

## Tenure Track Promotion Materials Checklist

### Letter of Application

(see [Tips for Applicants](#))

- Reviewed by Division Director
- Added to package as a PDF document

### Updated CV (in [DoM Standard Format](#))

- Added to package as a PDF document

### Teaching Dossier (use [DoM Teaching Dossier Template](#))

- Added to package as a PDF document

### Teaching Evaluations (see [Tips for Applicants](#))

- Combined and added to package as **single** PDF document

### Other Dossiers (add only if applicable)\*\*

- Clinical Innovation Dossier
- Administrative Dossier
- Added to package as a PDF document

### Letter from Division Director (DD)

- Letter received
- Added to package as a PDF document

### Works of Scholarship (see [Tips for Applicants](#))

- Include your 5 best Works of Scholarship (if you have  $\geq 30\%$  research, include your 5 best papers)
- Include Statement/Cover Page outlining *your contributions* to each of the Works, as well as their impact and significance
- Combined and added to package as **single** PDF document

### List of Referees (not needed for 3<sup>rd</sup> Year Review)

- Complete the appropriate [List of Referees template](#)
- Reviewed by Division Director
- Added to package as a PDF document

\*\* Include additional dossier(s) if you have a large % effort devoted to clinical innovation or administration and if you believe the additional detail would strengthen your application. Contact Gloria Jichita ([domado@ualberta.ca](mailto:domado@ualberta.ca)) for templates.

## A COMPLETE APPLICATION INCLUDES:

- Letter of Application
- CV
- Teaching Dossier
- Teaching Evaluations
- Other Dossiers (*if applicable*)\*\*
- Letter from DD
- 5 Works of Scholarship
- Statement re: Works of Scholarship
- List of Referees (not needed for 3<sup>rd</sup> Year Review)
- Submitted by March 18<sup>th</sup>

*\*\* Include additional dossier(s) if you have a large % effort devoted to clinical innovation or administration and if you believe the additional detail would strengthen your application. Contact Gloria Jichita (domado@ualberta.ca) for templates.*

Last updated: January 8, 2024