
| Date *(yyyy-mm-dd)*: |       |