



UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY

FACULTYASSOCIATION

UOIT Third Year Review

Have more questions? Contact your Faculty Association: [office@uoitfa.ca](mailto:office@uoitfa.ca) - x2049

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3<sup>rd</sup> Year Review

- Article 19 of the Collective Agreement
  - Give feedback and advice to tenure-stream Faculty Members at the rank of Assistant Professor on progress towards satisfying the criteria for tenure in Research, Teaching and Service as outlined in Article 20.02.

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Key Dates

**April 1** of 2<sup>nd</sup> year of appointment: Dean to notify candidate

by **June 1** of 2<sup>nd</sup> year of appointment: process begins; Dean appoints Review Committee

by **June 15**: Dean meets with candidate

**September 1** of 3<sup>rd</sup> year: candidate's documentation due

by **September 15**: Dean and candidate review referees

by **October 20**: Candidate meets with Review Committee

**December 1**: Dean provides Review Committee report to Provost

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### (19.02c) Key Dates

- Candidate may elect to postpone 3<sup>rd</sup> Year Review due to maternity, adoption or parental leave
- Provost may approve postponement due to exceptional personal or professional circumstances

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### (19.03a) 3<sup>rd</sup> Year Review Committee

- Dean appoints by June 1:
  - Dean chairs; 2 tenured faculty members and 2 from a faculty of a related discipline;
  - May contain faculty members from other universities in place of 1 or both faculty members;

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### (19.03b) By June 15

- Candidate and Dean meet
  - Timetable, process, materials to be submitted to Review Committee

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### 19.04 a) Documentation and Preparation

- By **September 1**
  - Updated and complete curriculum vitae
  - Faculty Member (FM) statement with three main sections – how well you are progressing toward tenure in:
    - **research, teaching, and service** as outlined in **20.02**
  - Copies of published work; discretion on copies of work under review or in progress
  - Teaching dossier (note special circumstances)
  - Any other information you think is relevant

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### 19.04 a) Documentation and Preparation

- Important note about student course feedback surveys:
  - ***Please see Final Report and Recommendations of the Student Course Evaluation Working Group***

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### In the meantime ...

- Collect materials
- Update CV
- Letters
- Prepare your statements on how you are progressing to meet the criteria for tenure in research, teaching, and service
- Think about referees
- Box / file / folder (desktop)

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### (19.04c) Referees

- Review Committee (RC) and FM each suggest max of 3 referees (total 6) – external referees not required;
- Early September provide your 3 names
- 2 referees selected: 1 from RC list and 1 from FM list
- By **September 15**, meet with Dean to review names and attempt to reach agreement on the 2
- If FM has objections, oral and written objections can be given (can't be disclosed w/o consent).
- Selected referees to provide written comments on FM's progress to tenure

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### (19.04e) Review

- Meet with RC no later than **October 20**
- Provide updates and ensure that file is complete
  - Articles, updated CV, etc.

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### (19.04f) Dean Provides ...

- Written comments from the 2 selected referees on progress towards satisfying tenure criteria
- Dean's assessment progress towards satisfying criteria for tenure in Research, Teaching and Service
- FM's documentation as per 19.04 a)

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### (19.04g) Official File

- RC has access to your Official File except disciplinary letters
- Review your official file held in Office of the Provost (up to 2 Days notice may be required)
- Read Article 18 of CA before you go.
- No anonymous material in file; everything dated
- 18.02 c) lists content to be included
- Any information you think is relevant can be included in your Official File

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### (19.05) Review Committee

- RC reviews materials
- May ask for additional information (e.g., comments from collaborators, colleagues) – 5 Days to provide any requested information
- RC writes report for Provost: is the FM making **satisfactory progress?** and provide suggestions on how to satisfy criteria for tenure
- RC forwards report summarizing assessment and documentation to Provost and FM no later than December 1

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### (20.02b) Progress to Tenure

Candidates for tenure are assessed on their Research, Teaching and Service. Persons awarded tenure **must show clear promise of continued contribution** through a record of:

- Research activity that includes peer reviewed publication and/or peer recognized creative professional practice; and
- Satisfactory performance in Teaching; and
- Satisfactory Service.

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## Research Statement

How are you progressing in satisfying the criteria

*i. Clear promise of continued contribution through a record of research activity that includes peer reviewed publication and/or peer recognized creative professional practice;*

- See handout – Article 16 Academic and Professional Career: defines Research activities

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## Research Statement

Think about:

- Your cohesive research plan
- Your research in the broader picture
- What direction does it take; how has it changed?
- Joint or single research
- Contributions to publications
- Work in progress
- Works cited (e.g. Google Scholar, Web of Science)
- Grants acquired/plan to submit

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## Teaching Statement

How are you progressing in satisfying the criteria

*ii. Clear promise of continued contribution through a record of satisfactory performance in teaching*

- See handout – Article 16 Academic and Professional Career: defines Teaching activities

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## Teaching Statement

Think about:

- Your beliefs about teaching
- Teaching accomplishments (nominated for awards, letters from students, course evaluations, etc.)
- Contributions to teaching (new courses, techniques, assessment, etc.)
- Background information about program (compulsory, complexity, class size, grad versus undergrad, etc.)
- Activities undertaken to improve teaching (workshops, peer observation and feedback, student course feedback surveys, focus groups, etc.)

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## Service Statement

How are you progressing in satisfying the criteria

*iii. Clear promise of continued contribution through a record of satisfactory service*

- See handout – Article 16 Academic and Professional Career: defines Service activities

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## Service Statement

Think about:

- Leadership positions on committees (Executive Committee, Faculty rep on ..., FA, etc.)
- Contributions made to faculty committees
- Correlate outside community service to service inside the university

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## Overall

- How does your Research, Teaching and Service “align with UOIT’s *Strategic Plan* or faculty goals”?
- Circumstances that explain why things happened (gaps in cv, illness)
- Resource availability to conduct research

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## CV Development

### Research

- Research interests
- Research grants (external and internal)
  - Purpose, agency and date awarded, title, value, PI’s + co
- Patents
- Books, articles, conferences, creative works, instructional videos

### Include work before UOIT

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## CV Development

- See your dean for anything else wanted/needed
- For dates, most recent first
- Biographical Information
  - Name
  - Degrees
  - Employment History
  - Honours (include nominations and students who have received awards under your mentorship)
  - Professional affiliations and activities

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## CV Development

### Scholarly and Professional Work (format: APA, MLA)

- Numerical Summary of Publications
- Refereed Publications (listed in scholarly format)
  - Articles (refereed journals)
  - Articles (refereed conference proceedings)
  - Book
  - Book chapters
  - Edited books
- Non-refereed publications (technical reports, etc.)
- Manuscripts etc. under review
- Papers (meetings, conferences, symposia)
- Invited lectures (highlight keynote)
- Editorial positions/reviewer for scholarly journals

**Include work before UOIT**

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## CV Development

### Teaching Activities

- Undergraduate courses
- Graduate courses
- Thesis/Projects supervised (primary or secondary)
  - Masters (name, thesis topic, dates)
  - Doctoral (name, thesis topic, dates)
  - Postdoctoral (name, topic, dates)
  - Undergraduate (name, thesis topic, dates)
- Other teaching and lectures

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## CV Development

### Service and Administrative Positions

- University
- Professional (consultancies)
- Clinical
- Community
- Other

**Include work before UOIT**

Other Relevant Information

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## Teaching Dossier

- See handout
- Document and assess teaching accomplishments
- Selected works

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## Candidate's Final Package

- Updated CV
- Candidate's statement re RTS
- Published works (links to learning tools, websites, etc.)
- Teaching dossier
- Other documentation (letters, etc.) – solicited letters should be identified as such in your dossier

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## How can the FA help you?

- Advice
- Info about process
- Listening ear
- Your suggestions? [office@uoitfa.ca](mailto:office@uoitfa.ca)

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[More] Questions?

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