

# Tenure & Promotion Workshop 2018

*Preparing your Dossier: Making a Case*

# GET TO KNOW ARTICLE 25

- Sets out definitions
- Clarifies the decision-making process
- Provides dates and deadlines
- Articulates standards and criteria for tenure and promotion
- Presents information related to selection of external referees
- Details requirements and provides guidelines for preparing your dossier

NUFA is always happy to help if you have questions

# OVERVIEW

A quick overview of the T&P decision-making process

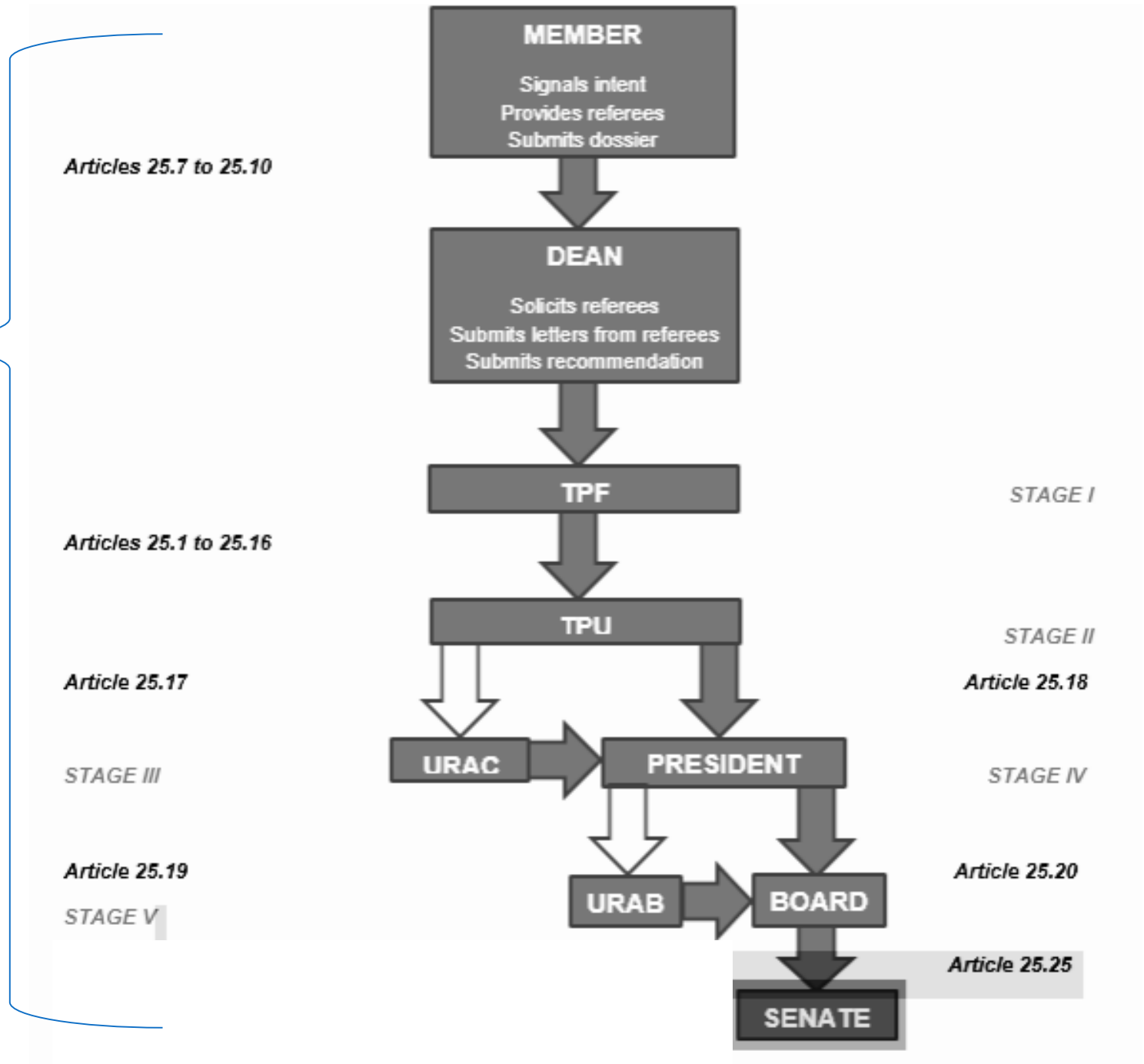
More detail can be found for each stage in the Articles identified.

TPF = T&P Faculty Committee

TPU = T&P University Committee

URAC = University Review Appeals Committee

URAB = University Review Appeals Board



# GENERAL TIMELINES

After the process has been initiated

## THE UNIVERSITY ↓

### Dean

**Jun 15** solicit external letters → **Sep 1** receipt of letters  
**Sep 10** sends written recommendation to TPF and candidate and give unattributed copies of external letters

### TPF (Fall)

**Oct 1 – Dec 1** TPF meetings  
**Dec 1** TPF sends recommendation to TPU

### TPU (Winter)

**Jan 15 – Feb 15** TPU meetings  
**Feb 15** TPU sends recommendation to President

### President

**Mar 20** notification to candidate  
**May 5** notification to candidate in cases with appeals to the URAC

## THE CANDIDATE ↓

**Mar 31** preliminary list of external referees provided to the Dean

**Jun 10** Candidates and Deans agree on a the final list of external referees

**Jun 10** Candidate receives membership list of TPF/TPU and copies of official teaching evaluations

**Jun 30** Candidates submit six (6) copies of their dossier to the Dean and responses to teaching evaluations

**Sep 15** send response to Dean's recommendation to Chair of TPF and response to external letters of reference to the Dean

**Dec 15** send response to recommendations to the Chair of TPF

**Feb 22** send response to recommendations to the Chair of TPU

**Mar 7** Candidates with negative recommendations from TPU may notify the President and NUFA of appeal to URAC

# EXTERNAL REFEREES

- Referees must be “arms length”
- Referees should be able to provide fair, impartial, competent evaluation and are considered to be your peers
- Your Dean can challenge your nominated referees based on independence or competence. The Dean must communicate the reason for the challenge and ask for (1) one further referee for each referee that is challenged

# EXTERNAL REFEREES

When providing your list to the Dean:

- Write a statement describing your relationship/interactions with each nominated referee and clarify why/how they are at arm's length
- Provide a brief description of each referee's qualifications and areas of expertise and other publicly available information
- Do not contact your referees. All communication with the nominated referees will be handled by the Dean

# EXTERNAL REFEREES

## Applying for Tenure

- Referees must all be tenured Associate Professors
- Three (3) will be chosen

## Applying for Promotion to Associate Professor

- Referees must hold the rank of tenured Associate Professors or Full Professor
- Three (3) will be chosen
- One (1) may be submitted who is a highly credentialed non-academic in a related field

## Applying for Promotion to Professor

- At least Four (4) of the referees submitted must hold the rank of Full Professor
- Three (3) will be chosen

All candidates for T&P must submit six (6) names of possible referees to their Dean

If the Dean has difficulty in soliciting letters, you will be asked to supply additional names of potential referees

# GENERAL DOSSIER INFORMATION

- Your dossier can be printed, digital, or a combination of the two
- Contact FASS to find out more about how they can assist you in building your dossier
- # of Copies of your Dossier → (3) External Reviewers, (1) Deans Office, (1) TPU & TPF Committees (and if yours is not Electronic, print an extra copy to be a back up)

## Print

- Binder or spiral bound
- Copied back to back
- Cover page
- Comprehensive table of contents
- Each section separated by a tab
- Sub-dividers copied on yellow sheets

\*Your Dean's office will bear all printing and associated costs up to \$300

## Electronic Format

- Organize similar to print version
- USB, DVD, CD or other digital forms are acceptable

\*Your Dean's office will bear associated costs up to \$150



# GENERAL DOSSIER INFORMATION

- Make your dossier easy to navigate
- Construct your dossier for busy people
- Find a balance → Make sure that you provide sufficient information so that the evaluators can make a reasoned evaluation, but don't include so much that you overwhelm your evaluators
- If you are applying for both tenure and promotion at the same time, you only need to create a single dossier

# GENERAL DOSSIER INFORMATION

Dossiers must include:

**PART A – Statement of Case for Tenure and/or Promotion**

**B – Curriculum Vitae**

**C – Teaching**

**D – Research, Scholarly and/or Creative Activities**

**E – Service**

- Stand alone works such as books are considered to be part of the dossier
- Some information may fit in more than one part of the dossier. You will need to make a decision about where the item best fits and avoid duplication

# A STATEMENT OF CASE

Your Statement of Case is one of the most important sections.

- Title your Statement of Case to clearly reflect what you are applying for (i.e. Statement of Case for Promotion to Professor)
- Your statement should take the form of a case that is made to a jury of one's peers as to why you should receive Tenure and/or Promotion
- Be explicit as to how your achievements have met the criteria for tenure and/or promotion for each category of evaluation: teaching, research, scholarship, service

# A STATEMENT OF CASE

- Reiterate the language used in the CA, especially language related to criteria for tenure and/or promotion
- Provide your assessment of your career progress and explain any anomalies (ie. career interruptions or anything that has limited your productivity)
- Don't pad your accomplishments
- Remember that while your external reviewers will understand your discipline, the members of TPF or TPU may be from outside of your discipline and they may not be as aware of the research standards of your discipline

# CRITERIA FOR TENURE

## Teaching Effectiveness

A record of **effective performance** as a university teacher **constituting promise** for a successful career as a professor

## Research, Scholarly and Creative Work

A **productive record** of research, scholarship, and/or creative achievement, **including** work assessed **by peer review, as constituting promise** for a successful career as a professor

## Service

A **satisfactory record** of service to Nipissing University (and other institutions where appropriate), the profession, and the wider community

- Credentials (accepted terminal degree + any additional credentials stated in your letter of appointment)
- Teaching Effectiveness  
“**constituting promise**”
- Research/Scholarly/Creative Work  
“**constituting promise**”
- Service  
“**satisfactory record of service**”

# CRITERIA FOR TENURE

“Constituting Promise in the category of research, scholarly and/or creative activities”

- In order to meet expectations, candidates for tenure must have developed a research program that goes beyond the requirements for the terminal degree, which includes work assessed by peer review (i.e. evidence of new productivity and success since arriving at Nipissing University)

# CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR

## Teaching Effectiveness

A **sustained record** of effective performance as a university teacher

## Research, Scholarly and Creative Work

A demonstrated record of **sustained and productive** research, scholarship, and/or creative achievement, including work assessed by peer review

## Service

A **sustained and satisfactory** record of service to Nipissing University (and other institutions where appropriate), the profession, and the wider community

- Credentials (accepted terminal degree + any additional credentials stated in your letter of appointment)
- Teaching Effectiveness  
“**sustained record of effective performance**”
- Research/Scholarly/Creative Work  
“**sustained and productive**”
- Service  
“**sustained and satisfactory record of service**”

# APPLYING FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR?

- If applying for both, you should feel that you have good footing to make the case for promotion *\*sustained and productive record = criteria for promotion\**
- Tenure and promotion are evaluated separately, so you can be granted tenure, but not granted promotion
- You will need to make both cases → address the separate criteria for both, but do it in a single dossier

*“Not only have I met the requirements for tenure, but I have also met the requirements for promotion in achieving a sustained and productive research agenda...”*



# CRITERIA FOR PROMOTION TO PROFESSOR

## Teaching Effectiveness

A **sustained record** of effective performance as a university teacher

## Research, Scholarly and Creative Work

A demonstrated record of **sustained and productive** research, scholarship, and/or creative achievement, including work assessed by peer review that has resulted in **national and/or international recognition and high standing** in the discipline or field of expertise.

## Service

A **sustained and satisfactory** record of service to Nipissing University (and other institutions where appropriate), the profession, and the wider community

- Credentials (accepted terminal degree + any additional credentials stated in your letter of appointment)
- Teaching Effectiveness  
“**sustained record of effective performance**”
- Research/Scholarly/Creative Work  
“**sustained and productive**”  
“**with national and/or international recognition and high standing**”
- Service “**sustained and satisfactory record of service**”

# CRITERIA FOR PROMOTION TO PROFESSOR

*What have you done for me lately?* - the theme song of your application

- When applying for promotion to Professor focus your dossier on the accomplishments and work that you have done since your promotion to Associate Professor
- You can selectively highlight significant achievements that came before your promotion to Associate Professor if the achievement serves as evidence of meeting the criteria for promotion (i.e. demonstrates national or international recognition, or high standing)
- All of your accomplishments will be accounted for in your CV

## B. CURRICULUM VITAE

- Provide an up to date curriculum vitae conveying your entire academic career
- Use an approved format: CIHR, NSERC, SSHRC, IQAP or Nipissing's template

## C. TEACHING

- Provide information that conveys the scope, quality, effectiveness of your teaching
- Provide a record of teaching - 4 years minimum and up to a maximum of 7
- Provide your most recent syllabi for each course taught
- Contextualize Student Opinion Survey results and anomalies
- List individual student projects mentored (honours thesis, directed studies, field placement, clinical practica, community/service learning) and indicate the role you played (principal advisor, external examiner, supervisor, etc)

## C. TEACHING

You may also include the following examples as evidence of successful teaching:

- A summary of scores obtained from student opinion surveys
- A typed, representative sample of student comments
- Samples of course related material (assignments, handouts, reading lists, etc)
- Contributions to curriculum development
- Description of honours received as a result of teaching excellence
- Letters or testimonials from students or alumni (solicited or unsolicited)
- Evidence of outstanding achievement by students where you have played an important supporting role

## D. RESEARCH, SCHOLARLY AND/OR CREATIVE ACTIVITIES

- Speak to the contributions your research is making to the field. Highlight the importance of your work
- Be clear about your levels of contribution to particular projects
- Define how your discipline understands peer review/refereed material
- If you are interdisciplinary, then define and clarify this
- Address gaps in your research productivity
- Speak about your workload (research intensive, teaching load) as this can affect how your research output is evaluated

## D. RESEARCH, SCHOLARLY AND/OR CREATIVE ACTIVITIES

- In 25.9 (f) there is a large list of items that can be included as research, scholarly and creative activities
- Include a comprehensive collection of your work in the dossier, as well as copies of “stand alone” works such as books
- Provide detailed description of works when the physical or whole submission is not practical
- Professional activities can also be included - 25.9 (g). Be sure to provide context and clarity for the inclusion of these items in section D

## E. SERVICE

There is no hierarchy of service work. Consider what service you have provided at all levels:

➤ Contributions to the university

- Department level
- University level

➤ Contributions to the discipline/field

➤ Contributions to the wider community

- Draw attention to significant contributions
- A comprehensive, but not exhaustive list can be found 25.9 (h)



# THINGS TO REMEMBER

- Your dossier is assessed using the Standards for Tenure and Promotion, as well as the guidelines provided in the Collective Agreement (Article 25.14)
- The standards and guidelines are guides and are not rigidly applied
- Evaluators must be flexible in their assessment and weighting and must acknowledge diverse career paths, ways of knowing and forms of communicating knowledge
- Committees are looking to justify a “yes”
- You can include new or updated material in your dossier up to and including the preliminary ballot of the TPF (The dossier is considered closed once TPF holds its final ballot)

# QUESTIONS?

Please do not hesitate to contact NUFA if you have further questions about the T&P Process

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