



UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY

FACULTY ASSOCIATION

UOIT Third Year Review

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

3rd 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 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

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(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

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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
 - 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.”

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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 [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
- 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:

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

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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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FACULTY ASSOCIATION

How can the FA help you?

- Advice
- Info about process
- Listening ear
- Your suggestions? office@uoitfa.ca

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[More] Questions?

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