

# Tenure Track Promotion Materials Checklist

- ☐ Letter of Application
  - ☐ Reviewed by Division Director
  - ☐ Added to package as a PDF document
- ☐ Letter from Division Director (DD)
  - ☐ Letter received
  - ☐ 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
- ☐ Works of Scholarship (see Tips for Applicants)
  - ☐ Statement/Cover Page outlining your contributions to each of the Works, as well as their impact and significance
  - ☐ 5 best Works of Scholarship (if you have > 30% research, include your 5 best papers)
  - ☐ Combined and added to package as single PDF document
- ☐ Other Dossiers (add only if applicable)\*\*
  - ☐ Clinical Innovation Dossier
  - ☐ Administrative Dossier
  - ☐ Combined and added to package as single PDF document
- ☐ List of Referees (**not** needed for 3rd Year Review)
  - ☐ Complete the appropriate List of Referees template
  - ☐ Reviewed by Division Director
  - ☐ Added to package as a PDF document
- ☐ **All documents submitted by March 16<sup>th</sup>, 2026 to [domado@ualberta.ca](mailto:domado@ualberta.ca)**

\*\* 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 Victoria Latimer ([domado@ualberta.ca](mailto:domado@ualberta.ca)) for templates.