

## UCAPT SUBMISSION CHECKLIST

**Submit the full application as a single PDF, in the order that is listed in the checklist on the coversheet.**  
(please do not submit in separate pdf files for the AVPA office to merge)

**Cover sheet** – ensure all names of the RTP/RPP committee members are listed. There **must** be a student.

- Votes on the cover sheet need to match the number of members listed (if someone is absent, please add an “A” beside their name so that the vote matches);
- Previous votes **MUST** be recorded;
- For tenure/permanence/promotion – list the external reviewers – there should be at least 3 names listed on the cover sheet; 1 selected from the candidate’s list, 1 from the committee and 1 from either candidate or committee

### **UCAPT Evaluation Form**

- Ensure that each section has been completely filled in.
- Each section – Teaching, Research and Service **must** have the position’s weighting listed.
- Each section – Teaching, Research and Service **must** have the RTP/RPP committee’s overall summary completed in addition to ratings for individual criterion. You can provide it in a written summary or highlight the appropriate category (unsatisfactory, satisfactory, good or excellent).
- Ensure the AAU Head and Dean’s sections have been completed.

### **Candidate’s eCV**

- Candidate has provided their up-to-date eCV.
- Check that any “in press” items listed in the eCV have the back-up documentation. All back-up documentation should appear directly after the page where the item is listed. (eg. if the “in press” item is listed on page 14, then on page 15 is where the back-up documentation should appear with #1 and so on after each in-press item).

### **Student Evaluations and Course Preparation**

- **All** student ratings of teaching (SPT and SET) have been included with the package.
- Table 3 (Identification of new course preparations) **must** be included.

### **Performance Reviews**

- **All signed** performance reviews and any candidate’s responses **must** be included with the package.
- Please arrange the performance reviews from the most current to the oldest.

**Reference letters** (*This is only applicable if an application for tenure/permanence or promotion is being filed*)

- The names of all externals are listed on the cover sheet. There **must** be at least three (3).
- The letters should appear in the document in the order that the cover sheet has them listed.

### **Self-Assessment Statement**

- This is an optional document, but it is recommended that the candidate submit one.

### **Teaching Dossier**

- This is an optional document, but it is recommended that the candidate submit one.

### **AAU RTP/RPP criteria**

- This document **MUST** be included with the application.
- If the applicant is an AAS member, their job description **MUST** also be included with the application.