



In their personal statement on teaching, candidates should include a list/table of courses taught (with course evaluation results), evidence of teaching effectiveness, and details of students supervised, as specified in the guidelines.

- Υ Departments and faculties will vary as to whether they require copies of publications to be included. The SSC does not review publications, only publication records.

Material added by the candidate's Chair and Dean to the promotion dossier:

- (i) at least 4 confidential letters of reference (solicited by the Dean) from recognized authorities in the candidate's field who are external to the University;
- (ii) the written recommendation of the Chair of the departmental promotion committee;
- (iii) the written recommendation of the Dean (or the Chair of the faculty promotion committee, where applicable).

Notes:

- Υ If the 4 letters that have been submitted do not exemplify the international reputation of the candidate, more letters must be sought until a set of international letters is obtained and the international reputation of the candidate is demonstrated through the letters.
- Υ If the candidate's area of expertise is one where the majority of expertise lies in one geographical area, an explanation must be included in the Chair's letter.
- Υ All letters must be from individuals who are at arm's length from the candidate. Included amongst those who cannot serve as external evaluators are: current research collaborators, former students, individuals with whom the candidate has or has had a close personal relationship. Former thesis supervisors, departmental colleagues, research collaborators or others involved in professional relationships with the candidate may be nominated provided that the relationship ended at least six years ago. If you have questions about bias or conflict of interest, please contact

