

Instructor Confirmation and Promotion

2017-2021 Collective Agreement Process

Introduction and Agenda

Speakers:

Christal Côté

Director / Senior Grievance
and Arbitration Officer

Josh Horton

Member Services and
Communications Officer

Pum van Veldhoven

Chair, Grievance Policy and
Administration / Instructor III,
Sociology and Anthropology

1. Confirmation and Promotion Process
2. The Dossier

Part 1: The Confirmation and Promotion Process

What happens? When?

Criteria – Confirmation (12.3.d)

- Criteria:
 - Primarily based on evidence of teaching effectiveness or in carrying out duties in job description.
 - Evidence of professional development and ‘conscientious performance of assigned non-primary duties’ is required unless teaching is ‘well above the norm’

Criteria - Promotion (10.13.b)

- **For Instructor II:**
 - Teaching effectiveness at the norm shall be sufficient unless evidence of seriously deficient performance in other assigned areas of responsibility.
- **For Instructor III:**
 - Teaching effectiveness, level of professional development and conscientiousness in performance of non-teaching duties at the norm.

Criteria – General (12.2)

- **For both confirmation and promotion:**
 - If there is no job description: focused on effectiveness as teachers.
 - If there is a job description: focused on teaching effectiveness and effectiveness carrying out the job description.
 - Conscientiousness in service and other duties is taken into account.

Criteria – General (12.2)

- Everything is subject to 12.2.f:
 - “In judging whether the performance of an Instructor employee in each of the areas of responsibility is more than satisfactory, satisfactory, or less than satisfactory, the judgements will be made relative to the levels of performance normal for an individual of the same rank and experience performing similar tasks in similar areas of responsibilities.”
- Essentially: you will be compared to colleagues doing the same work.

Professional Development

- Evidence of professional development is found in:
 - Selection of course materials showing intellectual development from year to year
 - Academic work, both course-related and otherwise, published or in progress
 - Formal study while employed at Carleton
 - Activity in instructional development

Standard Timing - Confirmation

Preliminary Appointment

**5th year of
full time equivalent service**

Term Appointment

**5th year of successive term
appointments**

Notes

- An extension can be granted if preliminary appointees are considered in their 5th year. Must be confirmed in the 6th year or employment ends.
- Part time appointees must serve the full time equivalent years as appropriate.

Standard Timing - Promotion

Instructor II

3rd year of service

Instructor III

4th year as Instructor II

Notes

- Consideration outside of these timelines is not automatic.

Process (Confirmation)

Application
September
15*

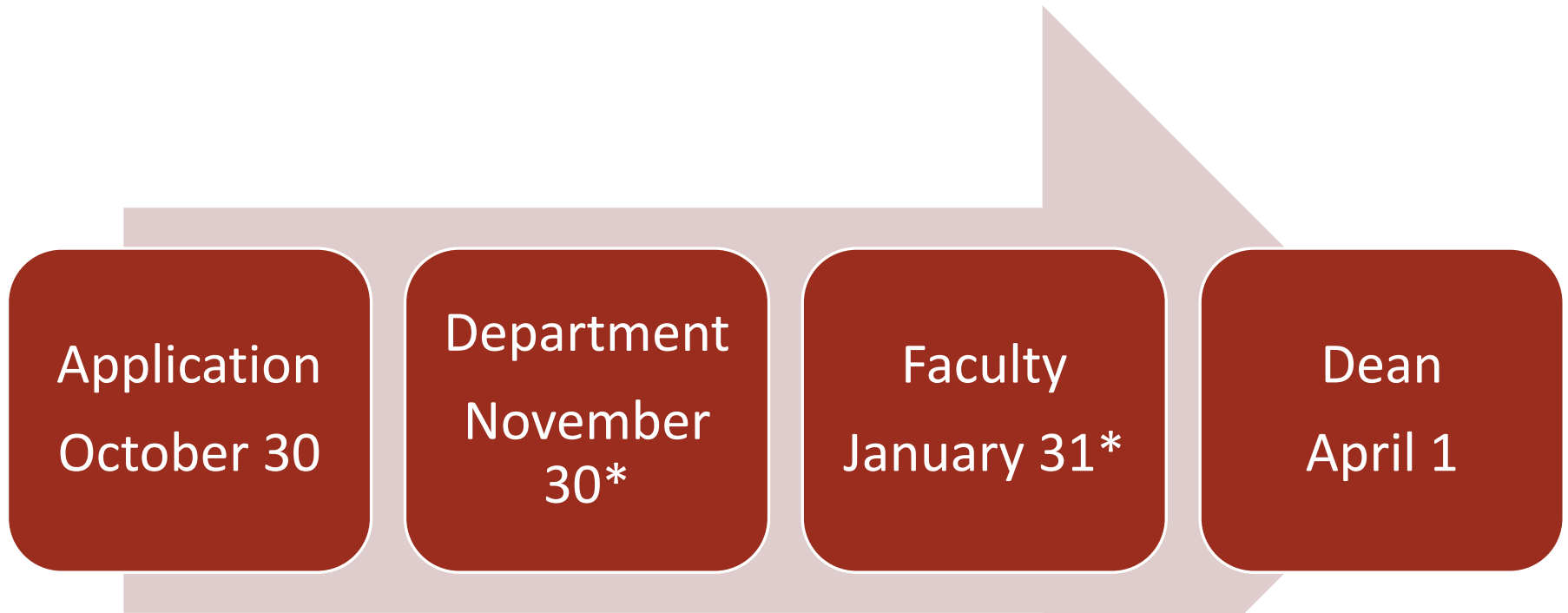
Department
October 31

Faculty
November
30*

Dean
December
31*

*Not listed in the CA. Based on past practice to closely follow Faculty timeline.

Process (Promotion)



*Not listed in the CA. Based on past practice to closely follow Faculty timeline.

Departmental/School/Cluster Tenure and Promotion Committee (DTPC)

- Established by September 30.
- Membership: Chair/Director plus at least four other faculty members.
- Representative of ranks, subject areas in department. Includes non-tenured members.
- **Must** include an instructor when an instructor is being considered.
- Chair of the Committee is chosen through procedures established by the department.
- The committee may include members from other departments.

Possible Decisions (Confirmation)

Confirmation be granted

Confirmation be denied

Possible Decisions (Promotion)

Promotion Be Granted

Promotion be denied

Faculty Tenure and Promotion Committee (FTPC)

- Dean establishes the committee by November 15
- Membership
 - Dean (Chair)
 - Department Chairs/Directors
 - One member from each DTPC
 - Up to three members appointed by the Dean

Possible Decisions (Confirmation)

Confirmation be granted

Confirmation be denied

Possible Decisions (Promotion)

Promotion Be Granted

Promotion be denied

Dean

- Committee recommendations go to the Dean.
- Dean decides whether Instructor will receive confirmation.
- In event of a denial, letter will outline reasons for the denial.
- Candidates may submit additional information to the Dean (including referees) if they feel their case has not been adequately represented.

Questions?

Part 2: The Dossier

Highlighting Your Accomplishments

Preparing the Dossier

- Discuss the decision to apply with:
 - Chair/Director
 - Dean
 - CUASA
- Meetings should normally be face to face.
- Talk to colleagues, volunteer for tenure and promotion committees.

Evidence of Your Work

- Evidence must be:
 - Credible
 - Padding or faking will only undermine the dossier.
 - Genuine
 - Arms Length

Dossier: *Sample* Table of Contents

- Personal Statement
 - Indicators of Professional/Community Service and Professional Interests
- Teaching
 - Teaching Philosophy/Pedagogy/Innovation
 - Teaching Scores
 - EDC courses or other educational training
- Recent Curriculum Vitae

Anatomy of the Cover Letter

- The cover letter should include two sections:
 - Teaching
 - Service
- Plus any other information you think will help make your case.

Curriculum Vitae

- The curriculum vitae includes:
 - Education
 - Academic Employment
 - Awards
 - Publications
 - Papers Presented

Curriculum Vitae

- The curriculum vitae includes:
 - Research Grants
 - Service to the Profession
 - Academic Responsibilities (graduate and undergraduate)
 - Administrative Responsibilities and Committees
 - Community Activities

Talking About Teaching

- Teaching evaluation scores are very important.
- Peer evaluations are available if needed.
- EDC is always available to help with your teaching.
- Again, ask for help early!

Teaching Evaluation Scores

- Provide clear tables of all teaching scores for designated courses.
- Include good non-designated scores.
- As of September 2015 courses are no longer designated – lowest score is automatically dropped.
- Chart number of different courses and different sections.
- Indicate if elective or core course.
- Identify the student body taking the course (if relevant)

Teaching Dossier

- Discuss your teaching philosophy / pedagogy.
- Address innovations in your teaching.

Reflecting on Service

- Yes, service matters! It includes:
 - Service to the department, faculty, university and CUASA
 - Service to the community
 - Service to the profession
 - Service to the scholarly community
 - Professional achievement

Questions?

Remember!

CUASA is here to help with your tenure and promotion applications.

Contact us anytime!

(613) 520-5607

cuasa@cuasa.ca

2003 Dunton Tower