Please use the Excel template to list your courses in **reverse chronological order** at current rank (most recent at the top). In semesters when a candidate carries less than the standard 3-course load, please indicate the reasons.

Do not deleted the rows for non-teaching semesters. In cases of sabbaticals, leave of absence, etc., note the reason for the non-teaching semesters then continue filling out the course list. Specific detail is not necessary.

Once you have completed listing your courses, please save your documents as a **PDF file** and upload the PDF file only.

Please delete this file after reading. Do not upload this file with your dossier.