

BOARD OF GOVERNORS OF LAKEHEAD UNIVERSITY

and

LAKEHEAD UNIVERSITY FACULTY ASSOCIATION

LETTER OF UNDERSTANDING #7

(REVISED - JUNE 19, 2018)

RE: TEACHING FOCUSED FACULTY POSITIONS

Commencing September 1, 2016, the parties agree to recognize two distinct categories of teaching focused faculty positions: Category 1-Continuing Lecturer Members and Category 2-Teaching Focused Faculty Members.

Category 1 – Continuing Lecturer Members

1. Commencing July 1, 2009, the Board created 14 positions with the title of Continuing Contract Lecturer Member where the Board deemed them to be appropriate. The position of Continuing Contract Lecturer Member was available only to the 14 Level 3 Contract Lecturer Members identified by the parties in a separate letter and the positions created continue to be in force until the resignation or retirement of the appointees.
2. The parties agree that, commencing September 1, 2016, the position of Continuing Contract Lecturer Member shall be renamed Continuing Lecturer Member and the ten incumbents shall be offered a continuing 12-month appointment. The Dean shall assign undergraduate teaching, student supervision, service to the institution and other related duties (which may include performing administrative service such as serving on faculty committees including but not limited to recruitment and appointment committees; and eligibility for attendance at faculty workshops). The teaching load for Continuing Lecturer Member shall not exceed 6 HCEs over the 12-month period from July 1 to June 30. Teaching load in excess of 6 HCEs shall be considered to be overload teaching paid at the rate of a Contract Lecturer Member level 3 pursuant to 35.02.03.
3. The salary for Continuing Lecturer Members shall start at \$54,000 and be adjusted by 1.5% for each year over the term of the collective agreement. The salary shall be reduced by 1/6 for each member not assigned to teach 6 HCEs over the 12-month period, but will not be reduced further should the member be assigned to teach fewer than 5 HCEs.
4. Continuing Lecturer Members will receive a professional expense reimbursement of \$1,000 each year over the term of the collective agreement.
5. Continuing Lecturer Members shall be enrolled in the supplemental group medical, life insurance, dental and vision care benefit plans as set out in Article 36.01 and 36.02 and shall be applicable for the twelve (12) month period. The member is eligible to participate in the Lakehead University Employee Pension Plan (LUEPP) pursuant to Letter of Understanding #4 and is entitled to access the services provided through the Employee Assistance Program at Lakehead University. The member is entitled to waiver of tuition in accordance with the Tuition Waiver – Staff and Faculty policy applicable to Contract Lecturer Member level 3. Vacation entitlement shall apply as per article 36.03.
6. Continuing Contract Lecturer Members who do not wish to move to the position of Continuing Lecturer Member shall continue to be governed by the terms and conditions of employment set out in Letter of Understanding #6.
7. Language shall be developed that shall outline the criteria for how Continuing Lecturer Members shall be engaged in the Annual Review process.

Category 2 – Teaching Focused Faculty Members

The parties agree that, effective September 1, 2016, a total of 12 (twelve) positions of Teaching Focused Faculty Member shall be created.

The parties shall be governed by the following guidelines:

- The teaching load for Teaching Focused Faculty Member shall not exceed 8 HCEs over the 12 month period from July 1 to June 30. Teaching load in excess of 8 HCEs shall be considered to be overload teaching.
- The Collective Agreement language for the Teaching Focused Faculty Members shall mirror the language that applies to other regular faculty members including rank (assistant, associate, full professor), promotion, tenure and renewal, academic sabbatical leave opportunities, total compensation, opportunities for participation in administrative service activities, and opportunities for administrative leadership (e.g. chair, dean).
- Language shall be developed that shall outline the criteria for how Teaching Focused Faculty Members shall participate in the Promotion, Tenure and Renewal process.
- Language shall be developed that shall outline the criteria for how Teaching Focused Faculty Members shall be engaged in the Annual Review process.
- It is agreed that there shall be no more than one Teaching Focused Faculty Member hired in any single department or school in the Faculties of Health and Behavioural Sciences, Science and Environmental Studies, Engineering, or Social Science and Humanities; and that there shall be no more than one Teaching Focused Faculty Member in any one of the remaining Faculties, unless mutually agreed upon by the Board and Association.
- The 12 positions created shall be permanent unless the incumbent fails to earn tenure, is dismissed for cause, resigns or retires from the University.

The following individuals shall function as a committee to meet and develop Collective Agreement language and process for the implementation of this Teaching Focused Faculty member pilot project: the LUFA President, LUFA Chief Negotiator, LUFA Chief Grievance Officer, the Provost and Vice-President Academic, Vice-President Administration and Finance, and one Dean.

The committee established above shall meet and develop the language and process in the form of a Letter of Understanding for the introduction of Teaching Focused Faculty Members.

The committee shall meet within 60 (sixty) days after date of ratification. The above noted committee shall have completed the development of Teaching Focused Faculty Members contract language and processes by December 31, 2016. If the parties cannot agree, the matter shall be set before an external individual mutually agreed upon by the parties for a final and binding determination.

The following language regarding the Teaching Focused Faculty Members contract language and processes shall be included in the proposed articles of the Collective Agreement during the next negotiations (2020).

Existing Tenure Track Faculty	Teaching Focused Faculty
Assistant Professor	Assistant Professor (Teaching)
Associate Professor	Associate Professor (Teaching)
Professor	Professor (Teaching)

Article 16: Rights and Responsibilities

Section 1. Tenure Track Teaching Focused Positions

The responsibilities of Teaching Focused faculty members at Lakehead University shall encompass an appropriate combination of teaching, educational leadership, and administrative activities and/or service to the profession and community.

A) Teaching

Teaching includes all instructional delivery whether through lectures, seminars and tutorials, individual and group discussion, supervision of individual students' work, or other means by which students derive educational benefit. An individual's entire teaching contribution shall be assessed as part of the annual review process, and renewal, tenure and promotion processes. Evaluation of teaching shall be based on the effectiveness, as indicated by command over subject matter, familiarity with recent developments in the field, preparedness, presentation, accessibility to students, and influence on the intellectual and scholarly development of students. In addition to the summary results of the Student Feedback on Teaching survey for each course taught, the methods for evaluating teaching may include, but are not limited to assessment by colleagues of performance in university lectures, outside references concerning teaching at other institutions, course material and examinations, the calibre of supervised work including, but not limited to, essays and projects, and other relevant considerations. Consideration shall be given to the ability and willingness of the candidate to teach a range of subject matter and at various levels of instruction.

B) Educational Leadership

i) Educational leadership is activity undertaken at Lakehead University and elsewhere to advance innovation in teaching and learning with impact beyond one's classroom. Educational leadership includes but is not limited to such things as:

- Application of and/or active engagement in the scholarship of teaching and learning;
- Significant contributions to curriculum development, curriculum renewal, course design, new assessment models, pedagogical innovation and other initiatives that extend beyond the member's classroom and advance the University's ability to excel in its teaching and learning mandates;
- Teaching, mentorship and inspiration of colleagues;
- Formal educational leadership responsibility within the member's Department/Program/Faculty;
- Organization of and contributions to conferences, programs, symposia, workshops and other educational events on teaching and learning locally, nationally and internationally;
- Contributions to the theory and practice of teaching and learning, including publications, book chapters, articles in peer-reviewed and professional journals, conference proceedings, software, training guidelines, instructional manuals or other resources; and
- Other activities that support evidence-based educational excellence, leadership and impact within and beyond the University.
- Scholarship of teaching, as per 16.03.03 C, includes experimentation with teaching techniques and formats, provided the results are disseminated by suitable means in a manner which makes them available for peer review. Scholarly activity may be evidenced by originality or innovation, demonstrable impact in a particular field or discipline, peer reviews, dissemination in the public domain, or substantial and sustained use by others. For example, textbooks and curriculum reform that changed academic understanding or made a significant contribution to the way in which a discipline or field is taught might constitute useful evidence of the scholarship of teaching whereas textbooks or curriculum revision of a routine nature would not.

ii) Judgment of educational leadership is based mainly on the quality and significance of the individual's contributions.

C) Administrative Responsibilities and/or Service to the Profession and Community

Consistent with their primary teaching and educational leadership responsibilities, teaching focused faculty members shall participate in the governance of the University through active membership on appropriate bodies such as Department and Faculty Councils, and shall participate to a reasonable extent in other University bodies, including Faculty and University committees and Senate as outlined in 16.04.

A teaching focused faculty member has the right to participate in the governance of his/her professional organizations, including but not limited to membership on committees of such organizations as outlined in 16.05.

Additions/changes to specific articles to address the rights and responsibilities, appointment, and PTR of the new Teaching Focused Positions

Section 2. Revised and/or new articles relating to the Teaching Focused Faculty

- 16.01.01 The responsibilities of faculty members (excluding those appointed as Contract Lecturer Members or as Teaching Focused Faculty Members) at Lakehead University shall encompass an appropriate combination of teaching, research and other scholarly and creative activities, administrative activities, and service to the profession and community.
- The responsibilities of Teaching Focused faculty members at Lakehead University shall encompass an appropriate combination of teaching, educational leadership, administrative activities and/or service to the profession and community.
- 16.02.01.02 The teaching load for full-time faculty normally shall not exceed 5 HCEs during an academic year. The teaching load for faculty members who are more active in teaching and service and less active in research and other scholarly and creative output shall not exceed 6 HCEs during an academic year. Certain courses which are calendared as half-course equivalents may, depending on department/school practices, count as less than a half-course equivalent for the purpose of this article (for example, half courses involving less than 36 contact hours, reading courses, thesis supervision, and field school).
- The teaching load for Teaching Focused faculty members shall not exceed 8 HCEs over the 12-month period from July 1 to June 30. A teaching load in excess of 8 HCEs shall be considered to be overload teaching.
- 16.02.01.03 The teaching load for probationary faculty members and those members hired pursuant to 19.01.04 (B)(e) shall not exceed 4 HCEs during an academic year for the first year of his/her appointment, or, at the discretion of his/her Dean in consultation with the member, the second year of his/her appointment. For the other years the teaching load of such members shall be in accordance with 16.02.01.02. Such faculty members shall not normally be permitted to teach overload.
- 16.02.01.04 The teaching load for probationary Teaching Focused faculty members and those members hired pursuant to 19.01.04 (B)(e) shall not exceed 7.5HCEs during an academic year for the first year of his/her appointment, or, at the discretion of his/her Dean in consultation with the member, the second year of his/her appointment. For the other years the teaching load of such members shall be in accordance with 16.02.01.02. Such faculty members shall not normally be permitted to teach overload.
- 16.02.02 Lakehead University operates a Thunder Bay campus and an Orillia campus. Serving the people of Ontario may necessitate the teaching of courses in off-campus locations and during Spring and Summer terms. In these cases the assignment of teaching loads pursuant to 16.02.01 is subject to the following conditions:
- (A) the courses offered are within the Part-time Studies/Distance Education plan approved by the Senate;
- (B) no full-time faculty member shall be expected to teach more than one HCE off-campus in each academic year, unless specifically hired to do so;

- (C) no full-time faculty member shall be required to teach more than two HCEs in the Spring or Summer terms in any academic year;
- (D) with the exception of teaching-focused faculty members, no full-time faculty member, shall be required to teach in four consecutive terms, nor shall he/she be required to teach both the Summer and Spring terms of any academic year;
- (E) a faculty member, but excluding Contract Lecturers teaching at an off-campus location shall receive financial compensation pursuant to the Article on Salaries;
- (F) no faculty member shall be required to teach at the Orillia campus unless such a requirement was included in their original letter of appointment (Article 19.02.09); and no faculty member shall be required to teach at the Thunder Bay campus unless such a requirement was included in their original letter of appointment (Article 19.02.09); and
- (G) courses taught at the Orillia campus shall be considered to be taught at an on-campus location and therefore conditions applying to off-campus locations shall not apply to such courses.

16.06.02 The Annual Report (excluding Contract Lecturer Members and Teaching Focused Faculty Members), which shall be completed on a standardized form supplied by the Dean, shall include only the following information:

- (A) teaching responsibilities undertaken, including supervision of graduate students;
- (B) evidence of teaching delivery and teaching performance. A course outline, the summary report for the set of questions jointly agreed to by the Association and Board for assessing the Student Feedback on 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) books and papers published;
- (D) conference papers given;
- (E) research and other scholarly work in progress;
- (F) graduate degrees awarded or graduate studies in progress and the expected date of completion, university, and title of thesis;
- (G) awards and other honours received;
- (H) Departmental, Faculty, Senate, Board, Association and other University activities;
- (I) contributions to the faculty member's profession;

- (J) professional contributions to the faculty member's community;
- (K) an account of the academic activities pursued by the faculty member during a term or terms in which he/she did not have an assigned teaching responsibility;
- (L) research grants and contracts awarded, name of granting body, research title, amount awarded and the date awarded, and specific role of the faculty member (i.e., principal investigator, co-investigator, or other);
- (M) a statement of his/her outside professional activities in the previous year (as per Article 27.01.07);
- (N) a statement of his/her proposed future activities; and
- (O) any other information that the faculty member deems relevant.

16.06.02.01 The Annual Report for Teaching Focused faculty members which shall be completed on a standardized form supplied by the Dean, shall include the following information:

- (A) teaching responsibilities undertaken, including supervision of graduate students;
- (B) evidence of teaching delivery and teaching performance. A course outline, the summary report for the set of questions jointly agreed to by the Association and Board for assessing the Student Feedback on Teaching for each course taught, and the class mean for each course taught are required. In addition to the summary results of the Student Feedback on Teaching survey for each course taught, evidence of teaching delivery and teaching performance should include all the documentation necessary to assess the effectiveness of teaching over the course of the past year.
- (C) evidence of educational leadership;
- (D) conference papers given;
- (E) research and other scholarly work in progress;
- (F) graduate degrees awarded or graduate studies in progress and the expected date of completion, university, and title of thesis;
- (G) awards and other honours received;
- (H) Departmental, Faculty, Senate, Board, Association and other University activities;
- (I) contributions to the faculty member's profession;
- (J) professional contributions to the faculty member's community;

- (K) an account of the academic activities pursued by the faculty member during a term or terms in which he/she did not have an assigned teaching responsibility;
- (L) research grants and contracts awarded, name of granting body, research title, amount awarded and the date awarded, and specific role of the faculty member (i.e., principal investigator, co-investigator, or other);
- (M) a statement of his/her outside professional activities in the previous year (as per Article 27.01.07);
- (N) a statement of his/her proposed future activities; and
- (O) any other information that the faculty member deems relevant.

Article 19: Appointment of Faculty Members

19.01.03.01 The decision to grant a teaching focused tenure track appointment shall take into account the interests of the Department/School and the University in maintaining academic strength and balance.

*Article 23.01 ***No change to criteria for renewal*

*Article 23.02.02 *** New (F) and renumbered (F) to (G)*

23.02.02 A member who chooses to be considered for renewal shall supply the 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) copy of Annual Reports for the probationary period;
- (C) copies of the written information given to students pursuant to Article 16.02.06 for all courses taught by the candidate during the probationary period;
- (D) a copy of those materials the candidate wishes to use as evidence of fulfillment 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);
- (E) a copy of those materials which the candidate wishes to use as evidence of fulfillment of his/her research and other scholarly activities; and,
- (F) *For teaching focused faculty, a copy of those materials the candidate wishes to use as evidence of Educational Leadership*
- (G) any other information which the candidate feels would aid his/her case.

Article 25: Tenure

Criteria for Granting Tenure to Teaching Focused Faculty Members

The criteria for renewal, tenure, and promotion of faculty appointed into tenure track Teaching Focused positions relate to teaching, educational leadership, and administrative and/or service responsibilities.

25.01 Where a member applying for tenure holds the rank of Assistant Professor at the time of application, an application for tenure shall be deemed to be a simultaneous application for promotion to the rank of Associate Professor and tenure. A successful outcome for the tenure application shall also be deemed to be a successful outcome for promotion to the rank of Associate Professor.

In the case of the Teaching Focused Faculty members, where a member applying for tenure holds the rank of Assistant Professor (Teaching) at the time of application, an application for tenure shall be deemed to be a simultaneous application for promotion to the rank of Associate Professor (*Teaching*) and tenure. A successful outcome for the tenure application shall also be deemed to be a successful outcome for promotion to the rank of Associate Professor (*Teaching*).

Article 25.02 ****new language for 25.02.03 and renumbered existing 25.02.03 to 25.02.04*

25.02.03 **Criteria for Tenure for Teaching Focused Faculty position:** To receive a recommendation for tenure, the member must have the qualifications required to effectively support the University's teaching, educational leadership, and administrative activities and/or service to the Profession and community. In particular, the member must

- (A) be a full-time member of the teaching staff and hold the academic rank of Assistant Professor (Teaching) or above or be a candidate for the promotion to the rank of Associate Professor (Teaching) pursuant to Article 25.01;
- (B) normally hold a doctorate or other degree 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) provide evidence of excellence in teaching, demonstrated educational leadership, involvement in curriculum development and innovation, and other teaching and learning initiatives.
- (E) have discharged reasonable administrative responsibilities within the University community (16.04) and/or service to the Profession and the community (16.05).

25.02.04 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 the criteria.

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.

In the case of the Teaching Focused Faculty members, promotion means a change in rank from Lecturer (Teaching) to Assistant Professor (Teaching), or from Assistant Professor (*Teaching*) to Associate Professor (*Teaching*), or from Associate Professor (*Teaching*) to Professor (*Teaching*).

26.03 Criteria for Promotion

26.03.01 To receive promotion to the rank of:

26.03.01.01 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.

26.03.01.02 Assistant Professor (Teaching) 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 excellence in teaching and educational leadership which represents a contribution to the member's discipline or profession may compensate for lesser degree qualifications; and,
- (C) demonstrate ability in, and commitment to teaching, and promise of educational leadership

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:

26.03.02.01 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.

26.03.02.02 Associate Professor (Teaching) 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) provide evidence of excellence in teaching, demonstrated educational leadership, and other teaching and learning initiatives; and
- (E) 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 (E) above.

26.03.03.01

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.

26.03.03.02

In the case of Teaching Focused Faculty members, where all the criteria in 26.03.02.02 (B) and/or (E) have not been met, the Promotion, Tenure, and Renewal Committee shall consider that:

- (A) excellence in teaching and educational leadership which represents a contribution to the member's discipline or profession may compensate for lesser degree qualifications pursuant to 26.03.02.02 (B)

26.03.04 To receive promotion to the rank of:

26.03.04.01 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 1st and December 31st, the initial teaching year with a doctorate shall be considered to have begun on the July 1st which immediately precedes such date. Should the date of the doctorate fall between January 1st and June 30th, the teaching year shall be considered to have begun on the following July 1st; and,

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

26.03.04.02

Professor (Teaching) 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, except that excellence in teaching and educational leadership which represents a contribution to the member's discipline or profession may compensate for lesser degree qualifications;
- (C) In addition to the requirements of 26.03.02.02, demonstrate evidence of outstanding achievement in teaching and educational leadership, distinction in the field of teaching and learning, and innovative contributions to curriculum development, course design and other initiatives that advance the University's ability to excel in its teaching and learning mandate;
- (D) 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;
- (E) have discharged reasonable administrative responsibilities within the University community (16.04) and/or service to the Profession and the community (16.05) that are consistent with the leadership expected at the rank of Professor (Teaching).

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**

26.04.01 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

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.

26.04.02 When a Teaching Focused faculty member applies for promotion, he/she shall supply both the 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 Feedback on 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 teaching, educational leadership or 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 (Teaching) shall supply the 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.

26.05.01

For each candidate for promotion to Professor *or Professor (Teaching)*, 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.

SIGNED FOR:

**LAKEHEAD UNIVERSITY
BOARD OF GOVERNORS**

**LAKEHEAD UNIVERSITY
FACULTY ASSOCIATION**

Per: _____

Per: _____

Dated: _____

Dated: _____