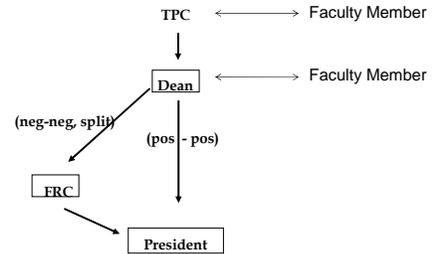


Renewal, Tenure & Promotion Workshop

Presented by Academic Relations
and SFUFA
April 2016

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Contract Renewal, Tenure, Promotion Overview: Recommendation Flow Chart



Notes: Early promotion process starts with an application to the Dean
FRC = Faculty Review Committee

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Bias/Conflict of Interest

- If you perceive or are concerned about a potential bias/conflict of interest with a member of the TPC, raise it with Chair/Director at time of TPC appointment
- Waiting even until a draft decision is issued can negatively affect how this is viewed

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Part 1: Process and Procedures

- Schedules: when to apply
- Important Dates: deadlines
- Process overview

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Schedule for Contract Renewal & Tenure

Hired without Tenure	Contract length	Contract renewal (apply in previous May)	Tenure (apply in previous May) (prev. April for early tenure)
Instructor	4 years	Apply for Assistant Prof. on completion of PhD Completion deadline: end of 3 rd year	
Assistant	4 years + 3 years		3 rd year 6 th year
Associate	5 years		4 th year
Professor	5 years		4 th year

** See your contract letter for renewal and tenure dates. **5

- Assistant Professor, September 1, 2014 – August 31, 2018
- Consideration for contract renewal (CR) in year 3, i.e. May 2016
- May 2016 CR consideration applies to hires between March 1, 2014 – Feb. 28, 2015
- May 2016 TP consideration applies to hires between March 1, 2011 – Feb. 28, 2012
- Case concluded in 2017, allows for one year notice if not being renewed
- Policy A11. 2.5. For appointments commencing prior to March 1 in any given year, the September 1st of the previous year will be applicable; for appointments commencing between March 1 and August 31, the following September 1st will be applicable.

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Example

Important Dates: Contract Renewal

May 1	Notice from Chair to submit application for contract renewal
May 15	Application deadline for contract renewal (no external referees required)
Sep 15	Deadline to submit materials to support application to TPC
Dec 1	TPC draft assessment (2 weeks to respond)
Jan 15	Recommendation from TPC to Dean (2 weeks to respond)
Feb 15	Positive recommendation from Dean to President Negative or split recommendation: Dean to VPA – 2 weeks to respond/appeal Faculty Review Committee (FRC) will be formed; opportunity to meet with committee
Apr 30	Recommendation from FRC to President – response to President within 2 weeks
May 30	President makes decision

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Important Dates: Tenure and Promotion

Apr 15	Early Tenure: Written submission and full CV to Dean
May 1	Dean's decision on early tenure Chair sends notice to submit application for tenure
May 15	Submit application for tenure and/or promotion
May 30	TPC provides list of at least 4 suggested external referees Submit at least 3 examples of published work to TPC
Jun 15	Submit rank-ordered list of 8 referees to TPC
Jun 30	Rank-ordered list of referees finalized by faculty member
Sep 15	Submit all materials to support application to TPC
Dec 1	TPC Draft assessment to member – 2 weeks to respond – can request copies of anonymized external referee letters
Jan 15	Recommendation from TPC to Dean – 2 weeks to respond
Feb 15	Recommendation from Dean to President or VPA
Apr 30	Recommendation from FRC to President (if required; if negative or split recommendation)
May 30	President makes decision

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Early Tenure: Minimum Eligibility

- Associate or Professor with prior university experience & 1 year at SFU
- Assistant with 2 years tenure-track at SFU and 5 years since PhD or equivalent
- Assistant with 3-years limited term at SFU immediately before tenure-track appointment and 1 year in tenure-track appointment

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Early Tenure: Process

- Written submission with CV outlining reasons for request to Dean copied to Chair of TPC
- Dean must consult with Chair of TPC prior to making decision
- Dean accepts or rejects request and writes to faculty member by May 1 copied to TPC with recommendations
- Rejected request **not** relevant in future consideration
- If accepted, follow regular tenure and promotion process

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Part 2: Criteria

- University and Departmental Criteria
 - Contract Renewal
 - Tenure
 - Promotion to Associate Professor
 - Promotion to Full Professor

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Criteria for Contract Renewal:

Expectations of an Assistant Professor

- Evidence of growth as a researcher/scholar and research/scholarly achievement
 - peer-reviewed publications, grants, graduate supervision
- Demonstrated ability as a teacher
 - Range of courses
 - If teaching assessed as weak from salary review, need to already be seeking help
- Evidence of service
 - to department, Faculty, university, academic community, society – *departmental service may be most significant*

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University Criteria for Contract Renewal

A 11.05 (3.1) Requirements for Assistant Professor

- Appointment to the rank of Assistant Professor presumes a strong academic record and completion of academic or professional training. There should be clear indications that the individual has:
 - the aptitudes of a successful teacher
 - the potential to grow in stature as a scholar
 - a willingness to play an active role in the University.

Goal: to present a positive trajectory for tenure.

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University Criteria for Tenure (based on record at SFU only)

- Continued growth as an established scholar as evidenced by the development of a significant program of research and publication record
- Sustained commitment to undergraduate and/or graduate teaching and supervision
- A responsible and contributing member of the University and academic community

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External Referees

- For tenure and promotion, referees must be at arms length
- No friends, relatives, PhD supervisors, or collaborators
- No letters from SFU faculty
- If you can provide more than 8 names to the TPC, it is a good idea

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Documentation Deadlines

- Application and full CV by May 15
 - Include any leaves—sick leave, parental leave
- If possible, provide a research statement with May materials as an overview to your CV - some referees have asked for this (not for CR)
- Three examples of published research by May 30 (not for CR)
 - Best and most recent publications
 - Don't provide too much—some referees say they don't read it all

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Documentation Deadlines (Continued)

- All material relating to performance in the areas of teaching, research, and service for the Tenure and Promotion Committee to consider, by September 15.

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University Criteria for Tenure and Promotion: Associate Professor

- Record of successful teaching
- Scholarly achievement and demonstrated professional growth
- Demonstrated recognition as an established scholar
- Record of service (to department, Faculty, University, scholarly community, society)
- Only accomplishment while at SFU count for tenure (includes publication record), but full record reviewed for promotion

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**University Criteria for Promotion:
Associate Professor**

A11.05 (3.2) Requirements for Associate Professor

- Promotion to the rank of Associate Professor is based on a record of successful teaching, scholarly achievement, and participation in service to the University and the community. An important criterion is the demonstration of continued professional growth of the individual in his/her field(s) including recognition as an established scholar. External referees of high academic stature must assess the individual's research contributions.

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**University Criteria for Appointment or Promotion:
Full Professor**

- Total overall career contributions considered for teaching, research, and service
- Excellence in research and teaching
- Evidence of national and/or international reputation, as appropriate, in area of expertise

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**University Criteria for Appointment or Promotion:
Full Professor**

A 11.05 (3.3) Requirements for Professors

- The total overall career contributions of the faculty member in areas of teaching, research and service to the University and the community shall be taken into consideration. The rank of Professor is designed for those who have excelled in teaching and research. Appointment or promotion to this rank requires evidence of national or international reputation in their area of expertise, supported by letters from external referees of high academic stature.

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**General University Criteria for Evaluation:
Teaching Effectiveness**

- Mastery of subject
- Generation of enthusiasm
- Maintenance of standards
- Dedication to involvement in one's field
- Openness to innovation
- Graduate supervision
- Development of academic programs
- Ability & willingness to teach a range of subject matter at various levels

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**Methods for Assessment of
Teaching Effectiveness**

Teaching effectiveness should be measured or assessed through a combination of methods:

- student questionnaires/evaluations
- the observations of faculty colleagues
- teaching dossiers or teaching portfolios
- the caliber of supervised dissertations and theses
- the success of students/student outcomes
- provision of services to students over and above formal teaching

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**General University Criteria for Evaluation:
Scholarly Activity**

- Research published; subjected to peer evaluation; quality of journals & publishers
- Emphasis on quality as well as quantity
- Recognition by national and/or international professional societies and granting agencies
- Dissemination of research at conferences, etc.
- Record of securing support for research

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General University Criteria for Evaluation: Service

- Contributions to all levels of administration of the University and to academic field
- Initiating and participating in seminars, public lectures, or similar activities on campus
- Help provided to other faculty members of the University
- Public service contributions with strong focus on academic content

**Service to SFUFA should be acknowledged

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Departmental Criteria

- Departmental criteria, standards, and methods of assessment for tenure & promotion approved by tenure-track faculty and Dean
- Criteria reviewed and reaffirmed or revised at least every three years
- Must be consistent with general university requirements for tenure and promotion
- Tenure-track faculty receive copy of departmental criteria when hired
- Original criteria to be used for renewal, tenure and promotion to Associate Professor unless member opts for most recent criteria
- Most recent criteria used for promotion to Professor

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Joint Appointments

- Make sure that your home department is providing the “other” department with your application materials
- You should get ONE draft assessment that includes feedback from both departments
- The “other” Dean should also be included in the assessment process

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Most Common Problems

TPC incorrectly counting/evaluating publications

- Clearly identify peer-reviewed publications
- Separate peer-reviewed from other publications and conference presentations
- Create sub-sections for different kinds of publ.
- Include citation data and journal impact factors if appropriate

TPC over emphasizing negatives in student evaluations

- Include a teaching dossier or equivalent
- Draw attention to full range of teaching activities, development and accomplishments

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Issues for Multidisciplinary Departments

Do departmental criteria provide clear guidelines for judging colleagues from different disciplinary backgrounds?

- Publications
 - What’s on the “A” list?
- Authorship
 - Is single authorship privileged?
 - Is giving grad students first authorship accepted?
 - etc., etc.

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Part 3: Support

- Don’t hesitate to ask for help or advice
- If you have questions or concerns, contact Academic Relations or SFUFA
- SFUFA provides assistance at various stages of the process, including:
 - explaining policies
 - working out strategies and providing reality checks
 - preparing submissions and responses
 - helping you revise documentation and draft responses
 - accompanying members to meetings with Deans and FRCs

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Key Times to Seek Advice

Whenever you have a question

As early as possible

- submitting documentation
- meeting with TPC if it has questions
- responding to TPC statement of case, TPC recommendation to Dean, and/or Dean's recommendation to VPA
- preparing a submission for and/or meeting with the FRC

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If you think that a negative decision is emerging:

- Seek assistance of Faculty Association (should already be involved)
- No appeal if all decisions negative
- Appeal on grounds of procedural irregularities, personal bias, prejudice, or academic freedom
- SFUFA may provide legal assistance
- Success means tenure reconsideration & one-year contract extension

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Tenure-Track Policies

A11.01 Appointments

http://www.sfu.ca/policies/academic/a11-01_new.htm

A 11.02 Promotions

http://www.sfu.ca/policies/academic/a11-02_new.htm

A11.03 Procedures

http://www.sfu.ca/policies/academic/a11-03_new.htm

A11.04 Review

<http://www.sfu.ca/policies/academic/a11-04.htm>

A11.05 Criteria

<http://www.sfu.ca/policies/academic/a11-05.htm>

A11.06 Appeals

<http://www.sfu.ca/policies/academic/a11-06.htm>

A11.07 Joint Appointments

<http://www.sfu.ca/policies/academic/a11-07.htm>

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