

Allard School of Law
REVIEW COVER SHEET (due July 1)

Candidate: _____

Review type: _____

Date: _____

Candidate's shepherds

Name: _____

Name: _____

Have the shepherds reviewed the CV that is being submitted?

Checklist (materials due July 1 to the Dean's Office)

up-to-date CV (in UBC format)

[tenure/promotion candidates only] list of potential arm's length external reviewers; use External Reviewer Form (Candidate) – LAW

[Educational Leadership candidates only] teaching dossier

[Educational Leadership candidates] only educational leadership dossier

NOTE: Please include all of the above documents as separate files (preferably PDF).

Student Experience of Instruction (SEI)

A summary of SEI data from your teaching will be prepared by the Dean's Office and included with your file with a copy provided for your reference. Candidates in the Allard School of Law have the following options regarding student comments – please indicate your choice:

Next steps

- For promotion/tenure reviews, the candidates in the research stream must submit **6-8 sample publications** for the external review process within two weeks of submitting the material above.
- Candidates do not normally hear further about the process until after the faculty standing committee review unless:
 - additional proposed external reviewers need to be added to the candidate's list
 - a serious concerns process is triggered within the faculty standing committee review process ([Collective Agreement, Part 4: Conditions for Appointment for Faculty, Article 5.06\[f\]](#))
- Candidates can update their file at any point in the process. For instructions on how to do this, see the [Guide to Reappointment, Promotion and Tenure Procedures at UBC](#), Sections 5.4.2 and 5.4.3.