

## **ARTICLE 26: PROMOTION**

26.01 Promotion means a change in rank from Lecturer to Assistant Professor, or from Assistant Professor to Associate Professor, or from Associate Professor to Professor.

26.02 An application for promotion to the rank of Associate Professor shall be deemed to be a simultaneous application for tenure pursuant to Article 25, with the exception of those at the rank of Assistant Professor who received tenure on or before July 1, 2000.

### **26.03 Criteria for Promotion**

26.03.01 To receive promotion to the rank of Assistant Professor the member shall:

- (A) be a full-time probationary member of the teaching staff;
- (B) hold a doctorate or a degree normally considered to be terminal in his/her discipline, except that research and/or other scholarly and/creative work which is available for peer review and which represents a contribution to the member's discipline or profession may compensate for lesser degree qualifications; and,
- (C) have fulfilled his/her teaching responsibilities satisfactorily.

It is the candidate's responsibility to provide the Promotion, Tenure, and Renewal Committee with sufficient information for it to make a reasoned evaluation with respect to each of (B) and (C) above.

26.03.02 To receive promotion to the rank of Associate Professor the member shall:

- (A) be a full-time tenured member of the teaching staff or an applicant for tenure pursuant to Article 26.02;
- (B) hold a doctorate or a degree normally considered to be terminal in his/her discipline;
- (C) have at least four years of experience in university teaching or a combination of at least two years of university teaching experience plus at least four years of relevant professional practice;
- (D) demonstrate that the quality of his/her teaching is satisfactory as may be established by the evaluation of his/her teaching;
- (E) demonstrate contributions in the field of research or other scholarly and creative activities that go beyond the fulfillment of the requirements of his/her terminal degree; and
- (F) have discharged reasonable administrative responsibilities within the University community (16.04) and/or service to the Profession and the community (16.05).

It is the candidate's responsibility to provide the Promotion, Tenure, and Renewal Committee with sufficient information for it to make a reasoned evaluation with respect to each of (B) to (F) above.

26.03.03 Where all the criteria in 26.03.02 (B) and/or (E) have not been met, the Promotion, Tenure, and Renewal Committee shall consider that:

- (A) exceptional quality of teaching, which shall be demonstrated by peer and/or student evaluation of his/her teaching, may compensate for a lesser research and other scholarly and creative output;
- (B) exceptional research and scholarly and creative output may compensate for lesser degree qualifications pursuant to 26.03.02 (B);
- (C) exceptional competence in the activities of administrative service (16.04) and/or service to the Profession and the community (16.06), coupled with teaching of a satisfactory quality, may compensate for a lesser research and other scholarly and creative output; or,
- (D) exceptional quality of teaching, which shall be demonstrated by peer and/or student evaluation of his/her teaching, in combination with exceptional competence in the activities of administrative service (16.04) and/or service to the Profession and the community (16.05) may compensate for a lesser research and other scholarly and creative output and for lesser degree qualifications.

26.03.04 To receive promotion to the rank of Professor the member shall:

- (A) be a full-time tenured member of the teaching staff;
- (B) hold a doctorate or a degree normally considered to be terminal in his/her discipline, but exceptional research and other scholarly and creative output may compensate for lesser degree qualifications;
- (C) have fulfilled his/her teaching responsibilities satisfactorily;
- (D) have done research or other scholarly and creative work, including work that has been peer reviewed, which represents a contribution to the member's discipline that is additional to the requirements of 26.03.02 (E), and which indicates that the candidate has maintained an active contribution to the advancement of scholarly knowledge and/or of the member's profession and has achieved national and/or international reputation. A positive review from the majority of external appraisers shall be considered evidence of a national or international reputation. A sustained teaching record of exceptional quality which is demonstrated by peer and/or student evaluation, or a sustained and distinguished record of administrative accomplishment within the University (16.04) and/or service to the Profession and the community (16.05) coupled with teaching of good quality which is demonstrated by peer and/or student evaluation, may compensate for a moderate research and scholarly and creative output;
- (E) have at least ten years of a combination of full-time teaching and/or research in a university or equivalent institution and/or professional experience relevant to teaching and/or research at the university

level. It is understood the above teaching years occur following receipt of a doctorate or a degree normally considered to be terminal in his/her discipline.

A member is considered to be in receipt of a doctorate as of the date reflected on the parchment of the degree. Should the date of the doctorate fall between July 1<sup>st</sup> and December 31<sup>st</sup>, the initial teaching year with a doctorate shall be considered to have begun on the July 1<sup>st</sup> which immediately precedes such date. Should the date of the doctorate fall between January 1<sup>st</sup> and June 30<sup>th</sup>, the teaching year shall be considered to have begun on the following July 1<sup>st</sup>; and,

- (F) have discharged reasonable administrative responsibilities within the University community (16.04) and/or service to the Profession and the community (16.05).

It is the candidate's responsibility to provide the Promotion, Tenure, and Renewal Committee with sufficient information for it to make a reasoned evaluation with respect to each of (B) to (F) above.

#### 26.04 **Promotion Procedure**

When a member applies for promotion, he/she shall supply both the Provost and Provost and Vice-President (Academic) and his/her Dean with an application file that includes the following information by September 15th;

- (A) a copy of his/her current curriculum vitae;
- (B) a copy of those materials the candidate wishes to use as evidence of fulfilment of his/her teaching responsibilities. A course outline, the summary report for the set of questions jointly agreed to by the Association and Board for assessing the Student Evaluation of Teaching for each course taught, and the class mean for each course taught are required. (Other teaching evaluations, peer evaluations, student testimonials, reproductions of student work, and/or any other pertinent materials may also be included at the discretion of the member);
- (C) a copy of those materials which the candidate wishes to use as evidence of fulfilment of his/her research and other scholarly activities; and,
- (D) any other information which the candidate feels would aid his/her case.

A member who applies for promotion to the rank of Professor shall supply the Provost and Provost and Vice-President (Academic) by November 1st with three additional copies, if possible, of all material listed in (A) through (D) which the candidate wishes to have circulated to external appraisers.

#### 26.05

- 26.05.01 For each candidate for promotion to Professor, the Dean of the candidate's Faculty (after consultation with the Director or Chair, except in the case of Business Administration, Education, Law, or Natural Resources Management, or when the candidate is Director or Chair) shall assemble a list of at least six persons external to the University who could be asked to

submit appraisals of the written materials submitted by the candidate as evidence of the quality of his/her scholarship and/or of his/her teaching performance. The Dean shall present this list to the candidate by November 15th. Within five days from this date, the candidate shall advise the Dean if any of the persons named on the list should not be asked to serve as external appraiser on the grounds of unfair or improper bias. The candidate shall advise the Dean if any person named on the list is a family member, has been a graduate research supervisor for the candidate or, within the past six (6) years, he/she has collaborated with the candidate. If the candidate can successfully demonstrate to the Dean that the person(s) objected to is(are) incapable of rendering an unbiased judgement, the name(s) of the person(s) shall be removed from the list. If the candidate makes no objection within five days, then the Dean shall recommend to the Provost and Provost and Vice-President (Academic) three persons from the list who will serve as external appraisers. The candidate may name one additional external appraiser who is not a family member, has not been a graduate research supervisor for the candidate or, within the past six (6) years, has not collaborated with the candidate. The candidate shall notify the Provost and Provost and Vice-President (Academic) of his/her choice and shall submit an additional copy of the materials submitted pursuant to Article 26.04 no later than November 30th.

26.05.02 When the Provost and Provost and Vice-President (Academic) writes to any external appraiser, he/she shall include:

- (A) copies of the materials submitted by the candidate pursuant to 26.04;
- (B) a copy of the criteria for promotion to Professor pursuant to 26.03.04, including a copy of 26.03.02(D);
- (C) a copy of that section of Article 16 referring to Research and Other Scholarly and Creative Activities (i.e. 16.03); and
- (D) a copy of the Faculty Employment Equity Policy.

26.05.03 Each external appraiser shall be asked to evaluate the candidate, on the basis of the materials submitted to him/her, and to provide a supporting rationale for his/her appraisal, relating the appraisal to the criteria set forth in 26.03.04(D).

26.05.04 The reports of the external appraisers, which must be received in written form, shall be edited by the Provost and Provost and Vice-President (Academic) to remove anything which might identify the authors, and each shall be retyped. No less than five days prior to the meeting of the Promotion, Tenure, and Renewal Committee to consider his/her promotion, the candidate shall be provided with unattributed edited copies of the appraisers' reports. The Promotion, Tenure, and Renewal Committee shall receive the same edited copies of the appraisers' reports, but the author of each report shall be identified for the Committee.

26.06 The Provost and Provost and Vice-President (Academic) shall have an information file assembled for each candidate containing the candidate's letter of appointment, the application file (materials described in 26.04), and make this information file accessible to

all Promotion, Tenure, and Renewal Committee members. The information file for candidates for promotion to Professor also shall contain the edited reports of the external appraisers, pursuant to 26.05.04. When the Provost and Vice-President (Academic) believes that confidential materials from the member's official personnel file should be used, the member shall be given a typed copy of any such confidential materials, edited to remove statements that could identify the author and without the author being identified. The Committee shall have the same copy and shall know the identity of the author.

26.07 The Dean of a candidate for promotion shall make the candidate's application file available to full-time faculty members in the candidate's School, Department or Faculty (excluding those on full-time probationary appointments who have been at the University for less than one year, faculty on term appointments, and faculty members who are on leave and unable to review the application file on campus in person) and shall solicit from each full-time faculty member in the School, Department or Faculty (excluding those noted above, the candidate, and the immediate supervisor) a signed ballot related to the application for promotion. The Dean shall impress upon the members the need to base each vote on the criteria for promotion pursuant to 26.03, the Faculty Employment Equity Policy, and any formal departmental criteria which are consistent with this Agreement. The signed ballot shall be submitted to the Dean and, in cases where the Dean is not the candidate's immediate supervisor, a copy of the signed ballot shall be submitted to the candidate's immediate supervisor. The Dean shall forward the original ballots to the Provost and Vice-President (Academic) at least fifteen days before the meeting of the Promotion, Tenure, and Renewal Committee.

26.07.01 In cases in which the candidate holds a joint appointment, the Dean shall make the candidate's application file available to full-time faculty members in the candidate's Secondary Program, School, Department or Faculty (excluding those on full-time probationary appointments who have been at the University for less than one year, faculty on term appointments, and faculty members who are on leave and unable to review the application file on campus in person) and shall solicit a signed ballot from each full-time faculty member (excluding those noted above and the candidate) and the Director or Chair or Dean of the candidate's Secondary Program, School, Department or Faculty. The Dean shall impress upon the members the need to base each vote on the criteria for promotion pursuant to 26.03, the Faculty Employment Equity Policy, and any formal departmental criteria which are consistent with this Agreement. The signed ballot shall be submitted to the Dean and, in cases where the Dean is not the candidate's immediate supervisor, a copy of the signed ballot shall be submitted to the candidate's immediate supervisor. The Dean shall forward the original ballots to the Provost and Vice-President (Academic) at least fifteen days before the meeting of the Promotion, Tenure, and Renewal Committee.

26.07.02 When a candidate is simultaneously applying for tenure pursuant to Article 25, the Dean shall conduct the reviews simultaneously.

26.08 At least fifteen days before the meeting of the Promotion, Tenure, and Renewal Committee, the immediate supervisor and the Dean, if the immediate supervisor is not the Dean, shall supply the Provost and Vice-President (Academic) with his/her own written recommendation concerning the candidate and shall provide the candidate with a copy of the recommendation.

- 26.09 At least fifteen days before the meeting of the Promotion, Tenure, and Renewal Committee to consider the candidate's promotion, the Dean shall advise the candidate in writing, with a copy to the Provost and Provost and Vice-President (Academic), of the number of faculty members supporting and not supporting promotion.
- 26.10 The candidate shall be invited to appear before the Committee and shall have the right to be accompanied by a colleague from the University. The candidate and/or his/her colleague shall have the right to address the Committee, to respond to questions and to hear any new information which may be given relative to his/her candidacy.
- 26.11
- 26.11.01 The Promotion, Tenure, and Renewal Committee, in considering whether the candidate meets the criteria for promotion, shall take into account:
- (A) the contents of the information file pursuant to 26.06;
  - (B) any relevant conditions specified in the candidate's letter of appointment which are consistent with 26.03;
  - (C) the ballot of his/her departmental colleagues, pursuant to 26.07;
  - (D) the recommendation of his/her immediate supervisor pursuant to 26.08;
  - (E) the recommendation of his/her Dean pursuant to 26.08;
  - (F) any departmental criteria submitted to the Promotion, Tenure, and Renewal Committee which are consistent with 26.03; and
  - (G) the Faculty Employment Equity Policy.
- 26.11.02 Members of the Committee shall record their vote on an official ballot and shall write on the ballot a reasoned opinion supporting the vote.
- 26.11.03 The Chair of the Committee shall prepare a written report from the Committee on each candidate which shall include the recommendation of the Committee, the result of the ballot vote, and any comments which the Chair wishes to make. Attached to the report and forming part of it shall be the original ballot of each Committee member. The report shall be forwarded to the President.
- 26.12 The candidate shall be informed by the President in writing by January 15th for a simultaneous application for promotion to the rank of Associate Professor and tenure or by June 30th for all other applications of the Committee's recommendation to the President and of the President's recommendation to the Board. The candidate and his/her Dean shall receive a copy of the Committee report including unattributed typed copies of the reasons given by members of the Committee for their support or lack of support. If the President's recommendation to the Board is inconsistent with the recommendation of the Promotion, Tenure, and Renewal Committee, the President shall advise the candidate and members of the Committee in writing of the reasons for his/her decision.

- 26.13 All materials in an information file about a candidate, signed Departmental ballots, records or evidence taken at hearings, materials used in arriving at the decision, and the Committee ballots shall be retained by the Provost and Vice-President (Academic) for at least seven (7) years.
- 26.14 A decision by the Board, insofar as it is consistent with the recommendations of the President and the Promotion, Tenure, and Renewal Committee, to deny promotion to a candidate on his/her first or second application, may be grieved only on the grounds of violation of discrimination pursuant to Article 4, of significant procedural irregularity pursuant to Articles 22 or 26, or of violation of academic freedom pursuant to Article 15.