Secretariat

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<div align="center">

GUIDELINES FOR ELECTRONIC SUBMISSION OF TENURE DOSSIERS 2018-2019

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As per the regulations, tenure candidates must submit their internal package and external package [to Bonnie Borenstein, Regulatory Officer, Secretariat] by September 1 (*7.12.2 Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff/ 3.35 of Regulations Relating to the Employment of Librarian Staff).* The deadline for the 2018-19 cohort will be September 4, 2018, due to the weekend and Labour Day.

As with all tenure materials, internal and external packages must be submitted in electronic format.

Internal Packages

Candidates submit one copy of their internal package in electronic format, preferably on a USB drive, using the file format and naming convention described in tables 1.1 and 1.2 below. Alternatively, the submission can be made on CD or DVD.

Additional materials include items such as articles, books and performances. They may be submitted in electronic format. For any hardcopy materials, four copies should be submitted to Bonnie Borenstein at the address in the heading above.

All documents included in the internal package must be in a subfolder clearly entitled "Internal package". The following tables indicate the preferred file formats and naming conventions for standard package components. Please avoid adding electronic folders other than those specified below.

Table 1.1 Academic Staff: Internal Package

		_int_FirstnameLastname_cv
Personal Statement	**PDF**	03_int_FirstnameLastname_personalstatement
Teaching Portfolio	**PDF**	04_int_FirstnameLastname_teaching
Record of Research	**PDF**	05_int_FirstnameLastname_research
Record of General Contributions	**PDF**	06_int_FirstnameLastname_service
Appendices	**PDF**	07_int_FirstnameLastname_appendix-1

You may choose instead to organize your appendices to be at the end of the dossier submission, keeping with the naming convention

example:

11_int_FirstnameLastname_additionalmaterials-date
12_int_FirstnameLastname_additionalmaterials-date, etc.

You may also include as part of the file name whether the file contains additional materials

Record of General Contributions	**PDF**	05_ext_FirstnameLastname_service

Appendices