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\textsuperscript{th} year for Assistant
  - 3\textsuperscript{rd} year for Associate
  - ***New language: At the request of candidate, Associate tenure review can occur in 4\textsuperscript{th} year (Clause 10.08)

- Candidates can apply for tenure early
  - 5\textsuperscript{th} year for Assistant Professor
  - 2\textsuperscript{nd} 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 facilitates 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
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.
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