

# Promotion & Tenure Process

Office of Faculty Relations  
And MUNFA Joint Presentation



Wednesday September 6 and Thursday September 14, 2023

# Presentation Outline

- Committee composition
- Summary of the promotion and tenure process
- Common trouble areas

# Committee Composition

- Where a candidate under consideration presents a documented record of personal conflict with a Faculty Member otherwise eligible to serve on the P & T Committee, and the Head determines that the documented personal conflict creates a reasonable apprehension of bias, then that Faculty Member shall recuse him or herself from serving on the Committee for that candidate.  
(Clause 7.04)
- Clause 13.03 for Librarians

# Committee Composition

- Where a Faculty Member who is a member of the P & T Committee has within the past 6 years been an academic supervisor of a candidate under consideration, that Faculty Member shall recuse him or herself from serving on the Committee for that candidate. (Clause 7.05)

# Committee Composition

- Not eligible to serve on Committee if:
- Applying for promotion or tenure
- Being considered for extension of tenure-track appt.
- Hold a term appt of less than 2 years
- If in a COI with a candidate, can still serve on committee but must recuse themselves from serving on the Committee for that candidate only (Clause 7.03; 13.04 for Librarians)

Article 10:  
Tenure Track Appointment  
and Tenure for Faculty Members

# Tenure Cycle: Assistant Professor

- Year 1: no review
- Year 2: non-decision year review
- Year 3: extension of tenure track appointment
- Year 4: non-decision year review (optional as per 9.06c)
- Year 5: non-decision year review
- Year 6: tenure decision

# Tenure Cycle: Associate Professor

- Year 1: no review
- Year 2: non-decision year review
- Year 3: tenure decision



# Tenure Cycle – COVID Impact

- MOU dated September 8, 2020
- Any current ASM in a tenure-track appointment may request a deferral of any upcoming review for up to 2 years
- Any salary increase associated with the granting of tenure shall be retroactive to the date tenure would normally have been granted

# Article 10: Key points

- Normal tenure decision
  - 6<sup>th</sup> year for Assistant
  - 3<sup>rd</sup> year for Associate
  - \*\*\*New language: At the request of candidate, Associate tenure review can occur in 4<sup>th</sup> year (Clause 10.08)
- Candidates can apply for tenure early
  - 5<sup>th</sup> year for Assistant Professor
  - 2<sup>nd</sup> year for Associate Professor

At option of candidate, time spent in term appointments at MUN may be credited towards tenure cycle

# Article 10: Key points

- **\*\*New language: Clauses 10.23 and 10.24**
  - No longer a requirement of 'superior' for early tenure files
  - If performance of candidate satisfies tenure criteria in Clause 10.30, tenure is granted and candidate holding the rank of Assistant is promoted to rank of Associate (Clause 10.24(a))
  - If early tenure is denied, candidate's tenure track appointment is not extended and they are offered a further one (1) year terminal appointment (Clause 10.24(b))

# Article 10: Key points

- External letters of appraisal for tenure
  - 3 to 5 letters of reference (solicited by the Dean/Director)
  - External to the University
  - At least 2 referees must hold the rank of Associate Professor or Professor at a recognized University
  - Referees shall have a national or international reputation for excellence in their field
  - Shall not currently be collaborating with a candidate, nor have collaborated in the past 5 years

# What is “collaboration”?

- Examples of collaboration
  - Co-authoring scholarly works: articles, books, conference papers and presentations
  - Holding joint research grants (e.g. SSHRC)
  - Co-investigators on a research project
  - Submitting joint grant proposals
  - Student/supervisor relationships
  - Joint course/curriculum development
- Collaboration must be in 5 year period

# “Collaboration” (continued)

- There are gray areas when determining whether a relationship constitutes collaboration
  - Contributions to an edited book or scholarly journal
  - Team teaching

# Letters of Appraisal

- External letters of appraisal for tenure:
  - Administrative Heads must consult with candidates on the appropriateness of the names of referees (Clause 10.12)
  - \*\*\*New language: upon the request of the Faculty Member potential referees may include Indigenous Elders and/or Traditional Knowledge Carriers/Keepers who shall be deemed commensurate with all other referees (Clause 10.11). At least one (1) letter of reference from Indigenous Elders and/or Traditional Knowledge Carriers/Keepers must be chosen (Clauses 10.14/10.15)

# Article 10: Key points

- Criteria for tenure (clause 10.30):
  - Satisfactory academic performance considering the tenure-track period as a whole, demonstrated professional growth since the date of appointment, and the promise of future development, ***acknowledging diverse career paths, traditions and values, ways of knowing, and forms of communicating knowledge.***  
***In addition, the Faculty Member's teaching load in accordance with Clause 3.27(c), access to research facilities specified at the time of hire, and other available infrastructure shall be considered.***



# Article 10

- Areas of assessment:
  - Documented effectiveness and scholarly competence as a teacher
  - Demonstrated record, since the date of appointment, of research, scholarship, or creative and professional activities appropriate to the rank; ***list of factors to be considered when assessing research has been expanded in new CA (10.30(b))***
    - ***New language regarding Indigenous Knowledges***
  - Demonstrated record of academic service

# Article 10

Other new important language:

- Clause 10.09(b): if performance of candidate is unsatisfactory in third year review, the candidate may be offered a further one (1) year terminal appointment
- Clause 10.26: Department Head/Dean consultation in Departmentalized Faculties.
  - May only occur **only after** the Head has submitted their own written recommendations
  - Purpose is to ensure consistent application of tenure criteria
  - Consultative process and solely advisory to the Dean

# Article 11: Procedures and Criteria for Promotion of Faculty Members

# Article 11: Key points

- Application for promotions to rank of Professor must state whether consideration should be given under clause 11.18(c)(i) or (ii): either “superior research” or “superior teaching”
- Application for early promotion can only be made once for each rank
- Early applications will be judged on merits (i.e. normal standard)

# Article 11: Key points

- Early promotion:
  - If a candidate achieves early promotion prior to granting of tenure, the tenure review occurs in the year that it would have occurred had the early promotion not been granted [see clause 11.17(a)], i.e. no impact on tenure review cycle
  - If applying for promotion prior to the granting of tenure, promotion application should be considered separately from any review scheduled to occur as part of tenure cycle review process

# Article 11: Key points

- Criteria for promotion (clause 11.14):
  - Candidate shall provide evidence of a cumulative record of academic performance appropriate to rank being sought and demonstrated professional growth, , ***acknowledging diverse career paths, traditions and values, ways of knowing, and forms of communicating knowledge.***
  - ***\*New language in Clause 11.14 re Indigenous Knowledges***

***In addition, the Faculty Member's teaching load in accordance with Clause 3.27(c), access to research facilities specified at the time of hire, and other available infrastructure shall be considered.***

- Areas of assessment: Same as for tenure


# Article 11: Key points

- External letters of appraisal for promotion
  - Required for promotion to Associate and Full
  - 3 to 5 letters of reference (solicited by the Dean/Director)
  - External to the University
  - At least 2 referees must hold the rank of Professor at a recognized University
  - Referees shall have a national or international reputation for excellence in their field
  - Shall not currently be collaborating with a candidate, nor have collaborated in the past 5 years

# Article 15, 16 & 17: Librarians

- Tenure cycle is based on anniversary date (clause 15.07 & 16.05)
- A Librarian **can be** invited to apply for tenure (clause 15.16)
- Please note CA requirement regarding the composition of P&T Committees (clause 14.02):
  - Librarians holding a term appointment are not eligible to serve on P&T Committees





# Words of wisdom: Common problem areas

# Deadlines, Deadlines, Deadlines...

- Dates are carefully prescribed in the Collective Agreement; any changes require mutual consent of both MUN and MUNFA through a MOU
- If deadline falls on weekend, date moves to the next business day

# Deadlines

- For Committees: Notify your Administrative Head **as soon as possible** when you anticipate a delay in your work
- For Admin Heads: Notify Faculty Relations ***as soon as possible*** when you anticipate delays

# Advice to P&T Committees

- All members of Committee should be present during transaction of business; in no case shall business be conducted in absence of more than 1 member or the Chair; transaction of business shall be confidential (Clause 9.03)
- Committees can meet virtually in which all participants talk to each other in real time as long as all members have all necessary documentation
- Clause 9.08 – Candidate must be given opportunity to address Committee’s concerns before Committee makes final decision

# Advice to P&T Committees

- Joint Appointments – Primary unit has responsibility for assessment; Administrative Head and P&T Committee of other unit must be consulted and assessment file made available
- Cross Appointments – The Administrative Head and the appropriate Faculty Members of other unit must be consulted; does not involve examination of assessment file; limited to written comments concerning contributions the candidate has made to the cross appointed unit

# Advice to P&T Committees

- To meet time deadlines, consider files in the following order:
  - Non-Decision Year Reviews
  - Tenure Decisions
  - Promotion Decisions

# Teaching Evaluations

- Teaching evaluations are not required for promotion and tenure assessment files
- If a candidate includes teaching evaluations, the 3 year requirement is no longer in the Collective Agreement (see Clause 8.01)
- Recent arbitration decision (Ryerson) finds that course evaluations are flawed in assessing teaching effectiveness
- Should not be the determining factor in assessing teaching effectiveness

# Teaching Evaluations

- If an ASM does not submit her/his teaching evaluations, the committee cannot draw a negative conclusion, i.e. no adverse inference
- But if file does not contain any evidence of teaching effectiveness, this is grounds for a negative recommendation



# Teaching Dossier

- A statement on teaching philosophy **is not** required
- CAUT Teaching Dossier sample is included in Appendix B of the Collective Agreement

# Criteria Used for Decisions

- Use the language in the Collective Agreement
- Faculty/School/College can adopt more detailed criteria
  - Can't contradict the collective agreement
  - Must be formally approved by a majority vote
  - Approved by the Vice-President (Academic)
- *Recommendations shall be based solely on documentation in the file*

# The Assessment File

- File to be created in consultation with Administrative Head; *candidate shall submit materials for file in electronic format, if appropriate* ; applicants can have access to the file at any time.
- Head must notify candidate of their right to include in the file any rebuttal or written comments regarding any documents inserted in the file
- Before sending file to external referees, the Head shall remove documents pertaining to non-decision year reviews and prior recommendations ; otherwise full file should be made available to referees

# Assessment File

- The Committee Chair must communicate a list of the final contents of the file to the candidate as per clause 8.08 (clause 14.09 for Librarians\*\*\*  
Note revised language)
- Candidate may reply to a negative recommendation as long as final decision has not been made by the President and reply does not include any new, substantive material

# Advice to Administrative Heads

- Administrative Heads convene the first meeting of the committee; however, they should only attend future committee meetings when invited to do so by the committee
- When external referees are contacted by Deans, they should receive relevant sections of the CA regarding P&T criteria and any supplementary criteria; ***model letter has been sent to Deans***
- Administrative Heads can request a meeting with the committee as per clause 7.11 (clause 13.12 for Librarians)
- Consult with Faculty Relations if you have any concerns about what year of the tenure review cycle a candidate is in

# Accommodation of ASMs with Disabilities

- Detailed advice from MUN and MUNFA is contained in the P&T Calendars
- All accommodations are based on individual circumstances and are designed to protect from discrimination under the Human Rights Code
- Normally specific accommodation measures will form part of assessment file

# Questions & Answers