

Article 22 – Promotion to Professor

This article outlines the process for achieving promotion to Professor for tenured Associate Professors.

22.01 Promotion Criteria

- a) The focus of a promotion decision to Professor is on career accomplishments. To become a Professor at UOIT the candidate 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) In assessing Research and Teaching, the Tenure and Promotion Committee shall take into account the amount of Service.
- c) Evidence of Teaching and Research varies among the disciplines. Committees shall recognize this variation when assessing the evidence required by this Agreement and shall give consideration to both quantitative, qualitative and/or mixed methodologies as appropriate to the discipline.
- d) The candidate's workload as per Article 16 shall be taken into account when assessing Research, Teaching, and Service.

22.02 Timing of Promotion to Professor

- a) Normally, a candidate for promotion must have spent at least five (5) years as an Associate Professor, at least ten (10) years as a full-time faculty member, and have been a faculty member at UOIT for a minimum of three (3) years. The Provost may consider equivalencies for any of the above criteria before a candidate begins their consideration for promotion. Reasonable requests shall not be denied.
- b) Candidates who are denied promotion must wait one (1) Academic Year after a negative decision before reapplying.
- c) A Faculty Member who has begun the process of candidacy for promotion may withdraw their candidacy on or before August 31 of the candidate's review year without prejudice to a later application. A candidate may also withdraw their candidacy during the review process, after August 31, and before the Tenure and

Promotion Committee recommendation has been made and this withdrawal can be done only once without prejudice to a later application.

- d) The Provost shall notify Faculty Members of the deadline to apply for promotion by April 1. 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 1.
- e) By May 15 the Provost shall determine according to Article 22.02 a) the eligibility of the candidate(s) brought forward under Article 22.02 d). The Provost shall notify the Dean who shall communicate this decision to the Faculty Member. Should a request to be considered for promotion be denied, the Provost shall provide detailed written reasons why the application is being denied to the Dean who shall provide these detailed written reasons to the Faculty Member.

22.03 The Faculty Review Committee

- a) Within each Faculty, the Dean shall establish a standing Faculty Review Committee in accordance with Article 20.04 b).
- b) A member of the Faculty Review Committee must absent themselves from cases where they have a conflict of interest. In these cases, the Committee shall function with a reduced number of members. Should the number of conflicts in a particular case equal more than two (2), the Dean shall appoint (an) alternate tenured faculty member(s) either from the list of members who were nominated but not elected in accordance with the highest number of votes received, or at the Dean's discretion if there are none on the list, to ensure that there is a minimum of three (3) members on the Committee for each case.
- c) The Faculty Review Committee shall be supplied with all of the documentation listed in Article 22.09 a) which the Committee shall carefully consider.
- d) The Faculty Review Committee shall make a recommendation to the Tenure and Promotion Committee with respect to whether the candidate meets the criteria for promotion. The report of the Faculty Review Committee shall be authored by the Chair and signed by its members. The report shall summarize the documentation in Research, Teaching, and Service clearly related to the promotion criteria as per Article 22.01 and include detailed reasons for the Faculty Review Committee's recommendations, including dissenting opinions, that are clearly related to the promotion criteria as per Article 22.01. A copy of this recommendation shall be provided to the Dean at the same time that it is forwarded to the Tenure and Promotion Committee.
- e) The Faculty Review Committee report shall be completed by November 15 of the Academic Year when the Faculty Member is being considered for promotion.

22.04 The Tenure and Promotion Committee

- a) The Tenure and Promotion Committee is established under Article 20.05 a).
- b) The Tenure and Promotion Committee shall be chaired by the Provost, in a non-voting capacity, to consider promotion applications and to make recommendations for promotion to the President.
- c) No member of the Tenure and Promotion Committee can review the case of any candidate where they have been involved in any part of the candidate's promotion process at the Faculty level. Any member of the Tenure and Promotion Committee must also absent themselves from cases where they may have a conflict of interest.
- d) The Tenure and Promotion Committee which reviews any given case shall consist of seven (7) members, at least four (4) of whom shall be elected members. The selection of the Committee shall be made to ensure broad Faculty and disciplinary representation.
- e) The Tenure and Promotion Committee shall carefully consider the documentation assembled under Article 22.09 d). The Tenure and Promotion Committee shall prepare its written recommendation which includes a summary of the evidence before the Committee and a statement which indicates clearly the Committee's detailed reasons for its recommendation. This statement of reasons shall clearly relate to the promotion criteria as per Article 22.01. The final text of the written recommendation shall be reviewed by all the Committee members who served on the case in question.

22.05 Promotion Review Procedures of the Faculty Review Committee and the Tenure and Promotion Committee

- a) The Committee quorum is the full membership. Meetings shall be held in-camera. The deliberations of the Committee are confidential, and the votes of individual Committee members are confidential to the Committee. While the content of the Committee meetings is confidential, this shall not prohibit members of the Committee from raising concerns about the functioning of the Committee with the Office of the Provost and/or the Association.
- b) All members of these Committees shall make a judgement in an unbiased matter and in conformity with the requirements of the Article.
- c) Prior to the consideration of candidates, the Committees shall meet to review the provisions of this Article. This review shall include discussion of the criteria and evidence upon which promotion decisions are made and the diverse forms of Research, Teaching, and Service that exist across the University.

- d) Each Committee shall make its recommendation solely on the evidence before it and may recess to consider the evidence and whether additional information is required. 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.
- e) The Committees recommend only that promotion be granted or 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. The Chair is a non-voting member, except as noted in Article 20.04 b) ii).
- f) In the event of a proposed negative recommendation, by either Committee, the respective Committee shall recess and provide the candidate with a written statement of detailed reasons for the proposed recommendation, and an invitation to respond to the statement, within ten (10) Days, in writing, and at the candidate's option, orally. This statement of reasons shall be clearly related to the promotion criteria in accordance with Article 22.01. In the case of an oral response, the candidate shall have the right to have an Association representative present when making their presentation. In preparing a response, candidates shall have access to the full contents of their promotion file, including confidential letters with identities redacted. The Committee must then have a final meeting to record its recommendation.
- g) Committees shall undergo training workshops which cover employment equity. The program of such workshops shall be established by the Committee on Employment Equity.

22.06 Written Evaluations by Referees, Colleagues and Students

- a) All referees shall normally be senior academics with the rank of Professor and at arm's length from the candidate.
- b) The Dean shall obtain letters of appraisal from a minimum of two (2) internal referees. Whenever possible, these internal referees should be drawn from the Faculty in which the candidate holds an appointment, or from related disciplines. External referees can be substituted in consultation with the candidate if there is a shortage of qualified internal referees.
- c) The candidate shall provide the Dean with a list of at least four (4) possible external referees. The Dean shall obtain letters of appraisal from at least two (2) external referees from this list of nominees.
- d) In addition, the Dean shall obtain letters of appraisal from at least two (2) external referees knowledgeable in the candidate's discipline.

- e) The documentation provided to the Tenure and Promotion Committee shall make it clear which referees were nominated by the candidate or by the Dean, and shall include a statement describing the qualifications of each referee.
- f) Supervisors and collaborators cannot act as referees.
- g) When inviting prospective referees, the Dean shall include a copy of the criteria for promotion from Article 22.01, as well as Article 16, that outlines the way that Research, Teaching, and Service are defined for Faculty Members at UOIT.
- h) All referees shall be provided with the documentation as set out in Article 22.08 a) i), ii), iii) and iv),. All referees shall be asked to evaluate the candidate's Research. Referees shall also be asked to assess the candidate's Teaching. External Referees shall evaluate Teaching based on the materials in the Teaching Dossier. Internal Referees shall also spend some time in the classroom (face-to-face and/or online) of the candidate whose Teaching is being assessed as well as examining the candidate's Teaching Dossier.
- i) The referees shall be directed to evaluate separately the candidate's Research and Teaching with respect to whether the candidate has attained an established record of excellence, or whether the candidate has attained an established record of continuing high quality, or whether the candidate has fallen short of establishing a record of continuing high quality. Referees shall not be asked to make a recommendation either for or against promotion.
- j) Referees shall be asked to submit their letters of appraisal by October 15.
- k) 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 suitability for promotion as it relates to Research, Teaching, and Service, and based on the criteria in Article 22.01.
- l) The Dean may communicate with former students of the candidate requesting letters evaluating the Faculty Member's Teaching.
- m) 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 and identified as solicited reviews in the dossier.

[22.07 Assembling the Documentation](#)

The candidate's Official File, excluding any disciplinary letters, shall be made available to the members of the Faculty Review Committee and the Tenure and

Promotion Committee. In addition to the Official File, the candidate and the Dean are responsible for other promotion documentation as specified in Article 22.08 and Article 22.09.

22.08 Documentation Supplied by the Candidate

- a) A Faculty Member who has been determined to be an eligible candidate for promotion under Article 22.02 e) shall provide to the Dean by August 15:
 - 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.
 - Candidates shall indicate in the statement whether they wish to be assessed under the criteria in Article 22.01 a) i or under the criteria in Article 22.01 a) ii;
 - This statement shall also include three (3) main sections that address the Research, Teaching, and Service criteria as outlined in Article 22.01;
 - iii. A selection of the candidate's work that best represents the candidate's Research. This selection shall be considered by the Faculty Review Committee, the Tenure and Promotion Committee and the referees. The candidate shall include a rationale for this selection of works. Material not included in the selection shall be available to the referees, the Faculty Review Committee and the Tenure and Promotion Committee on request;
 - iv. A Teaching Dossier; and
 - v. Any other documentation including letters collected by the candidate. These signed letters shall all be compiled in the promotion file and identified as solicited reviews in the dossier.

22.09 Documentation Assembled by the Dean

- a) By October 15 the Dean shall assemble the following documentation for the Faculty Review Committee:
 - i) the reports of the referees;
 - ii) letters received by the Dean; and
 - iii) the documentation assembled by the candidate under Article 22.08.

- b) By October 15 the Dean shall provide the candidate with the reports of the referees with identifying information removed and the letters received by the Dean.
- c) By December 1 the Dean shall provide to the candidate a letter of recommendation as to whether the candidate should be granted promotion or denied promotion, and this letter shall take into account the recommendation and report of the Faculty Review Committee as described in Article 22.03 d).
- d) By December 31 the Dean shall assemble the following documentation for the Tenure and Promotion Committee:
 - i) the documentation provided under Article 22.09 a);
 - ii) the documentation provided under Article 22.09 c);
 - iii) the documentation provided under Article 22.03 d);
 - iv) any response(s) from the candidate provided under Article 22.10;

22.10 Opportunity to Respond

- a) By October 15 the Dean shall provide the candidate with the material assembled under Article 22.09 b).
- b) The candidate shall have 10 Days to provide a written response to the documents provided in Article 22.10 a). This response shall be added to the documentation for the Faculty Review Committee. At this time the candidate may indicate that they elect to make an oral submission to the Faculty Review Committee.
- c) By November 15 the Faculty Review Committee shall provide the candidate with its recommendation.
- d) The candidate shall have until the first Day of January to provide a written response to the recommendation and report of the Faculty Review Committee. This response shall be added to the documentation for the Tenure and Promotion Committee in Article 22.10 d).
- e) The candidate shall have until the first Day of January to provide a written response to the recommendation and report of the Dean. This response shall be added to the documentation for the Tenure and Promotion Committee in Article 22.09 d).
- f) At this time the candidate may indicate to the Office of the Provost that they elect to make an oral submission to the Tenure and Promotion Committee.

22.11 Objections to the composition of the Faculty Review Committee and the Tenure and Promotion Committee

- a) The names of the members of the Faculty Review Committee shall be communicated to the candidate by September 15 with the request that the candidate communicate, in writing, to the Dean, any objection(s) concerning any member of the Committee within ten (10) Days, stating the reason for the objection(s). The Dean, after considering the candidate's response to the proposed membership of the Faculty Review Committee, and taking appropriate steps to resolve any objections, shall determine a date and time for the meeting and notify members of the Faculty Review Committee.
- b) The names of the members of the Tenure and Promotion Committee shall be communicated to the candidate by December 1, with the request that the candidate communicate, in writing, to the Provost, any objection(s) concerning any member of the Committee within ten (10) Days, stating the reason for the objection(s). The Provost, after considering the candidate's response to the proposed membership of the Tenure and Promotion Committee and taking appropriate steps to resolve any objections, shall determine a date and time for the meeting and notify members of the Tenure and Promotion Committee.

22.12 The Recommendation Process

- a) The Chair of the Faculty Review Committee shall, not later than November 15, convey its recommendation and report to the candidate, the Dean, and the Provost.
- b) The Faculty Review Committee's recommendation to the Tenure and Promotion Committee shall be accompanied by all of the documentation as specified in Article 22.09 d).
- c) The Chair of the Tenure and Promotion Committee shall, not later than March 31, convey the Tenure and Promotion Committee's recommendation to the candidate and the President.
- d) The Tenure and Promotion Committee's recommendation to the President shall be accompanied by all of the documentation before the Committee. The recommendation shall include a summary of the evidence before the Tenure and Promotion Committee and shall indicate clearly why the recommendation is for or against promotion.
- e) The President shall inform the candidate, the Chair of the Tenure and Promotion Committee, and the Association, of the President's recommendation within one (1) month of receiving the recommendation. If the President's recommendation is different than that of the Tenure and Promotion Committee, the President shall

provide written reasons.

- f) In the case of a positive recommendation by the President, the President shall notify the Board of Governors that their recommendation shall be presented for the Board's approval at its next scheduled meeting.
- g) In the case of a negative recommendation by the President, the candidate can elect to appeal this recommendation within ten (10) Days to the Tenure and Promotion Appeal Committee following the procedures set out in Article 22.13. The President shall delay conveying the President's recommendation to the Board until after any appeal through the Tenure and Promotion Appeal Committee process or any grievance/arbitration process is completed.
- h) Subsequent to the Board's decision, the President shall convey the decision to the candidate, and the Association, within ten (10) Days with a written statement of reasons and, in the event of a negative decision, a summary of the evidence.
- i) A decision to grant promotion shall be effective July 1 and if the candidate is an Associate Professor they shall be promoted to Professor.

22.13 Appeals Against Denial of Promotion

- a) The Tenure and Promotion Appeal Committee is established under Article 20.15 a).
- b) No member of the Tenure and Promotion Appeal Committee can review the case of any candidate where they have been involved in any part of the candidate's promotion process. Any member of the Tenure and Promotion Appeal Committee must also absent themselves from cases where they may have a conflict of interest.
- c) An unsuccessful candidate for promotion under Article 22.12 g) may appeal the decision by writing to the Chair of the Tenure and Promotion Appeal Committee within ten (10) Days after being informed of the decision. The grounds of the appeal must be specific, and must involve either:
 - i. an alleged violation of the promotion procedures; and/or
 - ii. an allegation that one (1) or more of the candidate's Research, Teaching, or Service have not been fully and/or fairly evaluated.
- d) The Chair of the Tenure and Promotion Appeal Committee shall:
 - i. receive all of the material provided to the Tenure and Promotion Committee in Article 22.09 d) and the recommendation of the Tenure and Promotion Committee;

- ii. arrange a meeting with the Committee to occur as soon as possible, normally within twenty (20) Days; and
 - iii. invite the candidate and the Chair of the Tenure and Promotion Committee to appear before it. The candidate may invite a representative of the Association to attend.
- e) The Tenure and Promotion Appeal Committee shall carefully consider the documentation assembled under Article 22.13 d) as it relates to the grounds of the appeal in Article 22.13 c).
 - f) The Tenure and Promotion Appeal Committee shall make its decision and communicate this decision in writing normally within twenty (20) Days of its initial meeting for a particular case. The Chair of the Tenure and Promotion Appeal Committee shall report its findings which includes a summary of the evidence before the Committee and a statement which indicates clearly the Committee's detailed reasons for its recommendation, to the President and the candidate.
 - g) The President shall convey their recommendation to the candidate within ten (10) Days of receiving the report from the Chair of the Tenure and Promotion Appeal Committee.
 - h) In the case of a positive recommendation by the President, the President shall notify the Board of Governors that their recommendation shall be presented for the Board's approval at its next scheduled meeting.
 - i) Subsequent to Board deliberations, the President shall convey the decision to the candidate within ten (10) Days with a written statement of reasons and, in the event of a negative recommendation, a written summary of the evidence.
 - j) A decision to grant promotion shall be effective July 1, and if the candidate is an Associate Professor the candidate shall be promoted to Professor.
 - k) In the case of a negative recommendation by the President with respect to promotion, the candidate shall have ten (10) Days to decide whether to invoke Article 22.14 a).

[22.14 Grievance of Appeal Decision](#)

- a) If promotion is ultimately denied after the processes of Article 22.13 have been exhausted, the Association may file a grievance on behalf of the Faculty Member, commencing at Step 2 of Article 11.06 of the grievance process.
- b) An arbitrator appointed pursuant to an Article 22.14 a) grievance shall either deny the grievance or uphold it. If the arbitrator upholds the grievance the arbitrator shall be limited in remedy to a quashing of the ultimate decision and a direction that a

newly constituted Tenure and Promotion Committee reconsider the recommendation.

- c) A newly constituted Tenure and Promotion Committee shall follow the same steps set out in this Article mutatis mutandis. This Committee shall receive all documentation relative to the original application, including a copy of the arbitrator's award. This Committee shall make a final and binding decision and report this decision to the President who shall advise the Board of Governors and the candidate.

Article 23 – Promotion to Senior Teaching Professor

This article outlines the process for achieving promotion to Senior Teaching Professor for Associate Teaching Professors.

23.01 Promotion Criteria

- a) The focus of a promotion decision to Senior Teaching Professor is on career accomplishments. To become a Senior Teaching Professor at the University, 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 (PRC) shall take into account the amount of Service and Other undertaken.
- c) The candidate's workload as per Article 16 shall be taken into account when assessing Teaching, Service, and Other.

23.02 Timing of Promotion to Senior Teaching Professor

- a) Normally, a candidate for promotion must have spent at least five (5) years as an Associate Teaching Professor, at least ten (10) years as a full-time faculty member, and have been a faculty member at UOIT for a minimum of three (3) years. The Provost may consider equivalencies for any of the above criteria before a candidate begins consideration for promotion. Reasonable requests shall not be denied.