

3rd Year Review

- Article 19 of the Collective Agreement
 - Give feedback and advice to tenurestream 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.

Have more questions? Contact your Faculty Association: office@uoitfa.ca - x2049

Key Dates

April 1 of 2nd year of appointment: Dean to notify candidate by **June 1** of 2nd year of appointment: process begins; Dean appoints Review Committee

by June 15: Dean meets with candidate September 1 of 3rd 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

(19.02c) Key Dates

- Candidate may elect to postpone 3rd 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) 3rd 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

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
- Any other information you think is relevant

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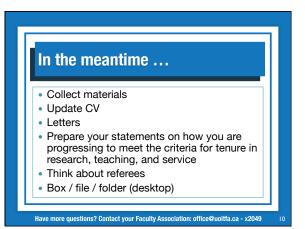
19.04 a) Documentation and Preparation – Special Situation 2016

- Important note about Teaching dossiers:
 - Student Course Evaluations Working Group
 - Until this Group completes its work, no anonymous comments from student evaluations are to be included

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Letter of Understanding

 "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."





- 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).

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Selected referees to provide written comments on FM's progress to tenure

(19.04e) Review

- Meet with RC no later than October 20
- Provide updates and ensure that file is complete

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• Articles, updated CV, etc.

(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 [and possibly Teaching Evaluations, as noted earlier]
- 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

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RC forwards report summarizing assessment and documentation to Provost and FM no later than December 1

(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
- ii. Satisfactory performance in Teaching; and

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iii. Satisfactory Service.

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

Teaching Statement

How are you progressing in satisfying the criteria

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

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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, course evaluations, 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

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)

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 Resource availability to conduct research

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

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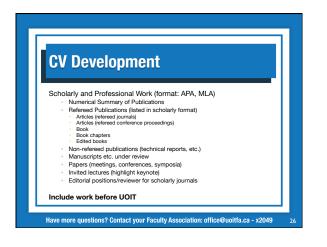
Include work before UOIT

CV Development

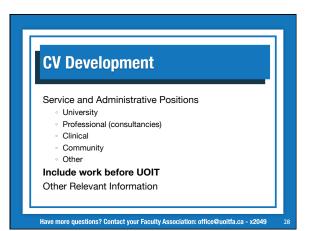
- See your dean for anything else wanted/needed
- · For dates, most recent first
- Biographical Information
 - Name
 - Degrees
 - Employment History
 - Honours (include nominations and students who have received awards under your mentorship)

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- Professional affiliations and activities



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



Teaching Dossier

- See handout
- Document and assess teaching accomplishments

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Selected works

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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16-05-11



