

**FACULTY EVALUATION COMMITTEE
Faculty of Education**

**Procedures Governing the
End of First Probationary Appointments,
Tenure
and
Application for Promotion to the Rank of Full Professor**

Introduction:

This document outlines the procedures for FEC and staff for probationary appointments, tenure, and promotion processes. The principal source document for these procedures is the Faculty Agreement. If any of these conventions and procedures are in conflict with the Faculty Agreement, the terms of the Agreement will prevail. This document is to be used in conjunction with the Faculty Agreement, as well as the Faculty of Education Criteria for Merit Increments, Tenure and Promotion.

End of First Probationary Appointment

Clause 13.40 of the Faculty Agreement provides that decisions made by the FEC regarding Tenure and/or the offer of a second probationary appointment shall be made by December 20 in the last year of a staff member's probationary appointment. Accordingly, all faculty members who are now in the last year of their probationary appointment, either first or second, should be advised of the decision made by December 20.

Responsibilities of the Department Chair:

In the last year of a staff member's first probationary period the Department Chair shall recommend in writing to the Dean, with a copy to the staff member, one of the following:

- a) that a second probationary period be offered to the staff member;
- b) that an appointment with tenure be offered to the staff member;
- c) that no further appointment be offered to the staff member.

Responsibilities of the Dean:

On receipt of the Department Chair's recommendation, the Dean shall take one of the following steps; and shall inform the staff member in writing,

- a) approve a recommendation that the staff member be offered a second probationary period, which decision shall be final and binding;
- b) if the recommendation is for a second probationary period and if the Dean disagrees with such a recommendation, refer the recommendation to FEC for consideration;
- c) refer to FEC a recommendation that an appointment with tenure be offered to the staff member (see the following section on Tenure procedures);
- d) refer to FEC a recommendation that no further appointment be offered to the staff member (see the following section on Tenure procedures).

Tenure

Clause 12.05 of the Faculty Agreement provides that the award of tenure shall also constitute designation as associate professor.

Responsibilities of the Department Chair:

In the last year of a staff member's second probationary period the Department Chair shall recommend to FEC in writing, with a copy to the staff member, one of the following:

- a) that an appointment with tenure be offered to the staff member;
- b) that no further appointment be offered to the staff member;
- c) that the second probationary period be extended by one year (but only if such an extension had not been approved for an earlier year by FEC or GAC).

If the Department Chair recommends that an appointment with tenure be offered to the staff member, the Department Chair shall:

- a) solicit letters of reference which may be drawn from a list of names proposed by the staff member;
- b) elect one of the tenured staff members of the department to serve as an additional member of FEC to hear the case;
- c) advise the staff member of the name of the departmental representative;
- d) meet with and provide guidance to staff member.

Responsibilities of the Staff Member:

Upon request of the Dean, the staff member shall provide the following for duplication and distribution to FEC members, with a copy to the Department Chair:

- a) current annual report;
- b) curriculum vitae;

- c) a brief statement of philosophy or approach to teaching;
- d) peer review of USRIs;
- e) at least one peer review of classroom performance;
- f) a brief statement of program of research;
- g) three examples of scholarly products and/or public demonstrations of knowledge of the discipline.

Responsibilities of the Dean

- a) advise Department Chair of probationary appointments ending the following year;
- b) if the Department Chair decides not to recommend an appointment with tenure, the Dean shall advise the staff member of their right to appear before FEC;
- c) advise the staff member of the decision of FEC.

General Timelines

May 1	Dean advises Department Chair of probationary appointments
June 1	Department Chair provides written recommendation to Dean
July 1	Deadline for staff to submit materials in support of tenure recommendation
End Sept	Deadline for Department Chair to submit detailed recommendation along with letters of reference
End Oct	FEC Meeting

Application for Promotion to the Rank of Full Professor

Clause 13.28 b) of the Faculty Agreement provides that a tenured staff member shall be eligible to apply for promotion to the rank of professor when his or her current salary is within one increment of, or is higher than, the salary minimum of professor.

The entire record of the candidate is reviewed by FEC and external assessments, normally received from individuals who are themselves Professors and in no conflict of interest in speaking to the candidate's file, are considered. In order to be promoted to the rank of Professor, the candidate must have achieved a level of performance of national or international recognition. FEC shall look for evidence of a sustained and high level of achievement beyond the Associate level. Promotion to Professor will be dependent upon distinction in teaching or research and at least satisfactory performance in the other category. It is also expected that the candidate will have made a significant contribution in at least some of the service areas.

If the recommendation for promotion is made primarily on the basis of teaching, then the following indicators of performance will be considered:

- a) excellence in teaching at the undergraduate and graduate level (teaching awards, normative student evaluation data, letters from colleagues and students, examples of course materials developed by the candidate);
- b) demonstrated leadership in the improvement of teaching (the conduct of seminars, workshops, conferences for university colleagues on teaching; work on teaching and learning committees; consultation and peer mentoring of teaching);
- c) research, publications, and conference presentations on university teaching (participation in major curriculum development projects at the university level, published papers on teaching in scholarly and practitioner directed journals, presentations on teaching at scholarly and practitioner directed conferences);
- d) letters of reference that speak to the criteria of national or international recognition and distinction in contributions made to teaching and the scholarship of teaching.

If the recommendation for promotion is made primarily on the basis of research, then the following indicators of performance will be considered:

- a) publication in peer-reviewed scholarly journals (the quality of the journals, the nature of authorships, the length of the publications);
- b) publication of books with academic publishers (authorship or editorship, reputation of the publisher, length of the books);
- c) publication of chapters in books (those listed under books);
- d) research funding (the amount of funding, single or co-applications, and the competitiveness and peer-review status of the funding source);
- e) conference presentations and proceedings;
- f) editorship of referred professional and scholarly journals;
- g) publications in practitioner-directed outlets;
- h) contributions to policy documents;
- i) published reviews of the candidate's research;
- j) impact of research on the scholarly and practitioner fields (such indices as citation reports, testimony from practitioners, and translations into other languages);
- k) letters of reference that speak directly to the evidence of recognition and distinction in research considering both national and international context.

Responsibilities of the Staff Member

Upon request of the Dean, the staff member shall provide the following for duplication and distribution to FEC members, with a copy to the Department Chair:

- a) curriculum vitae;
- b) a brief statement of the philosophy of or approach

- to teaching;
- c) peer reviews of USRIs;
- d) at least one peer review of classroom performance;
- e) a brief statement of program of research
- f) three examples of scholarly products and/or public demonstrations of knowledge of the discipline.

Responsibilities of the Department Chair

- a) meet with applicant to discuss and assess the case;
- b) solicit letters of reference which may be drawn from a list of names proposed by the applicant;
- c) provide detailed recommendation of application.

Responsibilities of the Dean

- a) advise staff member of eligibility;
- b) provide general procedures and timelines;
- c) advise the staff member of the decision of FEC.

General Timeline

- May 1 Dean advises staff member of eligibility to apply for promotion
- June 1 Application for promotion to Dean and list of referees to Department Chair
- July 1 Deadline for applicant to submit materials
- Early Oct Deadline for Department Chair to submit detailed recommendation to Dean
- Late Oct FEC Meeting

nominee, are not affiliated with the nominee's institution, and do not have a personal relationship with the nominee. Letters of support, duly dated and signed, must include the referee's name, position, affiliation, e-mail address and telephone number as well as the nominee's name and the period of time and capacity in which the referee has known the nominee. (As per SSHRC guidelines).

Additional Materials

The staff member may submit other letters of reference, including letters from peers, as well as any other independent documentation. Letters of support from students should be submitted in summary form only.

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Process by which confidential Materials are to be considered and the preparation of summaries thereof for the applicant

Unless there is a contrary decision of Faculty Council, confidential academic evaluations of the work of a staff member may be received by FEC. Such statements and material shall not be provided to the staff member, rather, where the staff member has the right to appear before FEC, the FEC Chair shall prepare a summary of the confidential material so received and provide the staff member and the Department Chair with a copy thereof at least ten days prior to the FEC hearing. The summary statement so prepared shall be in sufficient detail to enable the staff member to know the case s/he has to meet.

External Assessment

For tenure and promotion, the Department Chair will solicit letters of reference which may be drawn from a list of names proposed by the staff member.

Referees are established authorities in the field who within five years of the nomination, have not collaborated with the