

Tenure and Promotion to Associate Professor

2017-2021 Collective Agreement Process

Introduction and Agenda

Speakers:

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Member Services and
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1. Tenure and Promotion Process
2. The Dossier

Part 1: The Tenure and Promotion Process

What happens? When?

Faculty Tenure and Promotion

- Tenure and promotion occur in the 5th year of service. The criteria should be slightly less stringent for tenure than for promotion to Associate.
- Criteria for tenure and promotion are outlined in the unit standards document and the university criteria.

University Criteria (10.2)

Criteria	Tenure	Associate
Academic and Professional Credentials	possession of the normal credentials as defined for the position of Assistant Professor; usually an earned Ph.D. (or equivalent) or the degree that is determined as the terminal degree for the discipline and any additional credentials required for the specific position that were stated in the letter of appointment	possession of the normal credentials as defined for the position of Assistant Professor; usually an earned PhD (or equivalent) or the degree that is determined as the terminal degree for the discipline, and any additional credentials required for the specific position that were stated in the letter of appointment.
Teaching Effectiveness	a record of successful and effective performance as a university teacher at Carleton University at all levels including advising and supervision of undergraduate and graduate students (as appropriate for the candidate and their academic unit).	a strong record of successful and effective performance as a university teacher at all levels including advising and supervision of undergraduate and graduate students (as appropriate for the candidate and their academic unit).
Research, Scholarly and/or Creative Work	a record of research, scholarship, and/or creative achievement as defined by the standards developed by the candidate's unit(s) which shall include unit specific expectations around published work assessed by peer review, external research funding, and other forms of scholarly productivity.	a strong and sustained record of research, scholarship, and/or creative achievement as defined by standards developed by the candidate's unit(s) which shall include unit specific expectations around published work assessed by peer review, applications for or awards of external research funding (as appropriate to each unit's discipline(s)), and other forms of scholarly productivity.
Service	an appropriate record of service to Carleton University (and other institutions where appropriate), such as administrative and committee duties and other professional activities which contribute to the operations of the University. It is expected that assigned service, pre-tenure shall be below the average service levels of faculty members in the same unit	an appropriate record of service to Carleton University (and other institutions where appropriate), such as administrative and committee duties and other professional activities which contribute to the operations of the University. It is expected that assigned service, pre-tenure shall be below the average service levels of faculty members in the same unit.

Unit Standards

- Each department has (or is developing) unit standards for tenure and promotion.
- These vary widely between departments.
- Used in conjunction with the university criteria for tenure and promotion.
- Consult with Chair and CUASA if you have any questions about your unit standards.
- If unit standards are conflicting, the Collective Agreement and Appendix B are considered the final authority.

Pre-Tenure Annual Review

- Each preliminary appointee must submit a pre-tenure annual report.
- The report is reviewed by the Chair/Director who then reports to the Dean.
- Dean reviews the reports and may add comments or ask to meet with the appointee.
- Purpose of the report is to ensure you are on track to apply for tenure.

Standard Timing of Application

Preliminary appointment as:

Lecturer

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

Assistant

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

Associate/Full

**3rd year of
full time
equivalent
service**

Term

**5th year of
full time
equivalent
service in
successive
term
appointments**

Notes

- Lecturers may choose whether the date of conversion to Assistant or the initial hire date determine their tenure clock
- Part time appointees must serve the full time equivalent years as appropriate

Standard Timing of Application

Promotion to Associate Professor can occur in the fall of:

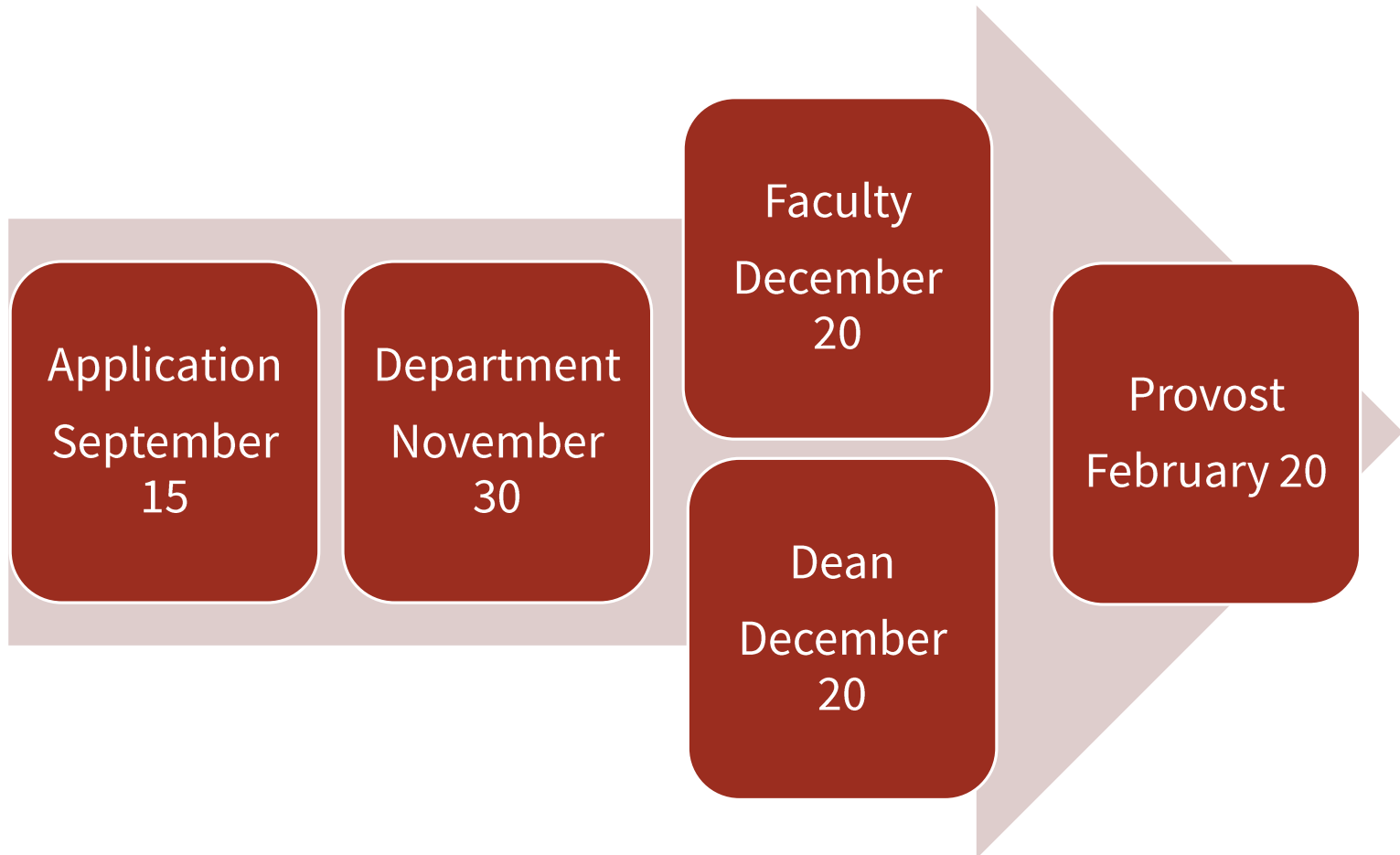
**5th year as Assistant
Professor**

**6 years after doctorate
(or equivalent)**

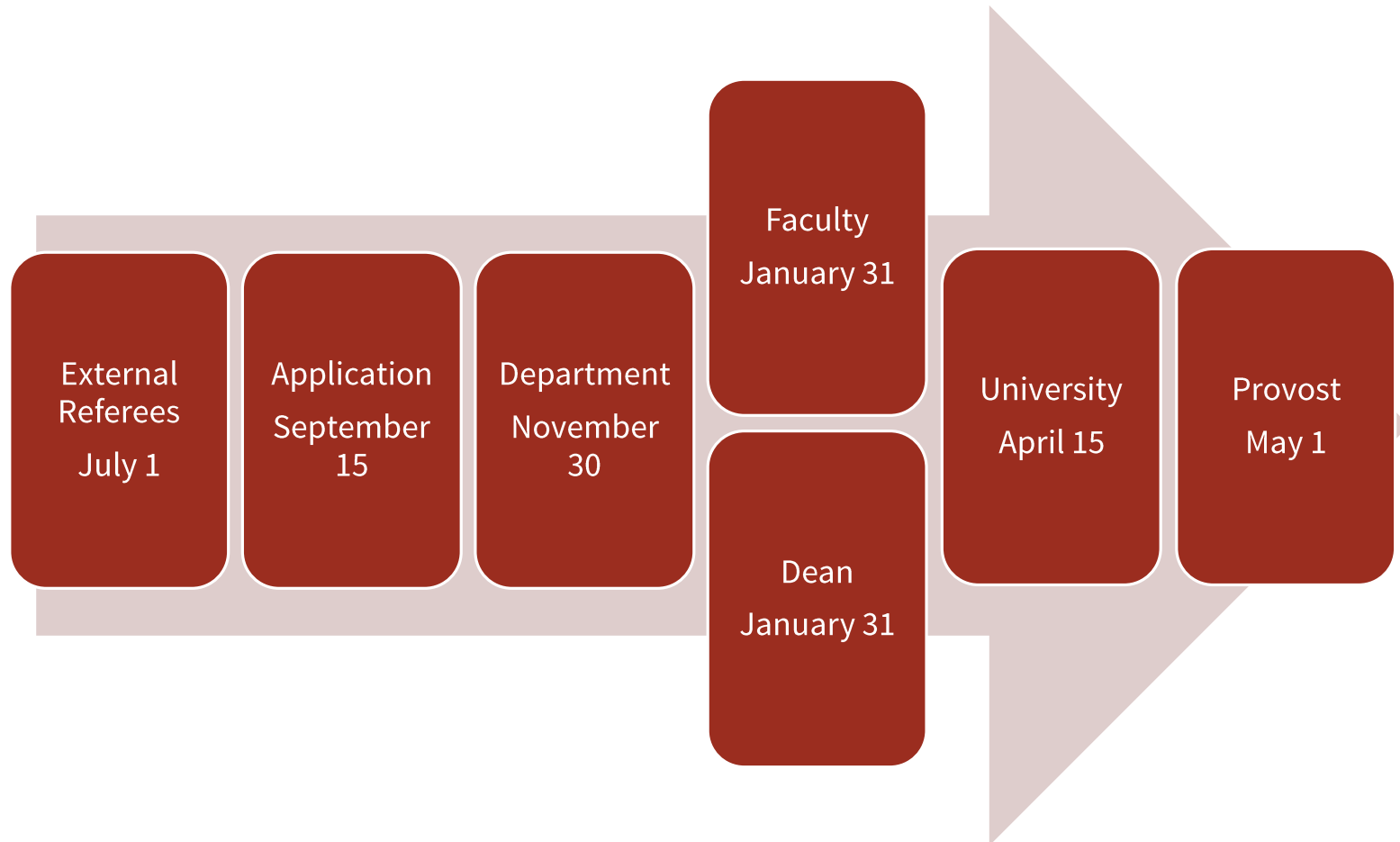
Notes

- Such consideration will normally take place in the fifth or sixth year as appropriate.

Process (Tenure)



Process (Promotion)



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

- Established by September 30.
- Membership: Chair/Director plus at least four CUASA faculty members.
- Representative of ranks, subject areas in department. Can include non-tenured members.
- Majority shall be tenured CUASA members at rank of Associate/Full Professor.
- Chair of the Committee is chosen through procedures established by the department.
- The committee may include CUASA faculty members from other departments.
- CUASA's preference is a balanced and diverse committee.

Possible Decisions by DTPC	
Tenure granted	Promotion granted
Tenure not granted	Promotion not granted
Tenure decision deferred for two years and the preliminary appointment be renewed for two years and that reconsideration occur in the second year of the extension (this can only be granted to a candidate once)	Promotion decision deferred for two years and that reconsideration occur in the second year of the extension

Faculty Tenure and Promotion Committee (FTPC)

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

Possible Decisions by FTPC	
Tenure granted	Promotion granted
Tenure not granted	Promotion not granted
Tenure decision deferred for two years and the preliminary appointment be renewed for two years and that reconsideration occur in the second year of the extension (this can only be granted to a candidate once)	Promotion decision deferred for two years and that reconsideration occur in the second year of the extension

Assessment by Dean

- After the FTPC makes recommendation, Dean writes own assessment of candidate.
- May consult with the FTPC when drafting the assessment.
- May not substitute their own assessment for the FTPC assessment.
- A copy of the Dean's assessment shall be provided to the candidate.

University Promotion Committee (UPC)

- Membership
 - Provost (Chair)
 - 8 members appointed by President
 - 8 full-time CUASA members at the rank of Full Professor elected by faculty
 - 2 each FASS, FPA, FED
 - 1 each Science and Sprott
 - CUASA observer(s)
- Files presented by the Dean of each Faculty

Possible Decisions by UPC

Promotion granted

Promotion not granted

Delaying the Application

- It is possible for hearings to be delayed for up to two years.
- Contact CUASA for personalized advice on this.
- If you apply early (in years 3 or 4) and the Department decision is negative, you may withdraw your application before it goes to the Faculty level.
- You cannot withdraw after the Department level.

Duty to Accommodate

- If any of the following may impact your progress to tenure, please contact CUASA:
 - Mental or physical disabilities
 - Health concerns (including extended sick leave)
 - Family status
 - Any other extenuating circumstances in your personal or professional life
- Do not wait until you encounter issues in the process. There may be exceptional circumstances – contact us early.
- Member decides whether maternity/parental leave counts as time toward tenure.

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.

Evidence of Your Work

- Evidence must be:
 - Credible
 - Padding or faking will only undermine the dossier.
 - Genuine
 - Referees must be arms length
 - Avoid using your best friend, supervisor or collaborator as a referee.

Dossier: *Sample* Table of Contents

- Personal Statement
 - Indicators of Professional/Community Service and Professional Interests/Research/Scholarship
- 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 three sections:
 - Research
 - 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

Thinking About Research

- Talk to colleagues, volunteer for tenure and promotion committees.
- Research varies widely from scholar to scholar and from department to department.
- Ask for help ahead of time!

Research and Scholarship

- Acceptable forms of research vary by discipline:
 - Monographs
 - Refereed journal articles
 - Refereed conference proceedings – acceptance rates?
 - Government reports, journalistic pieces, artistic and design pieces
 - Participation in working groups

Your Research Program

- Independent research program and a research trajectory
- Movement past or away from PhD
- Independence from PhD supervisor
- Contribution to joint projects and jointly authored papers – first or second author;
- Identify arms length peer reviewers of scholarly publications

Research Grants

- Research grants are being heavily emphasized by Provost's Office.
- Funds are not equally available across all disciplines.
- “World class research can be done in the Humanities without research funding.”
- Success rates for SSHRC and NSERC are declining.
- List funds previously and currently held

Research Grants

- In Science and Engineering, increasing NSERC funding is ‘good’ but decreasing NSERC funding is ‘bad’.
- Any amount of money is good, but large amounts are better.
- Expectation that there will have been at least attempts to secure funding.

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.

Student Supervision

- Identify all graduate student supervisions, external examinations, participation in PhD examinations, etc.
- If your unit does not have a graduate program, indicate other ways in which you participate in graduate education and development.

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

Reference Letters (Promotion to Associate Professor)

- Used only for promotion.
- Candidate submits 3 names. Dean chooses 3 others.
 - Candidate's list includes qualifications, potential conflicts of interest and contact information.
- All letters received are included. Dossier should include at least 3.
 - One must be from the list supplied by the candidate.

Reference Letters

- In-house referees are technically admissible but are almost worthless
- Referees with distance from the candidate carry more weight
- Former colleagues and/or co-authors carry little weight as referees
- Arms length objectivity is very desirable

Questions?

Remember!

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

Contact us anytime!

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