



PTR Checklist 2023-24:

- Please use the NEW forms ([Tenure Stream/Teaching Stream](#))
- Sign and submit your [Paid Activities Report](#)
- Use the [FAS format](#) for your CV
- Number and name the documents you submit, like so:
 - “1. Lastname-PTR 2023-24 Cover Letter”
 - “2. Last name-PTR 2023-24 Annual Activity Report”
 - “3. Last name-PTR 2023-24 CV”
 - “4. Last name-PTR 2023-24 PaidActivities Report”
 - “5. Last name-PTR 2023-24 Name of publication 1”
 - “6. Last name-PTR 2023-24 Name of publication 2”etc.
- Submit this checklist with your documents
- Submit your documents by **April 22**