

# Promotion & Tenure Process

Office of Faculty Relations  
and MUNFA Joint Presentation



Tuesday September 9 and Wednesday September 10, 2025

# Land and Labour Acknowledgements

# Presentation Outline

- Committee composition (Article 7)
- Timelines (Article 9)
- Summary of the tenure process (Article 10)
- Summary of the promotion process (Article 11)
- Common trouble areas
- *N.B. Librarians will have a separate session*

# Committee Composition

- Where a candidate under consideration presents **a documented record of personal conflict** with a Faculty Member... then that Faculty Member shall recuse themselves from serving on the Committee for that candidate. (Clause 7.04)

# Committee Composition

- Not eligible to consider candidate: Where a Faculty Member has **within the past 6 years** been an **academic supervisor** of a candidate under consideration (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 9:

# Procedures for Promotion and Tenure Committees for Faculty Members

# Deadlines

- Committees should meet and elect a Chair ASAP, and assess number of files, timelines, etc.
- 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



# 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

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

# Advice to Administrative Heads

- Administrative Heads convene the first meeting of the committee; but only attend future committee meetings when invited 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
- Consult with Faculty Relations if you have any concerns about what year of the tenure review cycle a candidate is in



# 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

# Start Date Other Than September

- If an ASM's start date (or promotion date) is between January 1 and August 31, the calculation of years in rank shall be made as if appointed (or promoted) **the following September 1** (Clause 9.04)
- If an ASM's start date (or promotion date) is between September 2 and December 31 the calculation of years in rank shall be made as if appointed (or promoted) **the previous September 1** (Clause 9.05)

# 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



# Tenure Cycle –Grenfell Cyberattack Impact

- MOU dated May 30, 2024
- 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:

## Deferred Consideration

- \*\*\*New language: At the request of candidate, Associate tenure review can occur in **4<sup>th</sup> year instead of the 3<sup>rd</sup>** (Clause 10.08)
- Must declare intention to be considered in 4<sup>th</sup> year to Head **by Sept 15 of the 2<sup>nd</sup> year**

# Article 10: Early Consideration

- Candidates can apply for tenure in advance of normal timeframe
  - 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:

## Early Consideration

- \*\*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))

# External 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: Indigenous Elders and/or Traditional Knowledge Carriers/Keepers 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 **by the Head** (Clauses 10.14/10.15)

# External Letters of Appraisal

- External letters of appraisal for tenure and promotion:
  - 3 to 5 letters of reference (solicited by the Dean/Director)
  - 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
  - Joint research grants / co-investigators on a research project
  - Student/supervisor relationships
  - Joint course/curriculum development
- Collaboration must be in 5 year period
- **There are gray areas** when determining whether a relationship constitutes collaboration
  - Contributions to an edited book or scholarly journal
  - Team teaching

# Criteria for Tenure

- 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.**



# Three 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 has been expanded in new CA (10.30(b))*
  - *New language regarding Indigenous Knowledges*
- Demonstrated record of academic service

# Article 10: new language

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)

# 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 [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 tenure cycle review

# Criteria for Promotion

- 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***

# Additional considerations

- 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.**

# External letters of appraisal

- Required for promotion to Associate and Full
- 3 to 5 letters of reference (solicited by the Dean/Director)
- 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



The background of the slide features a bright, glowing sun in the upper half, with rays extending across the sky. The lower half of the image shows a calm sea with soft, blue waves. The overall color palette is light and airy, with a mix of pale yellow, white, and various shades of blue.

# Words of wisdom: Common problem areas

# 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

# Advice to P&T Committees

- **Clause 9.08** – Candidate must be given opportunity to address Committee's concerns before Committee makes final decision

## **BUT apart from 9.08**

- The committee can request information from the candidate
- The candidate can update the file

***Only assess what is in the file***

# 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

# Teaching Evaluations

- CEQ's are not required for promotion and tenure assessment files
- If a candidate includes CEQ's, the 3 year requirement is no longer in the Collective Agreement (see Clause 8.01)
- An 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 their CEQs, 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
- 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; but only attend future committee meetings when invited by the committee
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- 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