



UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY  
**FACULTY ASSOCIATION**

**UOIT Tenure Promotion Process**

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

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**(20.01) Tenure**

Tenure is an indefinite term appointment within one or more Faculties, relinquished only upon retirement or resignation, or upon termination in accordance with Articles 23 or 24.

See Article 20 Tenure (handout)

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**(20.02) Criteria for the Award of Tenure**

b) 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.

Committees shall recognize disciplinary variation and give consideration to qualitative, quantitative, and/or mixed methodologies as appropriate to the discipline.

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## Key Dates

- Today (or fairly soon):
  - find your 3<sup>rd</sup> year review
  - Where are you at?
  - Review your Performance Reviews; as of 2016, Deans must also provide an annual progress towards tenure review
  - See Article 20: Tenure Timeline (handout)

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## (20.03) Timing of the Tenure Review Process

- during the sixth year for Assistant Professors
- during the third year for Associate Professors
- maternity, adoption, or parental leave – postpone for 1 year for each such leave
- short term disability or long term disability of > month may request tenure postponed to a succeeding cycle. Reasonable requests shall not be denied
- discretion of the Provost, tenure can be postponed due to exceptional personal or professional circumstances.
- Faculty Members may elect to be considered for tenure early after Third Year Review or 1 appointment year for Associate Professors

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## (20.04) The Faculty Review Committee

- b) FRC: minimum of 3 tenured faculty members plus a non-voting chair elected by the committee  
The Faculty Review Committee shall make a recommendation to the Tenure and Promotion Committee with respect to whether the candidate meets the criteria for Tenure
- Dean appoints 1 committee member
  - Conflict of interest/concerns with committee membership – 20.04 c) and 20.13

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### (20.04) The Faculty Review Committee

- Responsibility: does the candidate meet the criteria for tenure as per 20.02?
- Chair authors the report; signed by members
- Report summarizes documentation in Research, Teaching and Service
- Report includes detailed reasons for FRC recommendations, including dissenting opinions
- Completed by November 15

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### (20.05) The Tenure and Promotion Committee

- a) The University shall establish a standing Tenure and Promotion Committee (TPC) consisting of 14 tenured faculty plus the Provost, 10 are elected; 7 members on TPC reviewing each file (at least 4 elected, remainder appointed).
- Provost or designate is the non-voting Chair
  - Conflict of interest – 20.05 c)
  - Objections to FRC and TPC membership – 20.13
  - TPC recommendation summarizes evidence before it and provides detailed reasons
  - Final recommendation reviewed by all members

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### (20.06) Both Committees' Procedures

- Judge in an unbiased manner
- Confidential process, but right to raise concerns with Provost's Office and/or FA
- Review criteria
- Judge solely on evidence before it; may ask for additional information if required; you have 5 Days to respond
- Decision: tenure granted or denied
- Majority of members; chair does not vote

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### (20.06) Both Committees' Procedures

#### Proposed negative decision

- Committee recesses
- Candidate receives written statement with detailed reasons; invited to respond
- Within 10 Days
- In writing and/or orally
- If orally, FA rep may attend
- Committee meets to record recommendation

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### (20.07) Notification of the Candidate

- a) By **April 1** of the candidate's penultimate probationary year, Dean notifies candidate in writing of tenure consideration
- Dean explains:
- The text of this Article;
  - The timeline of the tenure review procedures;
  - The requirement to provide all documentation
  - Requirement to provide list of referees:  
External for Research; Internal for Teaching
- Next meeting with Dean: no later than **May 15** (review referees list)

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### In the meantime ...

- Collect materials
- Update CV
- Teaching Dossier (note special circumstances)
- 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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### Letter of Understanding (2016)

- “During the period between ratification of this Agreement and implementation of changes [from the Working Group], the version of course evaluation results that is held on a Faculty Member’s Official File shall not include specific student comments, and specific student comments shall not be used for the purposes of evaluation under Articles 19, 20 and 21.”

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### (20.08) Written Evaluations

- a) External Referees for Research
- ii) shall be knowledgeable in the candidate's field and normally be senior faculty at arm's length
  - Referees receive documentation listed in 20.10 a) i-iv; Articles 20 and 16.01 to 16.04
  - Not asked to recommend tenure, but “to assess candidate’s record of Research and promise of continued contributions to Research”

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### (20.08) Written Evaluations

- b) Referees for Teaching
- normally senior faculty with no conflict of interest
  - Receive documentation in 20.10 a) i, ii, and v, and Articles 20 and 16.01 to 16.04
  - iv. Seek to balance all aspects of Teaching, as defined by 16.03:
    - a. strong performance in some aspects may compensate for weaker in other aspects
    - b. should consider different disciplines and approaches

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**(20.08) Written Evaluations**

b) Referees for Teaching

- v. shall review all relevant information including but not limited to:
  - a. the size, type and nature and level of courses taught;
  - b. the nature of the subject matter;
  - c. the experience, number of new preparations;
  - d. the role, method of delivery;
  - e. instructional materials;
  - f. instructional development and innovation;
  - g. the integration of technology
- Right to submit additional information about teaching
- Referees shall spend time in classroom (face-to-face and/or online), and examine teaching materials and communications
- Assess whether Teaching is satisfactory with detailed written reasons

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**(20.08) Written Evaluations**

c) Other Evaluations

- i) Dean sends an email to relevant faculty members inviting comments on the candidate's performance in Research, Teaching and Service based on criteria in 20.02.
- ii) The candidate may seek any additional written reviews. Solicited reviews should be identified as such in the dossier.

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**(20.10) Documentation Supplied by Candidate**

- Updated and complete CV
- Statement on how criteria for tenure is met in Research, Teaching and Service – right to include section addressing context and availability of resources
- Selected work that “best represents” research; material not included available to referees on request
- Relevant work in progress
- Teaching Dossier, additional written reviews with solicited letters identified as such in dossier

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### (20.12) Opportunity to Respond

- **October 15:** copy of materials assembled by dean under 20.11 b) (Referees' report and letters rec'd by the dean)
- 10 Days to respond in writing; indicate if electing to make oral response to FRC
- Response added to materials for FRC
- **November 15:** FRC decision
- **December 1:** Dean's recommendation
- Until first Day of January to respond in writing to FRC and Dean's recommendation/report
- Response added to materials for T & P
- Indicate to Provost's Office if making oral submission to TPC

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### (20.11) Documentation Assembled by Dean

- Research referee reports
- Teaching referee reports
- Letters received by dean
- Documentation supplied by candidate in 20.10 a)
- By **December 1**, Dean provides candidate with a letter of recommendation on whether tenure should be granted, taking into account FRC report

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### (20.09) Official File

- FRC and TPC has access to your Official File except disciplinary letters (and possibly the Student Evaluations' Anonymous Comments)
- **Your** review of your official file:
  - In Provost office: email Carolyn Yeo (x 5450) ([carolyn.yeo@uoit.ca](mailto:carolyn.yeo@uoit.ca))
  - Read Article 18 of CA before you go.
  - No anonymous material in file; everything dated
  - 18.02 c) lists contents to be included
  - Right to include relevant material if not there

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## The Process

20.13 Objections to the composition of:

- the FRC (by **September 15** + 10 Days to respond in writing) and
- the TPC (by **December 1** + 10 Days to respond in writing)

20.14 The Recommendation Process by **March 31**, completed

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## The Process

20.15 Appeals Against Denial of Tenure

20.16 Grievance of Appeal Decision

20.17 Denial of Tenure or Extended Process

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## (20.17) Denial of Tenure or Extended Process

- Early consideration for tenure: no appeal
- Faculty Member denied tenure ... has employment extended with current salary and benefits with a twelve (12) month limited term contract for the Academic Year following last probationary year.
- A candidate for tenure still undergoing appeals and/or arbitration ... deemed to be a Member of the Faculty Association during this time for the purposes of these appeals and/or arbitration.
- IMPORTANT: contact FA if difficulties at any point through the process

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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: Research
- Prepare an Executive Summary

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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, Microsoft Academic Search, Scopus)
- Acceptance rate at conferences/papers

Do:

- Prepare an Executive Summary

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## Teaching Statement

How are you progressing in satisfying the criteria

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

- See handout – Article 16 Academic and Professional Career: Teaching (provides examples)
- Prepare an Executive Summary

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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 vs undergrad, etc.)
- Activities undertaken to improve teaching (workshops, peer observation and feedback, course evaluations, focus groups, etc.)

Do:

- Prepare an Executive Summary

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## Service Statement

How are you progressing in satisfying the criteria

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

- See handout – Article 16 Academic and Professional Career: Service
- Prepare an Executive Summary

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## Service Statement

Think about:

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

Do:

- Prepare an Executive Summary

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### Overall (re Statement)

- How does your Research, Teaching and Service "align with UOIT or faculty goals"? Check
- Circumstances that explain why things happened (gaps in cv, illness, etc.)
- Resource availability to conduct research/teaching

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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

#### Research

- Research interests
- Research grants (external and internal)
  - Purpose, agency and date awarded, title, value, PI's + co
- Patents

**Include work before UOIT:** "The award of tenure is a career decision that shall reflect all of the candidate's academic and professional accomplishments at UOIT and elsewhere prior to the time of consideration of tenure."

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## CV Development

**Scholarly and Professional Work** (consistent 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 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

**Include teaching before UOIT**

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## CV Development

**Service and Administrative Positions**

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

**Include service work before UOIT**

**Other Relevant Information**

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### Teaching Dossier

- See handout
- Document and assess teaching accomplishments
- Selected works
- Note: Student Evaluation Comments ***might*** not be included

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### Candidate's Final Package

- Updated CV (1<sup>st</sup> item)
- Candidate's statement re Research, Teaching and Service
- Research: Published works (links to learning tools, websites, etc.)
- Teaching: (teaching dossier, course samples, assignment samples, etc)
- Service: (contributions to university and community)
- Other documentation (letters, etc.)
- Make it easy for Referees and TPC members to grant you tenure

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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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