



Dean's Office Faculty Affairs

Checklist

Appointment or Promotion Part Time Faculty

to process an initial appointment or promotion through the Dean's Office & Faculty Relations

Department _____

Date _____

Candidate's name: _____

Reference:

- > UBC Faculty Relations, "Re-Appointment, Tenure & Promotion"
- > Criteria: "[Agreement on Conditions of Appointment for Faculty](#)"

Please forward the following (as a package) to the Dean's Office, Faculty Affairs:

1. Letter of recommendation from Dept Head / School Director includes the following:

- Recommendation of Department Head
- Recommendation of Departmental Standing Committee
 > from a min. of 3 eligible members + chair, including vote
- Committee confirms the candidate meets the criteria for appointment or/ promotion to the rank of: _____ as outlined in the [Agreement in Conditions of Appointment](#).....
- Summary of case

2. Curriculum Vitae:

- initialled by candidate
- dated appropriately.....
- formatted/ Presented in [UBC format](#)
- grant list to include dates, amounts, co-investigators & which principal investigator (grant list may not be extensive due to rank)
- work appearing in refereed publications should be identified with an 'R' or be listed under the heading **Refereed Publications**; work which the candidate considers of primary importance should be marked with an **asterisk (*)**

3. UBC Faculty Appointment [Form](#)

Dean's Office use → Returned to Department

Comments: _____