

# Atelier pour les membres d'un CPE Workshop for Members of a TPC

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# Plan / Outline

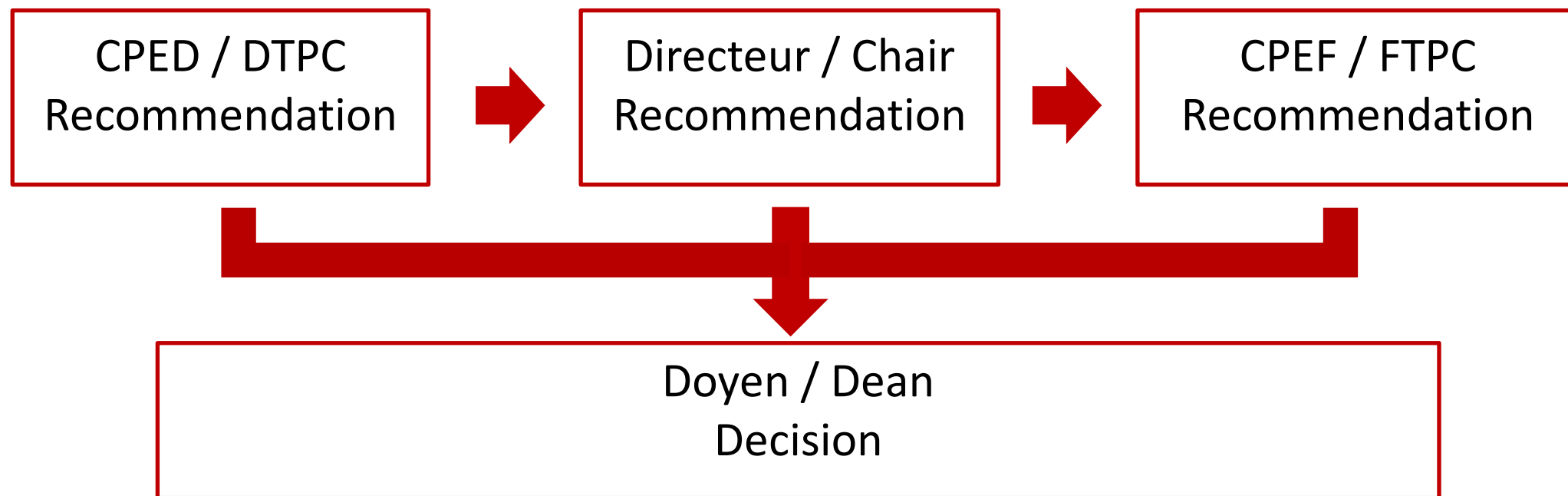
- Bienvenue et tour de table
- Principes de base et procédures
- Recommendations and Decisions
- Évaluation de l'enseignement
- Satisfactory vs. Good Scholarly Activities
- Réengagement
- Academic Leave
- Permanence
- Promotion to Associate Professor
- Promotion to Full Professor
- Activités d'enseignement, de recherche et de service à la communauté universitaire

# Principes de base et procédures

- Document de base : Convention collective 2016 – 2018
- Roles of TPC
  - Recommendation
  - Use of Collective Agreement language
  - Confidentiality
  - Conflict of interest
  - Participation not Representation
- Processes

# Renouvellement de contrat (article 17.3)

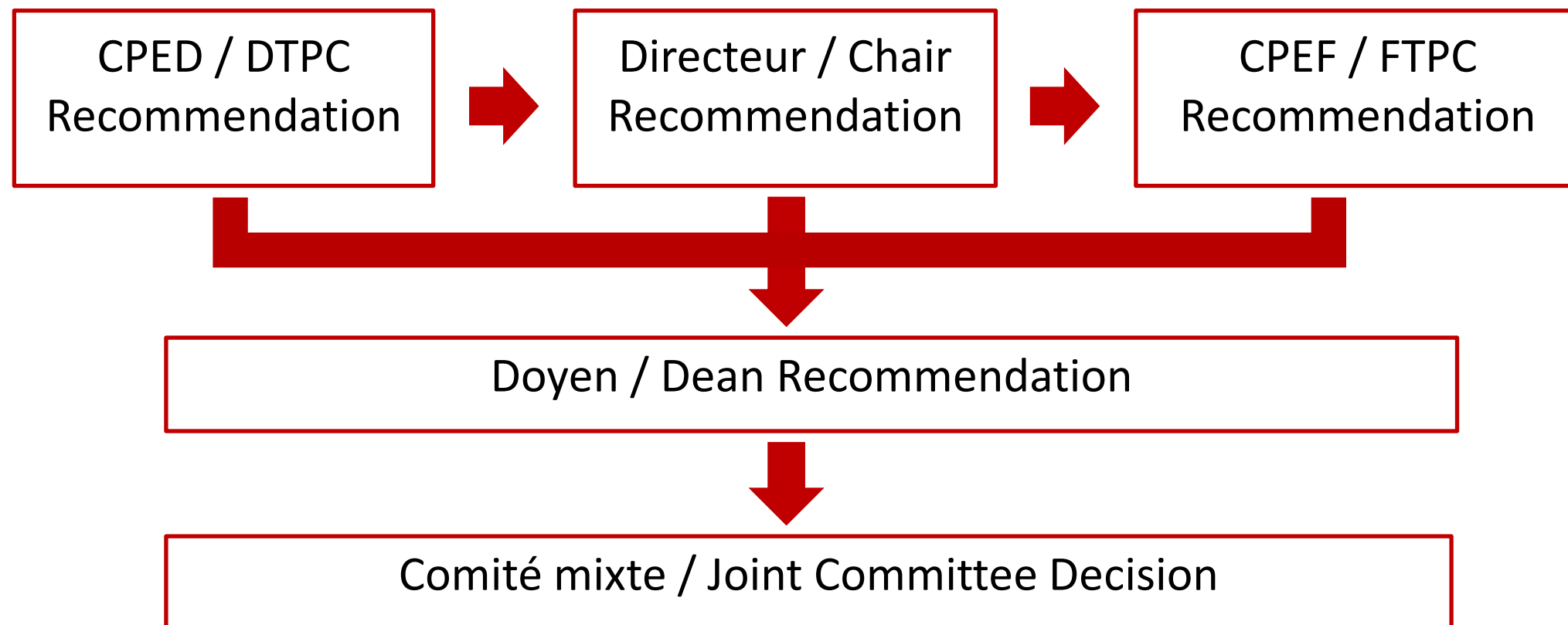
The application is initiated by the Faculty Member and must be submitted to the Dean no later than September 1.



Le doyen informe par écrite le membre intéressé de sa décision au plus tard le 15 décembre.

# Tenure and Promotion (article 25)

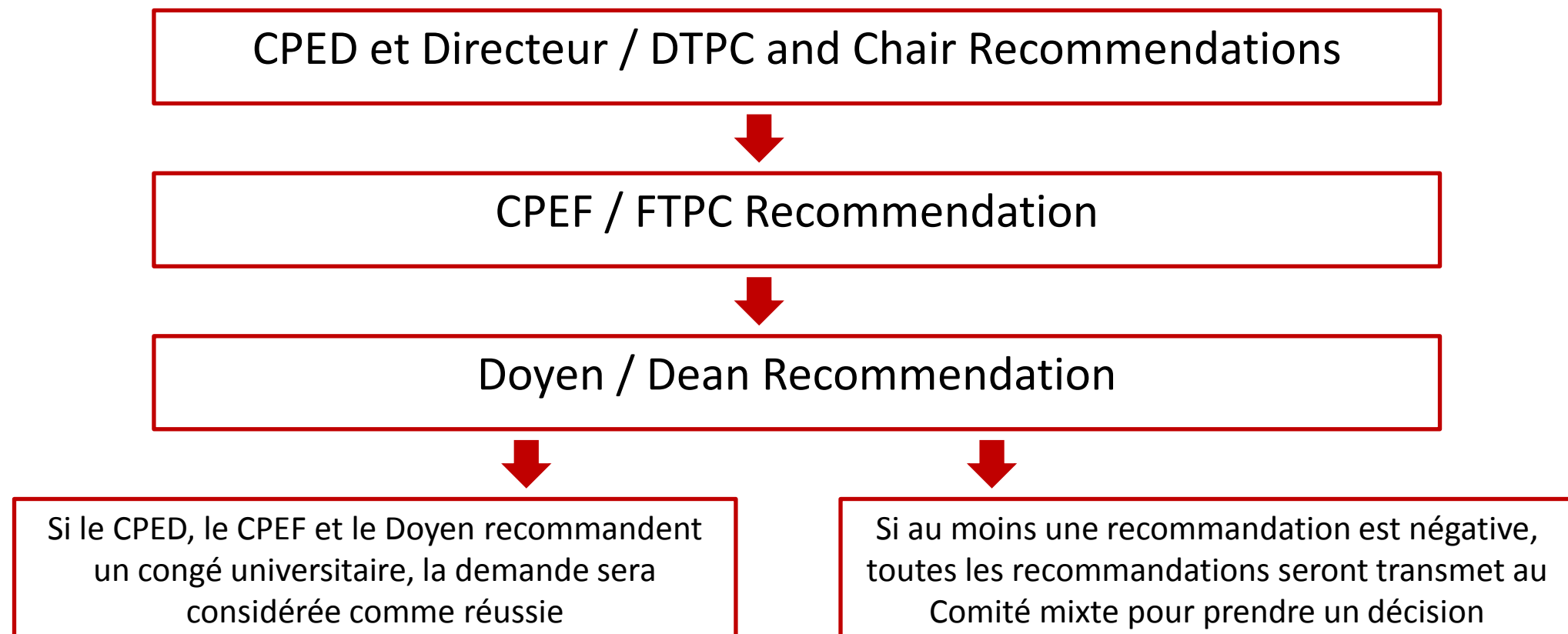
The application is initiated by the Faculty Member and must be submitted to the Dean as early as July 1 and no later than September 1.



Le doyen informe par écrite le membre intéressé de la décision prise par le Comité mixte au plus tard le 1<sup>er</sup> avril.

## Academic Leave (article 26)

A formal request is submitted by the Faculty Member to the Dean no later than October 1 of the academic year proceeding that in which the leave is to be taken.



Le doyen informe par écrit le membre intéressé de la décision au plus tard le 15 janvier.

# ARTICLE 5 – SECTION 5.2

## Recommandations et décisions

### Processing Recommendations and Decisions

- Chair, DTPC, FTPC and Dean make recommendations per article 5.2

#### 5.2.1.2 - Recommendations are based solely on:

- Relevant documents per clauses in the c.a. or made available by the Member;
  - Relevant documents in Member's file per clauses in the c.a. provided the Member has been so advised in writing;
  - Relevant documents added to Member's file per clauses in the c.a. provided the Member has been so advised and has received a copy;
  - Any recommendations at previous stages.
- If conditions are met: favorable recommendation and decision.

## ARTICLE 5 – SECTION 5.2

### Recommandations et décisions

### Processing Recommendations and Decisions (continued)

5.2.2.2 - DTPC and Chair recommend to Dean/FTPC, FTPC to Dean/Joint Committee/etc.

5.2.2.3 - Member shall absent herself when her case is considered.

5.2.2.4 - Member has right to be heard by DTPC and FTPC.

5.2.2.6 - Documentation used by DTPC/FTPC/Dean identical except as stated 5.2.2.6(a)-(e).

5.2.2.7 - TPC may consult any person within the University, or outside in the case of FTPC, who can give advice.



# ARTICLE 5 – SECTION 5.2

## Recommandations et décisions

### Processing Recommendations and Decisions (continued)

- 5.2.2.8 - Renewal, tenure, promotion, discipline: Chair & DTPC recommend, and include a reasoned assessment of performance in areas of teaching, scholarship and academic service.
- 5.2.2.9 - Recommendations/decisions of FTPC and Dean based solely on:
- Documents and considerations as set out in 5.2.2.9(a);
  - Information on evaluation of teaching prepared and assessed according to article 24;
  - Assessments of scholarly works by outside evaluators & any remarks that Member/DTPC/Chair made regarding these.
- 5.2.2.10 - TPC minutes include:
- Recommendations and their justification (particularly where differ from other recommendations or opinions in file);
  - Result of vote - including # abstention;
  - Minority opinion, if any.

# ARTICLE 5 – SECTION 5.2

## Recommandations et décisions

### Processing Recommendations and Decisions (continued)

5.2.2.11 - Chair may make own recommendation; informs Member & DTPC.

5.2.2.12 - Dean makes own recommendation; informs FTPC, Chair & Member.

5.2.2.13 - Dean forwards FTPC recommendation to Joint Committee and includes:

- Text of & reasons for all recommendations (i.e. DTPC and Chair);
- Where applicable, assessments or opinions obtained from the consultations requested by FTPC;
- Information provided by Member, including up-to-date c.v.;
- Where applicable, A-reports and report prepared by TEs (article 24);
- Any other relevant document, provided Member advised that such was considered in examination of application/case.

## ARTICLE 23.3.2

### Évaluateurs extérieurs

### Outside Evaluators

- Names may be submitted in the annual report (June 1).
- An evaluator shall be a person who:
  - Does not hold regular appointment at uOttawa;
  - Can be considered as one of the Member's peers;
  - Holds professional status equivalent to that being applied for, or above;
  - Can be expected to give fair & competent evaluation of some or all of member's scholarly activities.
    - Field of expertise for multidisciplinary dossiers.
- Preference for Canadian evaluators.
  - Article 23.3.2.7 – “Normally, the majority of the outside evaluators shall be from a Canadian university or research institution...”

# ARTICLE 24

## Évaluation de l'enseignement

## Evaluation of Teaching

24.1.1.1 - Formal evaluation for renewal, tenure, promotion, discipline.

24.1.1.2 - Levels: outstanding\*, meets expectations, unsatisfactory\*

24.1.1.3 - DTPC report (24.2.1.1) – subsequent actions taken by Dean & FTPC

24.1.4 - Unless otherwise specified in c.a., Dean consults Member then sets period no less than:

- Minimum 3 years; or
- Since time of appointment if < 3 years

24.2.1.1 - DTPC report:

- Describes nature of teaching activities
- Opinion for each activity: Up to date? Meets program's needs
- Considers documents on file and those submitted by Member; does not consider A-reports

\*Direct Peer Review of Teaching (DPRT) – article 24.2.2

# ARTICLE 24

## Évaluation de l'enseignement

### Evaluation of Teaching (continued)

#### 24.2.1.3 - Action by Dean and FTPC:

- If Dean believes unsatisfactory, initiates DPRT
  - Pattern of weak A-reports or other relevant preliminary indicators
- If Member or Dean believes outstanding, Dean initiates DPRT
  - Pattern of strong A-reports or other relevant preliminary indicators
- If no DPRT is initiated, Dean & FTPC conclude teaching meets expectations
  - Conclusion communicated to DTPC and included in recommendations of FTPC and Dean

# ARTICLE 20.3.2.1

## Activités savantes (recherche) Scholarly Activities (Research)

- Conception, élaboration, exécution de projets de recherche, seul ou avec d'autres.
- Conception, élaboration, exécution d'analyse critique des connaissances acquises.
- Présentation des résultats de travaux de recherche ou de critique participation active (congrès scientifiques, colloques ...).
- Rédaction de rapports, articles, chapitres/volumes faisant état des résultats de travaux personnels de recherche/critique, y compris travaux publiés en collaboration avec d'autres.
- Direction de thèses de 2e ou 3e cycle (direction contribue à l'avancement des connaissances).
- Rédaction de manuels innovateurs, élaboration de matériels/méthodes didactiques innovatrices, susceptibles d'être utilisés par d'autres.
- Travaux effectués sous contrat (contribuent à l'avancement des connaissances et résultats sous forme permettant évaluation).
- Édition d'une publication savante.

## ARTICLE 23.3.3

### Niveau de rendement en matière d'activités savantes Level of Performance of Scholarly Activities

23.3.3.1 – Par rendement **satisfaisant** en matière d'activités savantes, on entend une situation où le membre s'adonne :

- Régulièrement à des activités savantes;
- Dont les résultats indiquent que, par rapport à un groupe de pairs de rang et d'expérience comparables, est satisfaisant.

23.3.3.2 – Les travaux savants sont considérés **bons** s'ils représentent une contribution additionnelle à celle contenue dans la thèse de doctorat ou dans les travaux ayant servi à l'équivalence du doctorat, et si, suite à ce travail :

- Travaux scientifiques / recherches :
  - Révèlent qu'il y a eu un progrès continu dans le développement des activités de recherche du membre;
  - Contribuent à l'avancement des connaissances dans le domaine de spécialisation du membre.
- Œuvres littéraires ou artistiques (23.3.3.2(b))
- Travaux professionnels (23.3.3.2(c))

# ARTICLE 23.3.1

## Évaluation des activités savantes Assessment of Scholarly Activities

- Member may submit for assessment:
  - Articles, books/contributions to books, text of presentations at conferences, reports, portions of work in progress, and, in the case of literary or artistic creation, original works and forms of expression;
  - Works in final published form, galley proofs, preprints, final or preliminary drafts;
  - Instead of the works themselves, a clear & detailed description of any works which are such that their physical submission is not practical;
  - Works produced in cooperation with others (extent of the candidate's contribution should be identified).
  - Works resulting from scholarly activities undertaken on contract basis.



# ARTICLE 23.3.1

## Évaluation des activités savantes

### Assessment of Scholarly Activities (continued)

- Since methods of dissemination may vary among disciplines and individuals, dissemination shall not be limited to publication in refereed journals or any particular form or method.
- Works submitted by Member must be in a form in which they can undergo peer evaluation.
- Material accepted for publication shall be considered as equivalent to material published.

## ARTICLE 17.3.3

### Renouvellement d'engagement régulier

### Renewal of a Regular Appointment

- Application for contract renewal is initiated by the Member and must be submitted to the Dean no later than September 1.
- The Dean solicits recommendations from the DTPC, Chair, and FTPC.
  - Comment on the entire file and make an overall recommendation.
- Dean informs the Member no later than December 15 preceding the end of the appointment:
  - Whether appointment is renewed;
  - If renewed, under what conditions.

## ARTICLE 17.3.3

### Renouvellement d'engagement régulier

### Renewal of a Regular Appointment (continued)

- Engagement renouvelé lorsque :
  - Les conditions précisées dans la lettre d'engagement en cours ont été remplies;
  - La qualité des activités savantes et des services à la communauté universitaire est satisfaisante;
  - L'enseignement, selon l'évaluation faite conformément à l'article 24, satisfait aux exigences;
  - Les compétences particulières, correspondant aux besoins du département et pour lesquelles le membre avait initialement été engagé, ont été maintenues.

## ARTICLE 17.3.3

### Renouvellement d'engagement régulier

### Renewal of a Regular Appointment (continued)

- In the case of a first renewal, the appointment of a regular non-tenured faculty member may be renewed, even if not all of the preceding have been met, provided that all of the preceding are likely to be met before consideration for the second renewal.
- In the case of a second renewal, all of the preceding must be met unless agreed otherwise.

# ARTICLE 26

## Congé universitaire

### Academic leave

#### 26.2 - Eligibility conditions:

- Tenured at the beginning of the leave;
- Detailed description of the work she plans to carry out;
- Project must be relevant in light of criteria established in 26.1.1:
  - To devote more time to scholarly activities;
  - To acquire expertise or experience in areas related to her specialization.
- Project must be feasible, in light of Member's performance in the 3 years preceding the request, disregarding any special family-related leave, or in light of other relevant information.

# ARTICLE 26

## Congé universitaire

### Academic leave (continued)

- Taken as full (12 consecutive months) or half (6 consecutive month) academic leave periods.
  - Normally starting either July 1 or January 1.
- If the DTPC, the FTPC and the Dean recommend an academic leave, the application is considered successful (26.7.4)
- If any recommendation is negative (DPTC, FTPC or Dean), the application is sent to the Joint Committee for decision (5.2.2.13 and 26.7.4)

# ARTICLE 25.1

## Permanence

## Tenure

- Professeur adjoint : permanence automatique avec promotion au rang d'agrégé (25.3.2.2).
- Professeur agrégé ou titulaire :
  - la permanence est accordée s'il remplit les conditions établies pour une promotion au rang d'agrégé;
  - l'évaluation externe n'aurait lieu que si le doyen a des préoccupations concernant la qualité des travaux savants après avoir dûment considéré les recommandations du CPEF et du CPED.

## ARTICLE 25.3.2.2

### Promotion au rang d'agrégé

### Promotion to Associate Professor

- Doctorat ou équivalent (23.4.2).
- Enseignement : satisfaisant aux exigences (24).  
Si moins de 2 ans à uOttawa : enseignement antérieur pris en considération .
- Travaux scientifiques, littéraires, artistiques ou professionnels : bonne qualité (23.3.3.2).
- Activités de service à la communauté universitaire : satisfaisantes (23.2.4.3(a)).
- 4+ AEUO (RULE) (23.4.1(b)), dont 2 dernières années à uOttawa.
- Exigences linguistiques : satisfait aux exigences dans lettre d'engagement, connaissances évaluées (11).
- Enseignement excellent (selon 24.2.1.3(b)) peut compenser pour un rendement satisfaisant dans travaux scientifiques (25.3.2.3).



## ARTICLE 25.3.3.2

### Promotion au professeur titulaire

### Promotion to Full Professor

- Doctorate or equivalent (23.4.2).
- Teaching: meets expectations (24).
  - If less than 2 years at uOttawa, prior teaching record considered.
- Scholarly activities:
  - Good quality (23.3.3.2);
  - Since appointment/promotion to Associate: contributed regularly and significantly to the expansion of knowledge in the Member's area of specialization;
  - Significant and valuable impact on field as recognized at uOttawa and elsewhere, confirmed by at least 3 of 4 outside evaluators.
- Academic service activities: satisfactory (23.2.4.3 (a)).
- 9+ RULE or the equivalent thereof (23.4.1.1 (b)).

# ARTICLE 25.3.3.3

## Promotion à professeur titulaire

## Promotion to Full Professor (continued)

- Promotion shall be granted if, instead of complying with conditions set forth in 25.3.3.2:
  - Scholarly works since promotion/appointment to Associate: satisfy criteria of 25.3.3.2 (c) (i) and (ii);
  - Teaching: outstanding and over wide range of levels (24);
  - Since promotion to Associate, workload has included teaching activities or academic services activities significantly in excess of the norm;
  - Meets other conditions of 25.3.3.2 (a), (d) and (e).

# ARTICLE 20.2

## Enseignement

### Teaching

- Donner des cours, animer des séminaires, guider des travaux pratiques et des laboratoires, et diriger des projets d'étude individuels
- Préparer et corriger des travaux, des épreuves et des examens
- Diriger les travaux des assistants à l'enseignement, des correcteurs, des démonstrateurs en laboratoire
- Superviser, diriger et évaluer les travaux individuels accomplis par les étudiants, par exemple sous forme de thèse ou de mémoire
- Accorder des consultations individuelles en dehors des heures de cours ou de laboratoires
- Participating in the development of teaching methods, programs or course content
- Préparer du matériel didactique, des exercices de laboratoire et des notes de cours pour ses propres étudiants
- Writing textbooks
- Siéger à un jury de thèse à l'Université d'Ottawa.

# ARTICLE 20.4

## Service à la communauté universitaire

### Academic Service

- Administrative activities, such as chairing a department
- Participer aux travaux des comités d'un département, d'une faculté ou de l'Université ou contribuer autrement à assurer le bon fonctionnement de l'Université d'Ottawa ou de l'une de ses parties constituantes
- Contributing to the effective operation of the Association by serving as an officer of the Association or on its Board of Directors, or participating in the work of one of its committees or constituent parts;
- Contribuer à assurer le bon fonctionnement de l'AUCC, de l'ACPU ou de l'UAPUO en faisant partie de leurs organismes de direction ou en participant aux travaux d'un de leurs comités
- Counselling or advising students
- Présider un jury de thèse à l'Université d'Ottawa ou siéger à un jury de thèse ou diriger une thèse ailleurs
- Refereeing submissions to scholarly publications
- Participer à l'édition de publications savantes
- Contributing to the effective operation of learned or professional societies
- Collaborer à la bonne marche d'organismes qui accordent des subventions ou qui font des évaluations
- Prendre part aux travaux communautaires liés au rôle de l'Université