




UOITFA Workshop

Promotion to Senior Teaching Professor

May 2018

UOITFA 1

Teaching Faculty




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    A[Assistant Teaching Professor] --> B[Associate Teaching Professor]
    B --> C[Senior Teaching Professor]
  
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- Part 1: The Process
- Part 2: Documentation

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- Days versus days
 - Days: business days
 - days: Monday-Sunday
- All correspondence done in writing
- Meetings in-camera
 - Means *in-private*



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Part 1: The Process

- Appointment
- Criteria
- Process
- Dean-prepared submission
- Promotion Review Committee (PRC)
- Assessment
- Recommendation

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4

Promotion Process

- Article 20 of CA
- The focus of a promotion to Senior Teaching Professor decision to is on **career accomplishments**

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5

Criteria

- a) To become a Senior Teaching Professor at UOIT, the candidate must combine
- i. an established record of excellent Teaching
 - ii. with a record of high quality Service and Other
- b) In assessing Teaching, the Promotion Review Committee shall take into account the amount of Service and Other undertaken.

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6

Process

- Normally 5 years as Associate Teaching Professor, at least 10 years as a full-time faculty member, and have been a faculty member @ UOIT for a minimum of three years.
 - Dean provides names + CVs of all candidates to Provost by May 1st of year prior to review, so your CV and intent to seek promotion should be communicated to your Dean before then.
- Once process has begun, candidate may withdraw anytime before final recommendation has been made
 - Only once without prejudice to a later application
- If denied promotion, must wait 1 Academic Year before reapplying

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7

Dean-prepared Submission

To the Candidate Due December 15

- Dean's assessment on meeting criteria for promotion
- Each referee's appraisal (identifying information removed)
- Copies of letter from colleagues & students collected by dean

Opportunity to respond (by first Day of January)

- Written response, if applicable, on assessments to be included with documentation

Dean-prepared submission to PRC

By January 15th

- Dean's assessment
- Referees' appraisals
- Letters from colleagues, students received by dean
- Documentation supplied by candidate

PRC

- December 1 membership list proposed by Provost
- Members
 - Chair – Provost (non-voting)
 - 5 faculty members
 - All Senior Teaching Professors or Full Professors
 - Minimum two are Senior Teaching Professors (if available)
 - Referees on candidate's application, Dean of Faculty absent themselves, and anyone with conflict of interest
- Quorum is full-membership
- Held in-camera
- Votes & meetings confidential

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10

PRC Documentation

- Referees
 - Normally senior academics with rank of Full Professor/Senior Teaching Professor, at arm's length from candidate; at least one shall be external knowledgeable in candidate's discipline
 - Identify which nominated by Dean and candidate
 - Statements of qualifications for each
 - Assess all aspects of a candidate's Teaching based on materials in Teaching Dossier and must spend some time observing candidate's teaching (face-to-face or online)
- Written evaluations solicited by Dean and Candidate
- Official File
 - No disciplinary letters

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11

Assessment

- Prior to considerations, PRC meets to:
 - Review provisions re. article
 - Discuss criteria & evidence upon which recommendations are made and the diverse form of Teaching Service & Other that exist
- Only based on evidence before it
- May ask for additional info.
 - Candidate has 5 Days to provide additional info.

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12

Assessment cont'd

- PRC recommends that promotion be granted or denied
 - Signed private ballot
 - Chair announces how each member voted
 - Approved by majority
 - Abstentions not permitted
- Recommendation made to President

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13

Proposed Negative Recommendation

- Candidate provided with a written statement with detailed reasons
- Candidate response within 10 Days
 - Written, and at candidate's option, orally
 - Right to FA representative in attendance
 - Right to access full contents of file, including confidential letters with identities redacted, in preparing response
- PRC meets to record final recommendation

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14

The Process

PRC

- Reviews criteria
- Reviews documentation
- Clearly recommends for or against promotion

PRC Chair/Provost

- Conveys PRC Recommendation to candidate and President by March 31
- Complete package accompanies recommendation and a summary of the evidence clearly indicating why the recommendation is for or against promotion.

President

- Informs candidate and PRC Chair of decision within 1 month
- If recommendation different than PRC, supplies written reasons
- Presents Board of Governors with recommendation for approval at next scheduled meeting
- Conveys Board decision to candidate within 10 Days with a written statement of reasons and, if a negative decision, a summary of the evidence

Promotion effective July 1st

Part 2: The Documents

- Referee letters
- Other written evaluations
- Official File
- CV
- Written statement
 - Teaching
 - Service
 - Other
- Teaching Dossier
- Other documentation collected by candidate

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16

Referees

- Submit by **December 1st**
- Normally senior academics with the rank of Full Professor, Senior Teaching Professor, or equivalent, at arm's length from candidate; at least one shall be external
- Candidate provides Deans with at least 3 names by **August 31**
 - Dean obtains letter from at least 1
- Dean obtains from at least 1 knowledgeable in the candidate's discipline
 - No more than the number obtained from candidate's list

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17

Referee's cont'd

Referees receive

- Article 20.01 (promotion criteria) and Article 16 (outlining Teaching/Service/Other)
- CV, Teaching Dossier, and other documentation collected by candidate

Referees assess

- All aspects of Teaching, Service, and Other
 - Review materials based on criteria
 - Teaching based on materials in Teaching Dossier and must spend time observing candidate's Teaching (face-to-face or online)

Do not make a recommendation for or against promotion

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18

Other Written Information

Dean shall seek written evaluations from...

- Members of relevant Faculty(ies)
 - Candidate's performance in Teaching/Service/Other

Dean may communicate with...

- Former students

Candidate may also seek letters from...

- Colleagues, former students, etc.
- These signed letters shall be compiled in the promotion file and identified as solicited reviews in the dossier.

All Signed letters compiled in file

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19

Official File

- Article 18
- Committee has access to your official file except disciplinary letters
- **Your** review of your official file
 - In Provost office: email Caitlin Crompton
 - Read Article 18 of CA before you go.
 - No anonymous material in file; everything dated
 - 18.02 c) lists contents to be included

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20

Candidate Documentation

- Due by **August 31**
- Candidate prepared submissions
 - Updated and complete CV
 - Statement on how criteria for promotion has been met (3 main sections addressing Teaching, Service, and Other)
 - Teaching Dossier
 - Written reviews solicited by candidate
 - Any other documentation (letters, awards, honours, selected works, etc.)

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21

Teaching Statement

How have you met the criteria?

The focus of a promotion decision to Senior Teaching Professor is on career accomplishments. To become a Senior Teaching Professor at UOIT, the candidate must combine

- i. an established record of excellent Teaching*

– See handout – Article 16.02 Teaching
(provides examples)

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22

Teaching Statement cont'd

Think about:

- Your beliefs about teaching
- Teaching accomplishments (nominated for awards, letters from students, student course feedback surveys, 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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23

Service and Other Statement

How have you met the criteria?

The focus of a promotion decision to Senior Teaching Professor is on career accomplishments. To become a Senior Teaching Professor at UOIT, the candidate must combine

- ii. with a record of high quality Service and Other*

- See handout – Article 16.03 and 16.04
Service and Other (provides examples)

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24

Service and Other Statement cont'd

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
- Professional development, academic responsibilities, pedagogical pursuits

Do:

- Prepare an Executive Summary

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25

Overall

- How does your T/S/O "align with UOIT or faculty goals"? Check [Strategic Plan](#)
- Circumstances that explain why things happened (gaps in cv, illness)
- Resource availability to conduct research/teaching

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26

CV Development

- See your dean for anything else wanted/needed
- Reverse chronological order
- Biographical Information
 - Name
 - Degrees
 - Employment History
 - Honours (include nominations and students who have received awards under your mentorship)
 - Professional affiliations and activities
- Scholarly and Professional Work (consistent format)

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27

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 work before coming to UOIT

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28

CV Development

Service and Administrative Positions

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

Other Relevant Information

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29

Teaching Dossier

- See handout and TLC@UOIT online resources
- Document and assess teaching accomplishments
- Selected works

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30

Candidate's Final Package

- Up-dated CV
- Candidate's statement re T/S/O
- Teaching dossier
- Other documentation (letters, etc.)
- Published works (links to learning tools, websites, etc.)

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31

UOITFA Support

- What can we do to help?
 - Advice
 - Info about process
 - Listening ear

OFFICE	
UA 2045	
Monday-Thursday	8:30-4:30
Friday	9:00-12:00

Denise Martins, *Executive Assistant*
Christine McLaughlin, *Executive Director*

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32



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Promotion to Senior Teaching Professor

May 2018

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33
