



# Tenure and Promotion Workshop for APUO Members

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# When to Apply for Tenure (article 25.1.7)

- Tenure is automatic with promotion to Associate Professor;
- Apply no later than 6<sup>th</sup> year as Assistant Professor;
- Can apply in 2<sup>nd</sup> year with at least 4 years of Recognized University Level Experience (RULE);
- Application due Sept 1 (response due April 1)

# Promotion to Associate Professor (article 25.3.2)

- Doctorate or equivalent;
- Teaching must “meet expectations”;
- Scientific, Literary, artistic or Professional works deemed of “good quality” confirmed by external evaluators;
- Academic service activities of “satisfactory quality”;
- 4 years of RULE;
- French and English requirement as per letter of appointment.

# Promotion to Full Professor (article 25.3.3)

- Doctorate or equivalent;
- Teaching “meets expectations”;
- Academic service activities of “satisfactory quality”;
- 9 Years of RULE.

# Promotion to Full Professor (continued)

- Scientific, literary, artistic or professional work:
  - Deemed of “good quality” by external evaluators;
  - Contributed regularly and significantly to the expansion of knowledge in the area of specialization since appointment as associate professor;
  - Made a significant and valuable impact on the field as recognized at the U of O and elsewhere – must be confirmed by 3 out of 4 evaluators.

# Promotion to Full Professor (continued)

OR

- Since promotion to associate professor, work is deemed of good quality, and has contributed regularly and significantly to the expansion of knowledge; AND
- Teaching is outstanding as per peer evaluation; AND
- Teaching or/and academic service activities are in excess of the norm.

# Evaluation of Teaching

## (article 24)

- Teaching deemed either:
  - Outstanding;
  - To meet expectations;
  - Unsatisfactory.
- In relation to tenure and promotion applications, a formal evaluation of teaching must be done prior to Dean soliciting recommendations from DTPC, chair or FTPC.

# Evaluation of Teaching

## (article 24)

- Dean initiates the Direct Peer Review of Teaching (DPRT) process if teaching may be unsatisfactory due to:
  - Pattern of weak A-reports;
  - “other preliminary indications of unsatisfactory teaching”;
  - Or opposite for belief of outstanding teaching;
- Member chooses 1 name from list of 40 Teaching Evaluators (TEs) and FTPC chooses 2;
- TEs write anonymous report to Dean.

# Evaluation of Teaching

## (article 24)

- Dean and FTPC make a determination about teaching relying on:
  - Report from DTPC;
  - Reports from TEs;
  - A-reports;
  - And any info added by member about his/her teaching;
- If no DPRT is done teaching deemed satisfactory.

# Outside Evaluators

## (article 23.3.2)

- Promotion to associate professor: 3 outside evaluators;
- Promotion to full professor: 4 outside evaluators;
- Must be:
  - Outside of University of Ottawa;
  - Of equal professional status as member being evaluated;
  - Can be expected to give a fair or competent evaluation of all or some of members scholarly activities.

# Outside Evaluators

## (article 23.3.2)

- Member and DTPC each submit at least 3 outside evaluators to the FTPC, which has to choose at least 1 name from each list;
- Member can also provide to the FTPC:
  - List of academics who may be prejudiced or not qualified;
  - An indication of areas of expertise which would be appropriate for persons chosen to evaluate her scholarly activities;
  - An indication of areas of expertise which would not be appropriate for persons chosen to evaluate her scholarly activities.
- Names of the chosen outside evaluators are kept confidential.

# Assessment of Scholarly Activities (article 23.3.3)

- Scholarly work considered of “good quality”:
  - Beyond doctoral thesis;
  - Research - Continuous progress, contribution to the advancement of knowledge in the field of specialization;
  - Literary and artistic work - Continuous creative activity, well-reputed outside University of Ottawa;
  - Professional Work - Practice of a profession beyond expectations of non-teaching practicing professional, or valuable contribution to the advancement of the profession itself.

# NOT criteria for Tenure/Promotion as per the Collective Agreement

- It is not required to have external funding;
- No minimum amount of publications or specific journals is specified;
- No specific requirement for graduate supervisions;
- No mention of funding or graduate supervision at the time of application;
- No requirement for being invited to national or international conferences.

# What to Include in your Application (article 25.4)

- Up-to-date CV (OCGS format)
  - Include all details re: publications, conferences and grants (contracts, etc.);
  - Include submitted and accepted publications and grants applications (indicate status).
- Information re: participation in academic service activities, including participation in the media;
- A list of at least 3 potential external evaluators (plus list of exclusions of prejudiced colleagues);
- Anything else deemed useful, such as a letter addressed to the external evaluators.

# What to include in your Application (article 23.3.1)

- Copy of results of scholarly activities including the following:
  - Articles, books, contributions to books, presentations at conferences, portions of work in progress, original works/ forms of expression;
  - In final published form, preprints of material to be published, preliminary of final drafts;
  - Works produced with others (specify contribution in writing);
  - Descriptions of work or any documentation of work.

# Procedures

## (article 25.4)

- Application due July 1- Sept 1
- DTPC, Chair, and FTPC make a recommendation to the Dean;
- Dean makes a recommendation to the JC;
- Joint Committee must decide by April 1 to either:
  - Grant tenure/ promotion;
  - Not grant tenure/promotion;
  - Defer tenure application by 1 year for first applications only (explaining reasons for deferral as well as conditions to be met for the final decision).

# In case of a negative recommendation and/or decision (article 13)

- Immediately contact the APUO to talk to a grievance officer;
- File a letter of disagreement after a negative recommendation (DTPC, Chair, FTPC and/or Dean) to Joint Committee;
- File a Grievance after a negative decision or deferral by Joint Committee.

# Grievance Process

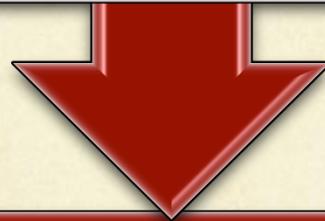
## (article 13)

- 10 working days or less after negative recommendation (DTPC, Chair, FTPC and/or Dean) → File a letter of disagreement → Pre-grievance Step 1 meeting;
- 15 working days or less after negative Joint Committee Decision → File a grievance → Step 1 meeting;
- If no resolution after Step 1 meeting, the grievance can be referred to arbitration by the APUO or the individual grievor (private grievance);
- Arbitrator makes final (no appeal) and binding (cannot be ignored or reversed) decision.

# Grievance Process

Negative recommendation  
from the DTPC, Chair, DTPF and/or Dean

Filing of a Letter of Disagreement (10 working days)

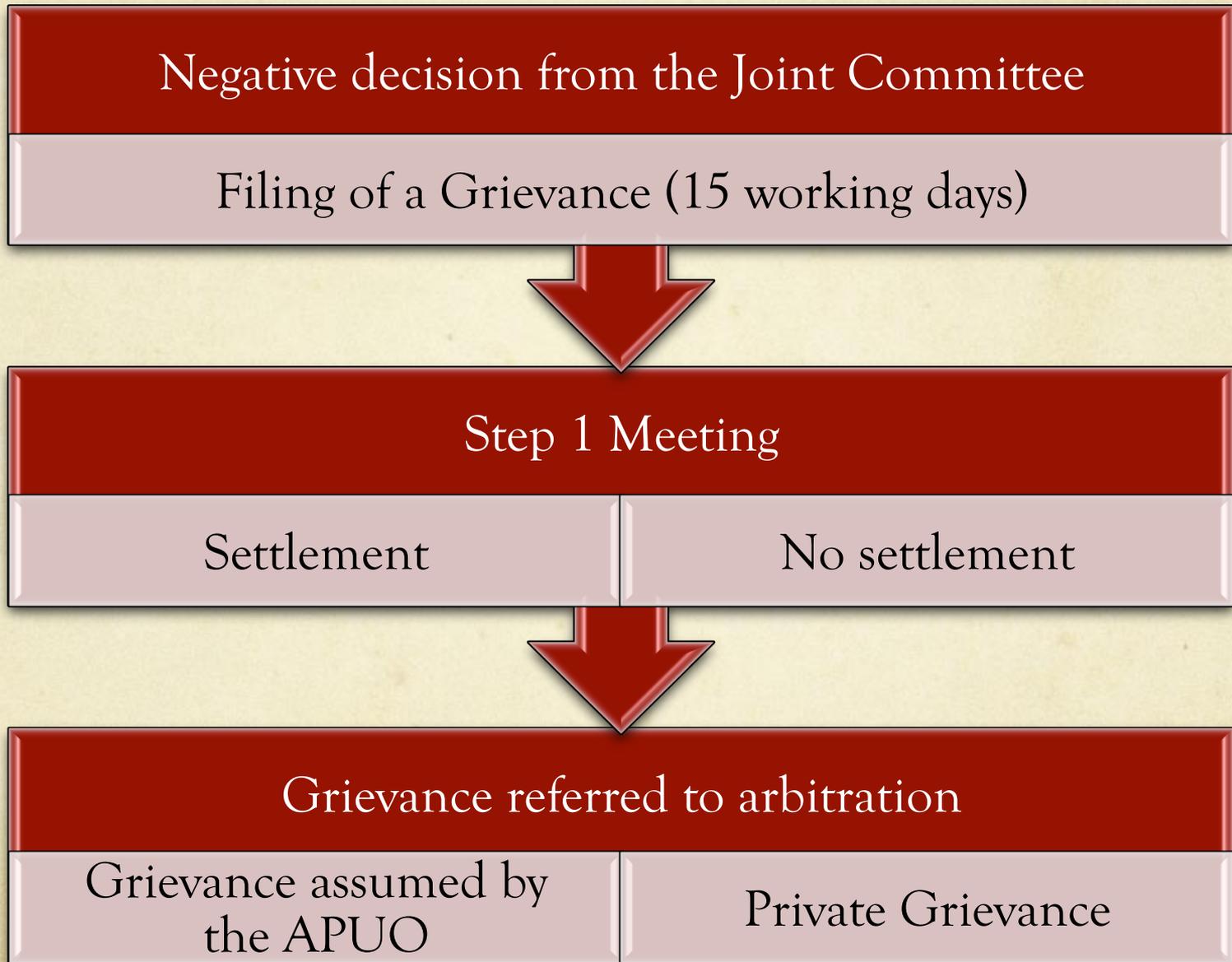


Step 1 Meeting (pre-grievance)

Settlement

No settlement

# Grievance Process



# Audience Participation Time

○ Questions or comments ?

