

## **Tenure Committee Protocol**

(revised October 09, 2020)

The protocols outlined here are intended as a supplement to the Faculty Tenure Guidelines and build on the schedule and processes outlined therein.

### 1. Schedule

receipt in the Dean's Office of letter of intent to apply for tenure - May 15

request for comments on applicants sent to Departments and SSA - June 1

receipt in the Dean's Office of names of elected committee members - June 1;

formation of committees by Dean - June 15;

distribution of Guidelines, UMFA Contract and Process to committees - June 15;

receipt of complete application packages in the Dean's Office - July 15 (see #2 below);

scheduling of meetings of committees in August and September begins - July 2;

on line folders containing applications made available to the committee - July 20;

receipt of comments on the applicants - August 1;

meetings of the committees - August 1 to September 20;

last date for withdrawing early tenure applications - September 21;

submission of completed applications to the VP (Academic) Office - October 15.

2. The applicant's package shall include five (5) PDF files, one each for: i) a completed Part A of the application form, ii) a complete CV, iii) a research dossier, iv) a teaching dossier, and v) a service dossier.

3. The Dean's Office prepares an electronic folder for each applicant containing the application, the Head's evaluation of teaching, solicited letters and any other relevant information. The folder will be placed in a folder in Teams or an alternate secure shared drive for access by committee members.

4. Committee meetings will be scheduled by the Dean's Office beginning in early July with the expectation that meetings will be held at the earliest date possible in August or September.

5. Committee meetings are closed, and all deliberations are confidential. Normally, all committee members shall participate in all meetings, but remote participation is allowed. The Faculty-based Nucleus Committee members are included to provide consistency in the application of criteria across the Faculty.

6. Committee members will review the application packages prior to the first meeting and come to the meeting prepared to discuss the details in relation to the stated criteria expected for tenure as outlined in the Guidelines.

7. To start the meeting, the Chair will review the importance of confidentiality and outline the process to be followed reminding members to be impartial. Members are asked to declare any conflicts of interest not previously raised. The presence of the Head as a resource and not as an advocate is mentioned.

8. Discussions will be focused sequentially on research, teaching and service with one member, usually from the applicant's department, leading the discussion by highlighting the strengths and weaknesses. Each committee member will be provided with an opportunity to contribute. The Chair will take notes of the points made. Questions for clarification can be put to the Head.
9. The Head is asked to leave the meeting when the Committee has finished the initial review of data and is ready to discuss the decision. A discussion on the merits and weaknesses of the application ensues until the Committee members are satisfied.
10. If the Committee cannot make a positive recommendation, the Chair will inform the candidate in writing. The area(s) of concern will be outlined and a mutually agreeable date for the candidate to meet with the committee will be arranged. A representative template for such a letter is included as Appendix 1.
11. Once the Committee is ready to proceed to a decision, a secret vote, normally by paper ballot will be held with members voting yes or no on whether or not the applicant has met the criteria expected for promotion separately in each of research, teaching, service and overall. In the case of on-line meetings, the committee members will email their ballots to the Chair. The Chair will count the ballots and inform the Committee of the outcomes. Alternatively, voting might be carried out using the "Chat" function of the on-line package.
12. The candidate must satisfy the criteria in all three areas of teaching research and service.
13. The meeting then adjourns and the Chair prepares Part B of the application form, the Committee report to the Dean. It is circulated to the committee members for comments and then submitted to the Dean after modification.

## **Promotion Committee Protocol**

(revised October 09, 2020)

The protocols outlined here are intended as a supplement to the Faculty Promotion Guidelines and build on the schedule and processes outlined therein.

### 1. Schedule

receipt in the Dean's Office of letter of intent to apply for promotion - May 15

request for comments on applicants sent to Departments and SSA - June 1

receipt in the Dean's Office of names of elected committee members - June 1;

formation of committees by Dean - June 15;

distribution of Guidelines, UMFA Contract and Process to committees - June 15;

receipt of complete application packages in the Dean's Office - July 15 (see #2 below);

scheduling of meetings of committees in August and September begins - July 2;

on line folders containing applications made available to the committee - July 20;

receipt of comments on the applicants - August 1;

meetings of the committees - August 1 to September 20.

2. The applicant's package shall include five (5) PDF files, one each for: i) a completed Part A of the application form focusing on work and achievements in rank (Collective Agreement Section 20.A.1.1), ii) a complete CV, iii) a research dossier, iv) a teaching dossier, and v) a service dossier.

3. The Dean's Office prepares an electronic folder for each applicant containing the application, the Head's evaluation of teaching, solicited letters and any other relevant information. The folder will be placed in a folder in Teams or an alternate secure shared drive for access by committee members.

4. Committee meetings will be scheduled by the Dean's Office beginning in early July with the expectation that meetings will be held at the earliest date possible in August or September.

5. Committee meetings are closed, and all deliberations are confidential. Normally, all committee members shall participate in all meetings, but remote participation is allowed. The Faculty-based Nucleus Committee members are included to provide consistency in the application of criteria across the Faculty.

6. Committee members will review the application packages prior to the first meeting and come to the meeting prepared to discuss the details in relation to the stated criteria expected for promotion as outlined in the Guidelines.

7. To start the meeting, the Chair will review the importance of confidentiality and outline the process to be followed, reminding members to be impartial. Members are asked to declare any conflicts of interest not previously raised. The presence of the Head as a resource and not as an advocate is mentioned.

8. For applications for promotion to Full Professor, the initial meeting will be focused on selecting a slate of 8 external reviewers. Committee members should come to this meeting having reviewed the list of external reviewers suggested by the candidate and prepared to suggest other names, if necessary.

9. The following process commences in the first meeting for promotions to Associate Professor or of Instructors, and in the second meeting for applications to Full Professor once the external reviews have been received.

10. Discussions will be focused sequentially on research, teaching and service with one member, usually from the applicant's department, leading the discussion by highlighting the strengths and weaknesses. Each committee member will be provided with an opportunity to contribute. The Chair will take notes of the points made. Questions for clarification can be put to the Head.

11. The Head is asked to leave the meeting when the Committee has finished the initial review of data and is ready to discuss the decision. A discussion on the merits and weaknesses of the application ensues until the Committee members are satisfied.

12. If the Committee cannot make a positive recommendation, the Chair will inform the candidate in writing. The area(s) of concern will be outlined and a mutually agreeable date for the candidate to meet with the committee will be arranged. A representative template for such a letter is included as Appendix 1.

13. Once the Committee is ready to proceed to a decision, a secret vote, normally by paper ballot will be held with members voting yes or no on whether or not the applicant has met the criteria expected for promotion separately in each of research, teaching, service and overall. In the case of on-line meetings, the committee members will email their ballots to the Chair. The Chair will count the ballots and inform the Committee of the outcomes. Alternatively, voting might be carried out using the "Chat" function of the on-line package.

14. Truly outstanding performance in one of teaching or research can offset moderate, but not poor, performance in the other.

15. The meeting then adjourns and the Chair prepares Part B of the application form, the Committee report to the Dean. It is circulated to the committee members for comments and then submitted to the Dean after modification.

Appendix 1: Template for letter to Candidate

Date

Dear Dr. X,

In accordance with section 19.D.3.3 [20.A.3.5] of the collective agreement, I write to advise you that the Tenure [Promotion] Committee cannot make a positive recommendation at this time. The Committee is concerned that your research [and/or teaching] does not meet the Faculty's criteria for tenure [promotion], and wishes to meet with you to discuss the following:

The Committee would like you to provide evidence that:

[as examples]

- a) the impact, quality, originality and number of research publications, while in the current rank, are comparable to national norms for the research field and the rank of the candidate;
- b) you have created a synthesis of a body of work;
- c) you have created a national and international reputation;
- d) your teaching effectiveness; and
- e) your you have developed innovative courses.

Please contact me as soon as possible to arrange a meeting between us, at which we will discuss the nature of the Committee's concerns and set a date for you to meet with the Committee to speak to these concerns.

Please note also your right to withdraw your application for tenure by September 21, in accordance with section 19.C.4.4.1.3 [your application for promotion at any time, in accordance with section 20.A.3.1.1].

Sincerely,

Chair, Tenure [Promotion] Committee

cc Members of Promotion Committee