UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY
FACULTY ASSOCIATION

UOIT Promotion to Full Professor

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

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(21.01) Promotion Criteria

a) The focus of a promotion decision is career accomplishments. Must either:

    i. combine an established record of excellent Research with an established record of continuing high quality Teaching and satisfactory Service or;

    ii. combine an established record of continuing high quality Research with an established record of excellent Teaching and satisfactory Service.

b) Service is also taken into account under b)

c) Committees shall recognize disciplinary variation and consider quantitative, qualitative and/or mixed methodologies as appropriate to the discipline

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(21.02) Timing

a) Normally ten (10) years, minimum three (3) years as a faculty member. The Provost may consider equivalencies

b) Candidates denied must wait (1) Academic Year before reapplying

c) May withdraw candidacy before the Tenure and Promotion Committee recommendation. Withdrawal only once without prejudice to a later application.

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Application

d) The Dean forwards to the Provost the names and updated CV of all to be considered for promotion no later than May 1st.

In other words, sometime in April you need to notify your dean if you wish to be considered for promotion

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In the meantime …

- Collect materials
- Update CV
- Teaching Dossier
- Letters
- Prepare your statements on how you meet the criteria for promotion in research, teaching, and service
- Think about referees
- Box/file

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(21.02) Timing

e) By May 15th the Provost shall determine according to 21.02 a) the eligibility of the candidate(s) brought forward under 21.02 d).

21.03) Tenure and Promotion Committee

No Faculty Review Committee
a) The University establishes a standing Tenure and Promotion Committee consisting of 14 tenured faculty (10 elected, 4 appointed); 7 member committee (at least 4 elected, remainder appointed) reviews each file
- Provost is non-voting Chair
- Conflict of interest: 21.03 c); and objections: 21.07 c)
- Prepare report summarizing evidence and detailed reasons for its recommendation related to criteria in 21.01
- Final recommendation reviewed by all members

(21.09) Committee's Procedures

- Judge in an unbiased manner
- Review criteria
- Judge solely on evidence before it; may ask for additional information if required; candidate has 5 Days to respond
- Recommendation: promotion granted or denied
- Majority of members; chair does not vote
- Provides detailed statement of reasons for decision and summary of the evidence; recommendation reviewed by T&P Committee members

(21.09) Committee's 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
- Candidate has access to promotion file in preparing response
- Committee meets to record recommendation

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(21.04) Referees and Written Evaluations

a) All referees will normally be senior academics with the rank of Professor at arm's length
b) Minimum of (2) internal referees from related disciplines. External referees can be substituted
c) 4 possible external referees selected by candidate; dean requests appraisals of at least 2
d) Dean requests appraisals of 2 external referees knowledgeable in candidate's discipline
e) Documentation clearly shows which referees nominated by dean and candidate with statement of qualifications of referees

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(21.04) continued

f) Supervisors and collaborators cannot act as referees.
h) Referees get documentation in 21.06 a) to d) and evaluate the candidate's Research and Teaching. Referees evaluation of teaching based on dossier; internal referees must spend time in classroom (face-to-face and/or online)

Has the candidate:

attained an established record of excellence;

attained an established record of continuing high quality; or

fallen short of an established record of continuing high quality?

Referees do not recommend for or against promotion

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(21.04) further

k) – m) other written evaluations

    faculty members from relevant faculties

    former students (re teaching)

    candidate requests letters (identified as solicited in the dossier)

Who: colleagues, former/current students, research partners from other institutions or boards, etc.

(21.05) Official File

- TPC has access to your Official File except disciplinary letters
- Review your official file (email Caitlin Crompton – Caitlin.Crompton@uoit.ca at least two days before)
- No anonymous material in file; everything dated
- 18.02 c) lists contents to be included
- Right to include additional relevant material

(21.06) Documentation

Sell yourself!

Candidate prepared submissions

- Updated and complete CV
- Statement on how criteria for promotion is met
- Selected work that "best represents" your research; material not included will be available to referees, T&P on request; rationale for including selections
- Teaching Dossier
- Any other documentation (solicited letters should be identified as such in dossier)

(21.07) Opportunity to Respond

- By **December 1** the Dean provides
  - Each referee's letter of appraisal (redacted)
  - Letters from colleagues & students (student identities redacted)
  - Dean's assessment: has criteria for promotion in 21.01 been met?
- Candidate has until first Day of January to respond to assessments
- TPC membership communicated by **Dec 1**; objections by candidate must be made in writing within 10 Days

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(21.08) Documentation Provided by Dean

By first Day in January, Dean provides TPC:
- Dean's recommendation re promotion
- Letters from referees
- Letters from faculty members and former students
- Cross-appointed dean's assessment, if applicable
- Documentation supplied by candidate in 21.06

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The Process

21.10 The Recommendation Process
        March 31 to Candidate and President
        Effective July 1
21.11 Appeal Against Denial of Promotion
        see also 20.18 a)
        - within 10 Days
        - appeal grounds: procedures in article not properly followed and/or Candidate's Research, Teaching and Service not evaluated fully or fairly
21.12 Grievance of Appeal Decision

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Research Statement

How are you meeting the criteria
  i. combine an established record of excellent Research with an established record of continuing high quality Teaching and satisfactory Service or;
  ii. Combine an established record of continuing high quality Research with an established record of excellent Teaching and satisfactory Service.
See Article 16.02-04 Academic and Professional Career: Research/Teaching/Service options
- Prepare an Executive Summary

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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

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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

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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

Other Relevant Information

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Teaching Dossier

- See handout
- Document and assess teaching accomplishments
- Selected works (See Article 16.03)
- See Final Report and Recommendations of the Student Course Evaluation Working Group

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Candidate's Final Package

- Updated CV
- Candidate's statement re Research, Teaching and Service
- Published works (links to learning tools, websites, etc.)
- Teaching dossier
- Other documentation (letters, etc.)
- Sell yourself!!

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How can the FA help you?

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

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