

# Promotion Workshop for APUO Members



**THURSDAY APRIL 7<sup>TH</sup>, 2016**

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# Agenda

- When to apply for tenure/promotion
- Promotion to full professor
- Evaluation of teaching
- Outside evaluators
- NOT criteria for tenure/promotion according to the collective agreement
- What to include in your application
- Procedures
- Member's file requirements
- In case of negative recommendation(s) and/or decision
- Grievance Process

## Promotion au rang de titulaire (article 25.3.3)

- Doctorat or équivalent;
- Enseignement doit « satisfaire aux exigences »;
- Activités de service à la communauté universitaire jugées de « qualité satisfaisante »;
- 9 années d'AENU (or RULE)

## Promotion au rang de titulaire (suite)

- **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.

## 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.

# Promotion au rang de titulaire (suite)

OR

- Since promotion to associate professor, work is deemed of good quality, and has contributed regularly and significantly to the expansion of knowledge; AND (no requirement for international recognition as per 3/4 evaluators)
- Has taught over a wide range of levels and 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 DTTC, chair or FTTC.

## 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 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 must be deemed satisfactory.

## Évaluateurs externes (article 23.3.2)

- Promotion au rang de professeure titulaire: 4 évaluateurs externes;
- Doivent être:
  - Externes à l'Université d'Ottawa;
  - D'un rang égal à celui du membre devant être évalué;
  - Aptes à faire une évaluation équitable et valable d'une partie ou de la totalité des activités savantes du membre.

## Évaluateurs externes (article 23.3.2)

- Membre et CPED soumettent chacun une liste avec un minimum de 3 évaluateurs externes au CPEF qui doit choisir au moins 1 nom sur chaque liste;
- Membre peut également soumettre au CPEF:
  - Une liste des personnes qui, selon lui, peuvent avoir des préjugés défavorables à son égard ou qui autrement peuvent ne pas être qualifiées pour évaluer ses activités savantes ;
  - Une description des domaines d'expertise appropriés à des personnes choisies pour évaluer ses activités savantes ;
  - Une description des domaines d'expertise qui ne sont pas appropriés aux personnes choisies pour évaluer ses activités savantes.
- Identité des évaluateurs externes choisis est confidentielle.

## 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.

# Éléments à inclure dans une demande de promotion (article 25.4)

- CV à jour (format COES):
  - Publications, conférences et subventions (contrats, etc.);
  - Manuscrits soumis pour publication (indiquer le stade du processus) et les demandes de subventions;
- Activités de service à la communauté universitaire, incluant la présence médiatique;
- Une liste d'au moins 3 évaluateurs externes potentiels (+ éventuellement liste d'évaluateurs préjudiciables);
- Tout autre élément jugé pertinent par le membre, comme par exemple une lettre d'accompagnement pour les évaluateurs externes.

# What to include in your Application (article 23.3.1)

- May submit any of the following to indicate results of scholarly activity:
  - Articles, books, contributions to books, presentations at conferences, portions of work in progress, reports, original works/ forms of expression;
  - In final published form, preprints of material to be published, preliminary or final drafts;
  - Material accepted for publication shall be considered equivalent to actually published material
  - Works produced with others (specify contribution in writing);
  - Descriptions of work or any documentation of work.

## Procédures (article 25.4)

- Demande soumise entre le 1<sup>er</sup> juillet et le 1<sup>er</sup> septembre;
- CPED, directeur et CPEF soumettent leur recommandation respective au doyen;
- Doyen fait à son tour une recommandation au Comité mixte;
- Décision du Comité mixte doit être communiquée au membre au plus tard le 1<sup>er</sup> avril, à savoir:
  - Promotion/permanence octroyée;
  - Promotion/permanence refusée;
  - Promotion/permanence différée (avec motifs et conditions à remplir pour décision finale).

# Career Development file (article 12)

- Career Development is the only portion of file used in promotion accessible by DTPC, FTPC and Joint Committee
- Section of prof's Faculty File consists of:
  - all documents relevant to hiring;
  - all academic leave application documentation
  - all contract renewal and promotion and tenure documentation referred to in CA
  - Annual reports (not annual review or comments on annual report)
  - Workload assignments
  - DPRT documentation



## Career Development file (article 12)

- All other documents are not to be seen by DTPC, FTPC or Joint Committee in the context of a promotion application
- Profs are encouraged to review the contents of their file at their Faculty Offices
- Faculties may not be aware of requirements of Member's files clauses of collective agreement

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

- Contact the APUO to talk to a grievance officer;
- File a letter of disagreement after a negative recommendation by the Dean to Joint Committee;
- File a Grievance after a negative decision or deferral by Joint Committee.

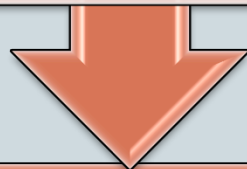
# Grievance Process (article 13)

- 10 working days or less after negative recommendation by 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.

# Pre- Grievance Process

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

Filing of a Letter of Disagreement (10 working days)



Step 1 Meeting (pre-grievance)

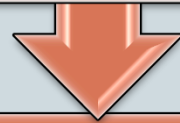
Settlement

No settlement

# Grievance Process

Negative decision from the Joint Committee

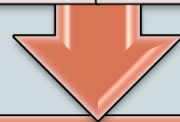
Filing of a Grievance (15 working days)



Step 1 Meeting

Settlement

No settlement



Grievance referred to arbitration

Grievance assumed by  
the APUO

Private Grievance

Questions or comments ?