

Article 20 – Promotion to Master Lecturer

20.01 Promotion Criteria

- a) The focus of a promotion decision to Master Lecturer is on career accomplishments. To become a Master Lecturer at UOIT, the candidate must combine
 - i. an established record of excellent Teaching
 - ii. with a record of high quality Service/Other.
- b) In assessing Teaching, the Master Lecturer Review Committee (MLRC) shall take into account the amount of Service/Other undertaken.

20.02 Timing of Promotion to Master Lecturer

- a) A candidate for promotion must have spent at least eight (8) years as a Senior Lecturer, at UOIT.
- b) Candidates who are denied promotion must wait one (1) Academic Year after a negative decision before reapplying.
- c) A Teaching Faculty Member who has begun the process of candidacy for promotion may withdraw his/her candidacy before the MLRC recommendation has been made. Withdrawal can be done only once without prejudice to a later application.
- d) The Dean shall forward to the Provost the names and updated curriculum vitae of all candidates who wish to be considered for promotion no later than May 1st of the year prior to the review.

20.03 The Master Lecturer Review Committee

- a) The Provost shall appoint a Master Lecturer Review Committee (MLRC), which s/he shall chair, consisting of five (5) faculty members. All of these faculty members must be at the rank of Master Lecturer or, if a tenured faculty member, at the rank of Professor. At least two of these faculty members shall be Master Lecturers (if available).
- b) The Provost shall chair the MLRC in a non-voting capacity.
- c) Faculty members who have acted as a referee on the candidate's application

must absent themselves from the MLRC. Members of the MLRC must absent themselves from cases where they may have a conflict of interest. A Faculty Member's Dean cannot be a member of the MLRC for the Teaching Faculty Member's case.

20.04 Procedures of the Master Lecturer Review Committee

- a) The MLRC quorum is the full membership. Meetings shall be held in-camera. The deliberations of the MLRC are confidential, and the votes of individual MLRC members are confidential to the committee.
- b) All members of the MLRC shall make a judgment in an unbiased manner and in conformity with the requirements of this Article.
- c) Prior to the consideration of candidates, the MLRC shall meet to review the provisions of this Article. This review shall include discussion of the criteria and evidence upon which recommendations are made, and the diverse forms of Teaching and Service/Other that exist across the University.
- d) The MLRC shall make its recommendation solely on the evidence before it and may recess to consider the evidence and whether additional information is required.
- e) If additional information is required, the Chair shall make a request to the candidate, in writing. The candidate shall have five (5) Days to provide the additional information.
- f) The MLRC recommends only that promotion be granted or be denied. The vote shall be by signed private ballot, after which the Chair shall announce how each member voted. A recommendation to grant promotion must be approved by a majority of the members. Abstentions are not permitted.
- g) In the event of a proposed negative recommendation, the MLRC shall recess and provide the candidate with a written statement of reasons for the proposed recommendation, and an invitation to respond to the statement, within ten (10) Days of receiving the request, in writing, and at the candidate's option, orally. In the case of an oral response, the candidate shall have the right to have a Faculty Association representative present when making his/her presentation. The MLRC must then have a final meeting to record its recommendation.
- h) The MLRC shall make recommendations for promotion to the President.

20.05 Referees

- a) Normally, all referees shall be senior academics with the rank of Professor, Master Lecturer, or equivalent.

- b) The candidate shall provide the Dean with a list of at least three (3) possible referees. The Dean shall obtain letters of appraisal from at least one (1) referee from this list of nominees.
- c) In addition, the Dean shall secure letters of appraisal from at least one (1) referee knowledgeable in the candidate's discipline but no more than the number of referees secured under Article 20.05 b).
- d) The documentation provided to the MLRC shall identify which referees were nominated by the candidate and by the Dean, and shall include a statement describing the qualifications of each referee.
- e) When inviting prospective referees, the Dean shall include a copy of the criteria for promotion from Article 20.01 as well as Article 16 that outlines the way that Teaching and Service/Other are defined for Teaching Faculty Members at UOIT.
- f) All referees shall be provided with the documentation as set out in Article 20.08 a), b) and c). All referees shall assess the candidate's Teaching using the criteria as set out in Article 20.01 a) i) and assess the candidate's Service/Other as set out in Article 20.01 a) ii). Referees shall assess all aspects of a candidate's Teaching and shall do so based on the materials in the Teaching Dossier and may spend some time observing the candidate's Teaching.
- g) Referees shall not be asked to make a recommendation either for or against promotion.
- h) Referees shall be asked to submit their letters of appraisal by December 1.

20.06 Other Written Evaluations

- a) The Dean shall seek written evaluations from members of the relevant Faculty(ies). The Dean shall write to all members of the relevant Faculty(ies) inviting them to write to the Dean with comments on the candidate's performance in Teaching and/or Service/Other. These signed letters shall all be compiled in the promotion file.
- b) The Dean may communicate with former students of the candidate requesting letters evaluating the Teaching Faculty Member's Teaching. These signed letters shall all be compiled in the promotion file.
- c) The candidate may also ask colleagues and former students for written reviews and include these letters in the promotion documentation. These signed letters shall all be compiled in the promotion file.

20.07 Documentation

The candidate's Official File, excluding any disciplinary letters, shall be made available to the members of the MLRC. In addition to the Official File, the candidate and the Dean are responsible for other promotion documentation as specified in Article 20.08 and Article 20.10.

20.08 Documentation Provided by the Candidate

- a) A Teaching Faculty Member who has been determined to be an eligible candidate for promotion under Article 20.02 shall provide to the Dean by August 31:
 - i. An updated and complete curriculum vitae.
 - ii. A written statement by the candidate that addresses how the candidate has satisfied the criteria for promotion. This statement shall include two (2) main sections that address the Teaching and Service/Other Criteria as outlined in Article 20.01.
 - iii. A Teaching Dossier.
 - iv. Any other documentation including letters collected by the candidate.

20.09 Opportunity to Respond

- a) By December 15, the Dean shall provide the candidate with:
 - i. A copy of each referee's letter of appraisal, with identifying information removed;
 - ii. Copies of letters from colleagues and students collected by the Dean;
 - iii. The Dean(s) assessment(s) of whether the candidate has met the criteria for promotion as set out in Article 20.01.
- b) The candidate shall have fifteen (15) Days from the time of receiving the materials provided by the Dean, to provide a written response on the assessments of the referees, colleagues, students and the Dean(s) which shall be included in the promotion documentation for the MLRC.

20.10 Documentation provided by the Dean

By January 15th the Dean shall provide to the MLRC:

- a) The Dean(s)' assessment of whether the candidate has met the criteria for promotion set out in 20.01;
- b) Letters from the referees;

- c) Letters from faculty members and former students collected by the Dean; and
- d) The candidate's documentation as provided in Article 20.08 and Article 20.09 b) if applicable.

20.11 The Recommendation

- a) The Provost shall convey the MLRC recommendation to the candidate and the President within twenty (20) Days of the recommendation.
- b) The MLRC's recommendation to the President shall be accompanied by a complete dossier. The recommendation shall include a summary of the evidence before the MLRC and shall indicate clearly why the recommendation is for or against promotion.
- c) The President shall inform the candidate and the MLRC of his/her decision within twenty (20) Days of receiving the recommendation. If the President's decision is different than that of the MLRC, the President will supply written reasons.
- d) A promotion shall be effective on the following July 1.
- e) On being granted promotion, the candidate's title shall be changed to "Master Lecturer".